

REQUEST FOR PROPOSALS



TOWN OF THOMPSON'S STATION

to provide

Professional Consultant Services

for the

Parks Master Plan

The Town of Thompson's Station is accepting statements of proposals for the Parks Master Plan. This submittal is for consultant proposals only. Do not provide fees for this project.

Proposals are to be-

Mailed to:

Town of Thompson's Station, Attn: Micah Wood, AICP – Planning Director
P.O. Box 100
Thompson's Station, TN 37179

Or hand delivered to:

Thompson's Station Community Development Office
1551 Thompson's Station Road, West
Thompson's Station, TN 37179

By September 6, 2022, at 4:00 pm.

Provide five (5) hard copies and one (1) electronic copy of your Statement of Qualifications as part of your proposal.

The Town of Thompson's Station may develop a short list from the submittals and selected consultants will be invited for a presentation and interview. It is anticipated that a contract will be negotiated with the selected firm.

SECTION I

GENERAL INFORMATION TO PROPOSERS

1.1 INTRODUCTION

This Request for Proposals (RFP) provides interested vendors with information to prepare and submit a Proposal for consideration by the Town of Thompson's Station (Town) to satisfy its requirements for comprehensive and regulatory planning services. This RFP process is intended to identify potential Contractors with which the Town may, in its sole discretion, choose to enter into a Contract for the proposed consulting services. It is expressly understood and agreed that the submission of a Proposal does not require or obligate the Town to pursue a contract with any Proposer. All negotiations are subject to the consideration and approval of the Town of Thompson's Station, which may, at its sole discretion, accept or reject any proposed contract.

1.2 DEFINITIONS

For the purposes of this RFP, the following terms have the following meanings:

- a) **"Contract"** shall mean the agreement between the Town and vendor chosen as a result of this RFP, which addresses the requested goods and services.
- b) **"Contractor"** shall mean the vendor or its assignee chosen by the Town to supply the requested goods and perform the requested services.
- c) **"Proposal"** shall mean the written document submitted to the Town of Thompson's Station in response to this RFP.
- d) **"Proposer"** shall mean an individual or business entity submitting a Proposal in response to this RFP.
- e) **"Town"** shall mean the Town of Thompson's Station, Tennessee

1.3 RFP DOCUMENT

Information provided herein is intended solely to assist Proposers in the preparation of their Proposals. To the best of the Town's knowledge, the information provided is accurate. However, the Town does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

1.4 PRIMARY CONTACT

The primary contact for this RFP is:

Micah Wood, AICP
Planning Director
PO Box 100
Thompson's Station, TN 37179
Phone: (615) 794-4333 ext. 3
Email: mwood@thompsons-station.com

1.5 ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The Town is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the Town will become part of the official RFP and will be mailed to all registered Proposers based upon the contact information at the time of registration.

1.6 LABELING OF PROPOSALS

All proposals must be submitted in a sealed envelope plainly marked, Parks Master Plan Consulting Services Proposal.

1.7 ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that this contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party. The firm or firms will be an independent service provider for all purposes and no agency, either expressed or implied, exists.

1.8 CONDITIONS OF PROPOSAL SUBMITTAL

- a) The proposal must be signed by a duly authorized official for the Proposing firm submitting the proposal.
- b) No proposal will be accepted from any persons, firm or corporation that is in arrears for any obligation to the Town, or that otherwise may be deemed irresponsible or unresponsive by the Board of Mayor and Aldermen or Town Staff.
- c) Only one proposal will be accepted from any person, firm, or corporation.
- d) All proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.

1.9 IDEMNITY:

The successful bidder agrees to defend, indemnify, and hold the Town harmless from any and all causes of action or claims arising out of or related to the bidder's performance on this project.

SECTION II

PROPOSAL CONDITIONS

2.1 REJECTION OF PROPOSALS

The Town reserves the right to reject, at any time and for any reason, any and all Proposals received as a result of this RFP. The Town's intent is to enter into a Contract as a result of this RFP. However, if after reviewing the Proposals received, the Town determines that the Town should not enter into any Contract, or to enter into a partial or different contract from the Contract contemplated by this RFP, the Town will act in accordance with what the Town determines at that time to be in its best interest. No Proposer or any other party has any entitlement, interest, or right in this decision by the Town, and by submitting a Proposal, acknowledges the Town's right to exercise its discretion in this regard without any right of recourse by the Proposer.

