

SEPTEMBER 1, 2016
CITY OF GALLATIN, TENNESSEE
PUBLIC NOTICE TO CONSULTANT ENGINEERS
REQUEST FOR QUALIFICATIONS

Introduction

The City of Gallatin, Tennessee, an Equal Opportunity Employer, seeks to retain the services of a Professional Consultant Engineering Firm to provide a feasibility study of locations, potential design options, and estimate of costs for a parking garage in the Downtown Gallatin area surrounding the Historic Gallatin Square.

Questions should be addressed **VIA EMAIL ONLY** to:

James Fenton, Executive Director
City of Gallatin, Economic Development Agency
132 West Main Street, Room 210
Gallatin, TN 37066
Email: James.Fenton@gallatin-tn.gov

The deadline for questions is 2:00 PM local time on Thursday, September 15, 2016. All questions shall be submitted electronically **via email**. No answers will be given over the phone. Any official clarifications, answers or positions given by the City of Gallatin will be issued in the form of a written amendment and distributed **via email** to all consultants.

Schedule

The following proposed timetable is for planning purposes only. The City of Gallatin will make every attempt to comply with the times and dates set forth in this table, but reserves the right to adjust this timetable as required during the course of the RFQ process.

RFQ Advertised: September 1, 2016

Deadline for Technical Questions: 2 p.m., September 15, 2016

Amendments Issued: September 16, 2016

Receive Final RFQ's: By 4:00 p.m.,

September 22, 2016

Qualification Statement Format

In order to standardize and simplify the qualification statements for comparison and evaluation of the responding firms, all submittals must be organized in the manner set forth below, separated into sections, and appropriately titled. All information and materials shall be provided under a single cover.

Letter of interest (1 Page Max): The letters of interest page should identify the project; name of the firm, name of the firm's primary point of contact (principal-in-charge), address, telephone number, and email address.

Qualifications page (2 Pages Max): The qualifications page should include items such as business organization, resumes, qualifications, job assignments of the various team members assigned to the project and a realistic projection of the percentage of work that will be performed by each team member. The qualifications page shall indicate the scope of services to be completed by any sub-consultant.

A total of three copies, along with a digital version, shall be mailed or delivered no later than 4:00pm on Thursday, September 22, 2016 to:

James Fenton, Gallatin EDA
132 West Main Street, Room 210
Gallatin, TN 37066

Basis of Evaluation

The City of Gallatin will base selection on the contents of the letters of interest and qualifications. Subsequent interviews may be conducted if needed.

The factors that will be considered in the evaluation of submittals are:

1. Past experience in the required disciplines with the City of Gallatin and other clients.
2. Past experience specific to similar projects.
3. Qualifications and availability of staff.
4. Demonstrated ability to meet schedules without compromising sound engineering practice.
5. Evaluations on prior projects with the City of Gallatin and other clients, if available.
6. Size of project.
7. Amount of work under contract with the City of Gallatin and other clients.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory actions based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Gallatin.

SEPTEMBER 16, 2016
CITY OF GALLATIN, TENNESSEE
AMENDMENT TO RFQ FOR PARKING GARAGE STUDY

Following are questions submitted by 2 p.m., September 15, 2016 to James Fenton as required by the Public Notice:

1. Can you please clarify the overall page limit for the items listed after “qualifications page” (resumes, etc.) as well as the evaluation criteria? Should all of this information be provided within the two page limit listed in the RFQ?

- a. The overall page limit for submittals is four (4) pages
 - i. 1 page “single cover”.
 - ii. 1 page letter of interest “should identify the project; name of the firm, name of the firm’s primary point of contact (principal-in-charge), address, telephone number, and email address.” The single page letter of interest is not limited to the items just listed, but must include them.
 - iii. 2 pages Max for qualifications which should include items such as business organization, resumes, qualifications, job assignments of the various team members assigned to the project and a realistic projection of the percentage of work that will be performed by each team member. The qualifications pages shall indicate the scope of services to be completed by any sub-consultant. “Resumes” may be condensed into comprehensive sentences of work an individual or firm has done specifically related to successful parking studies.
 - iv. DO NOT submit more than 4 pages total (1 cover, 1 letter of interest, 2 pages for qualifications).

2. From the date RFQ responses are due (September 22), how soon do you expect to select the preferred engineering team?

- a. The goal is to select the preferred engineering team by October 20, 2016.

3. Is there a target date for completion of the feasibility study?

- a. Once a firm is chosen and cost is determined, the City Council must appropriate funding for the study. The City Council may, or may not, choose to pursue the study depending on cost. Having never contracted for a study like this, the City would certainly consider the recommendation of the preferred engineering firm on a realistic completion date. Having said that, the City would expect to have the study complete no later than March 31, 2017 so that the City Council can make decisions during its discussions on the 2017-18 Fiscal Year Budget.

4. Have there been any sort of traffic and or parking studies completed recently that projects a need for more public parking?

- a. No.

5. At this stage of the planning process, is there any need to include architectural models or renderings of what the proposed garage might look like as part of a final deliverable?

- a. Yes, the City would like to see conceptual renderings included in the study’s final deliverable.

6. Do you anticipate or desire any other uses to be included in the garage plan, such as ground level retail space?

- a. Yes – this is a possibility, as well as office space.

7. What sites are being considered for a parking structure?

- a. Three sites have been mentioned, but the City would like the study to look at all potential options downtown and suggest the optimal site.

8. Have previous parking studies been conducted? If so, when and by whom? Can copies be made available prior to the proposal due date?

- a. No.

9. Is the primary purpose of this study to quantify the site and financial feasibility?

- a. Purpose of the study is to determine need for a parking garage, recommend or rank possible sites, offer visual renderings of a parking garage on those sites, and provide preliminary cost estimates.

10. How does the city intend to use the report associated with this effort?

- a. The intent is for the City Council to use the report to determine if it will pursue construction of a parking garage immediately, or plan for it over the next few years, or abandon the idea altogether.

11. How is the city thinking the garage might be financed? Would historical revenues be pledged to service debt?

- a. There has been no discussion at the City Council of how the garage would be funded.

12. Is there a MBE or WBE requirement or goal for this project?

- a. No.

13. What is the city's budget for this project?

- a. No budget has been set. The City Council will have to appropriate funding for the study if they choose to pursue it.

14. What is the desired completion date for this project?

- a. Once a firm is chosen and cost is determined, the City Council must appropriate funding for the study. The City Council may, or may not, choose to pursue the study depending on cost. Having never contracted for a study like this, the City would certainly consider the recommendation of the preferred engineering firm on a realistic completion date. Having said that, the City would expect to have the study complete no later than March 31, 2017 so that the City Council can make decisions during its discussions on the 2017-18 Fiscal Year Budget.