2.2 PROPOSAL EVALUATION

Any Proposal that has not met the completeness that is required, as set forth to this RFP, may be rejected.

2.2.1 Review and Evaluation of Proposals

All proposals will be reviewed and evaluated by the Town Planning Director or his designee(s) who shall recommend for selection the Proposer whose Proposal best meets the needs of the Town as provided in this RFP. The Town may award with or without further discussions.

The Town will consider the Proposer's experience and proposed approach to performing the work and will make the award decision based on the likelihood of successful and comprehensive completion of the work. This criterion will be evaluated by examining the entire proposal.

The Town reserves the right to consider other factors when evaluating proposals, when such consideration serves the goals and interests of the Town.

2.3 DISCLOSURE, OWNERSHIP OF PROPOSAL CONTENTS, AND CONFIDENTIALITY

The Proposals will become the basis for any contract entered into and will become subject to the Town's provision on public access to records and information.

To the extent a Proposer includes any uniquely proprietary or confidential information in the Proposal, the Proposer must clearly and unequivocally mark such information. The Town will not reveal any such information to any third party, unless required to do so by law.

Proposers must agree to make no other distribution of their Proposal beyond that made to the Town.

2.4 RFP PROPOSAL COSTS

The Town is not responsible for any costs or expenses incurred by any Proposer in the preparation of the Proposal, attendance at any conference, or meeting related to this RFP. The Town is not responsible for payment of any amount to the selected Proposer until a Contract has been awarded and executed by the Town of Thompson's Station and the Contractor has performed services pursuant to the Contract that entitle the Contractor to receive payment under the terms of the Contract.

2.5 PROPOSER

The decision to award a contract will be made on the basis of the Proposer's overall ability to perform and respond to the RFP's requirements to prove a high level of competence. Special emphasis will be placed upon capabilities of the Proposer's experience with completing the services requested.

2.6 SUB-CONTRACTORS

It is intended that a single contractor have total responsibility for the proposed work so as to assure a fully operational system. Therefore, any Proposer desiring to use sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled "Sub-Contractors". Include for each sub-contractor, their company's name, the company's principal owners, description of their involvement in the project, and qualifications for each aspect of the Proposed Solution they will be involved. The sub-contractor(s) cannot be changed after submission of the Proposal except with the written approval of the Town.

The Contractor is responsible for all actions, workmanship, performance, and payment for their sub-contractor(s).

2.7 RFP PROCESS

2.7.1 RFP Release

The RFP will be publicly advertised and released in accordance with the applicable laws of the State of Tennessee and shall include the notification of the time and place when and where the RFP is due. The RFP may be obtained from:

Regina Fowler, Town Clerk
Thompson's Station Town Hall
1550 Thompson's Station Road West
Thompson's Station, TN 37179
Office: (615) 794-4333
Fax: (615) 794-3313
rfowler@thompsons-station.com

An electronic copy may be obtained via email from the Town Clerk or downloaded from the Town's website at www.thompsons-station.com.

2.7.2 RFP Inquiries/Questions

All questions/inquiries must be submitted in writing via mail or email to the primary contact. The Town will review all inquiries received prior to the RFP submittal deadline and will email written answers to all recipients of the RFP. During the review or preparation of the RFP Proposal, if a Proposer discovers any errors, omissions or ambiguities within the RFP, they should identify them in writing to the Town prior to the RFP submission deadline.

2.7.3 RFP Revisions

Proposal interpretations and addenda clarification may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The Town shall send any change to or interpretation of this RFP to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations shall become a part of this RFP and may be incorporated into any contract awarded pursuant thereto.

2.7.4 Economy of Preparation

Proposals should be prepared simply and economically, thereby providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP. Submitted Proposals shall not exceed 35 total pages.

2.7.5 Proposal Withdrawal

The Proposer may, at any time up to the RFP Submission Deadline date and time identified in the Required RFP Schedule, withdraw their Proposal. If the Proposer desires to re-submit their Proposal, it must be re-submitted by the Proposal Submission Deadline as identified in the Required RFP Schedule.

2.7.6 Proposer Interview

An interview may be needed if deemed by the Town. The Town Planning Director will notify proposers if an interview is necessary.

2.7.7 Required RFP Schedule

Consultants interested in responding to this RFP should submit four (4) hard copies and one (1) electronic copy of their proposal. Proposers must submit proposals no **later than 4:00 p.m. on September 6, 2022**, to:

Town of Thompson's Station, Attn: Micah Wood, AICP – Planning Director
P.O. Box 100
Thompson's Station, TN 37179

A recap of important dates relating to this Request for Proposal are listed below:

Release of RFP:	July 28, 2022
Submission of Proposal:	September 6, 2022
Award of Contract:	Fall 2022

2.8 RFP PROPOSAL CONTENT AND FORMAT

2.8.1 Proposal Submission

The Town Planning Director must receive all Proposals no later than the Proposal Submission date and time identified in the RFP Schedule. Proposals may be mailed or hand-delivered, but in either case must be received and or postmarked by the specified date and time. **Late proposals shall not be considered.**

Proposals must contain all Required Documentation as requested by this RFP, otherwise the Proposal will be considered non-conforming and will be disqualified. The Proposer must supply five (5) hard copies of the Proposal and one (1) electronic copy. The Proposal container must bear the inscription: Parks Master Plan Services Proposal as well as the name and address of the Proposer. The Proposal shall be addressed to the attention of:

Town of Thompson's Station, Attn: Micah Wood, AICP – Planning Director
P.O. Box 100
Thompson's Station, TN 37179

The Town reserves the right to request additional information from any, all, or no Proposers after Proposal Submission.

Proposers shall distribute their RFP Proposals only to the Town Planning Director. One (1) RFP Proposal must contain the original signature(s) of an official or officials authorized to bind the Proposer to its provisions. Additionally, the authorized signature(s) must appear on company letterhead.

2.9 PROPOSAL ORGANIZATION

Proposals must be organized in the following order of sections:

Section 1 Transmittal Letter

The Proposal must include the name, title, address, telephone number, and email address of one (1) or more individuals who will serve as Proposer's contact for purposes of this RFP. The Proposer shall fully disclose details regarding its legal identity, i.e., corporation, partnership, etc.

Section 2 Proposer Qualifications

The Proposer must describe its qualifications and experience in providing the work described in this RFP. Experience should include relevant examples of performing similar or related services. This includes details as to the type of services and approximate dates of service delivery. The Proposer must submit three (3) references of similar engagements during the last four (4) years. The references must have had experience with the Proposer similar in scope to those described in the RFP. The Proposer must name a contact person and contact information for whomever is responsible for the review at each provided reference.

The respondent shall provide a team organization chart, which lists the names of key personnel that will be assigned to this project along with a brief resume for each individual that describes their education and relevant professional work experience. Any subcontractors anticipated to be utilized to perform work on this project should be identified and brief resumes submitted.

The Town reserves the right to approve all persons assigned to the project.

Section 3 Project Understanding

The proposal should contain a detailed statement of the respondent's understanding of the scope of services required under Section III of this RFP. The proposal should also contain an explanation of the respondent's ability to execute the requirements and achieve the objectives of this RFP. The proposal shall address separately each of the major tasks or activities to be achieved.

Section 4 Milestone Schedule

The proposal should contain a milestone schedule for the completion of each major task as part of the Parks Master Planning process, as described in the Project Understanding Section, above, and as required under Section III of this RFP.

Section 5 Response to General Conditions

- a) Proposal Conditions or Limitations:
Proposals that set forth conditions or limitations to those set forth in the RFP may be considered non-responsive and, therefore, may be rejected. Notwithstanding any other provision of this RFP, the Town reserves the right to reject any or all proposals, to waive any defects or informalities, to negotiate with respondents, and to accept the proposal deemed to be in the best interest of the Town.

- b) Proposal Interpretations and Addenda
Clarification may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The Town shall send any change to or interpretation of this RFP to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations shall become a part of this RFP and may be incorporated into any contract awarded pursuant thereto.

- c) Town's Right of Withdrawal of RFP
Notwithstanding any other provisions of this RFP, the Town reserves the right to withdraw this RFP at any time without prior notice.

SECTION III

REQUIREMENTS OF SERVICES

3.1 PURPOSE AND GENERAL SCOPE OF WORK

The Town of Thompson’s Station is located in southern Williamson County, 30 miles from Nashville. The population has been increasing rapidly since 1990, with a significant increase from 2010 to 2012. As of the 2020 Census, the Town’s population was 7,485, with an astonishing growth rate of 241% since 2010. At approximately 22 square miles in size, Thompson’s Station is located between Franklin and Spring Hill and experiences growth pressures related to land use and transportation as a result. The Town is bisected by Interstate 840 and includes a very diverse mix of current land uses from the intensive light industrial Mars Petcare facility to active agricultural uses. However, the size and diversity of current land uses also provides challenges in ensuring growth and development does not occur at the expense of the Town’s prized character and natural resources.

The Town, for decades, has endeavored to prevent growth from overwhelming the existing community character. A strong park system remains a steadfast goal of the community throughout this onslaught of growth. The Town is in the midst of a comprehensive planning effort called All Aboard Thompson’s Station in order to brace for intense development pressures after the Town’s new wastewater treatment facility goes on-line in 2024. This Parks Master Plan will be designed to work in concert with the planning documents produced from the All Aboard comprehensive planning process and will function as the Town’s guiding document to ensure that the growth of the park system is commiserate with the overall growth and development of the Town. This will be the first ever town-wide Parks Master Plan.

The selected firm will document and highlight national park and recreation development trends with a focus on what works best for the Town. The Parks Master Plan will need to examine the current park and recreation offering as a baseline to compare with national standards; provide recommendations of future park locations along with types of recommended park and recreation programming; examine current parkland development impact fees and suggest updates and/or revisions such as a parkland dedication requirement; and provide a roadmap with recommendations for plan implementation, including staff and resource requirements.

The following sets the Town’s general expectations for the Park Master Plan process:

Comprehensive Public Engagement, to include at a minimum: Steering Committee meetings, a series of public input meetings, online engagement, and other activities to help ensure the planning process fully reflects the community. The selected planning consultant will be expected to offer a robust public engagement process that mixes both in person and virtual activities.

Plan Development and Delivery

The planning process should, at a minimum, include the following:

Resource and Data Collection

- Conduct analysis that considers the fair and just quantity, distribution, inclusivity, condition, cultural relevancy, connections and proximity of parks, green space, programs, recreation centers and services. Evaluation criteria should be based on the expressed values of the community and focus on improved health and environmental outcomes.
- Provide an assessment and analysis of the Town's current level of programs, services and maintenance in relation to present and future goals, objectives and directives.
- Compile an inventory and assessment of the existing parks, trails, greenways, green space, and facilities in Geographic Information System (GIS). Compare to national benchmarking tools.
- Provide a community-wide community needs assessment survey on recreation and park programs and facilities.
- Review and interpret demographic trends and characteristics of the community, using information from the All Aboard General Plan and other national, regional, and local sources.

Implementation

- Develop an action plan that includes strategies, priorities and an analysis of budget support and funding mechanisms for the short-, mid- and long-term for the park system, green space, trails greenways, and recreation programs and services. The action plan should prioritize strategies by their level of impact on social, health and environmental outcomes.
- Prioritize recommendations for needs regarding land acquisition, and the development of parks, trails, greenways, green space, and recreation facilities.
- Prioritize recommendations for maintenance, renovation and operations of parks, trails, greenways, and recreation facilities.
- Recommend collaborative partnerships and other solutions to minimize duplications or enhance opportunities for collaborative partnerships.
- Identify areas of service shortfalls and projected impact of future trends.
- Provide useable and workable definitions and recommendations for designated park, trails, greenways, and green space with acreages and parameters defined as appropriate.
- Develop recommendations for operations, staffing, maintenance, programming, and funding needs.
- Provide a clear plan for development of programming based on demand analysis.

Development of Final Plans and Supporting Materials

- The Master Plan shall be a compilation of the planning process and include written goals, objectives, policy statements, a financial and action plan that articulate a clear vision and "roadmap" and model for the Town's future parkland system. The final plan will be recommended by the Parks Board for adoption by the Board of Mayor and Aldermen. Meetings and presentations shall be expected as part of the adoption task process.

- A summary of existing conditions, inventories and system-wide metrics, distribution metrics, and population demographics and outcome metrics.
- Charts, graphs, maps and other data as needed to support the plan and its presentation to the appropriate audiences.

3.2 SPECIAL CLAUSES

Key Personnel

- a) The Contractor's key personnel will be identified with specific roles and responsibilities included as required for the fulfillment of this Contract. Key personnel shall include one or more individuals who have extensive experience in community development. Key personnel include the Project Manager, employees with specialized expertise, and any subcontracted consultants designated to perform work.
- b) The Contractor's Project Manager shall oversee the performance of services and shall be the primary point of contact for services performed under this Contract. The Contractor's Project Manager shall be available to meet with the Town Administrator and/or the Town Planning Director to discuss progress or problems as the need arises.