

REQUEST FOR QUALIFICATIONS

Request for Qualifications (RFQ) from firms interested in providing professional services for the following proposed project, will be received until the date and at the location indicated below.

PROJECT NAME: Comprehensive Plan

LOCATION: Lebanon, Tennessee

DESCRIPTION OF PROJECT: The City of Lebanon is seeking the services of a consultant firm/team with city planning and economic development experience. Respondents should have broad experience in downtown planning, landscape architecture, urban design, infrastructure, transportation, citizen involvement and implementation.

GENERAL SCOPE OF WORK: Develop a Comprehensive Plan for the City of Lebanon. Specific areas of focus should include (but are not limited to):

- A. Transportation/Traffic/Infrastructure
- B. Planning (with matching zoning) Contextual Growth
- C. Downtown Redevelopment of Older or Historic areas
- D. Parks and Recreation
- E. Entertainment/Things to Do

The City anticipates that this plan will serve as the basis for modifications to land use and planning regulations, public and private investment decisions, and prioritization for the allocation of city resources. This plan needs to include measurable goals, objectives, and target metrics so success can be verified. The deliverables at the end of this project should include a new comprehensive plan and draft code revisions for the city to adopt to implement the plan.

DESCRIPTION OF ALL PROFESSIONAL SERVICES REQUIRED FOR PROJECT: Planners (Land and Transportation), public participation, landscape architecture and urban design

GENERAL

1. Statements of Qualifications shall include corporate qualifications, descriptions of similar projects, resumes of key staff who would be assigned to the project, identification of the location from which the work would be performed, and at least three (3) current or former client references.
2. Statements of Qualifications shall be limited to not more than 25 pages, exclusive of cover letter and resumes. Firms should send thirteen (13) copies of their Statements of Qualifications along with one digital copy.
3. Statements of Qualifications shall be accepted by the City of Lebanon's Planning Department until 4:30 PM on November 27, 2017. Copies should be submitted to the City of Lebanon, Attn: Paul Corder, 200 North Castle Heights Ave. Suite 300, Lebanon, TN 37087.
4. The City of Lebanon contact person is Paul Corder, Planning Director, (615) 444-3647 extension #2321, Questions about this RFQ should be addressed to his attention c/o. It is anticipated that a contract resulting from this RFQ will extend for a period of approximately twelve (12) months from the date of execution.
5. In selecting a contractor, the City of Lebanon will consider:

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| • experience with similar projects | 35% |
| • qualifications and technical capability of proposed key personnel | 20% |
| • past performance on similar projects. | 20% |
| • subcontractor qualifications, and | 15% |
| • geographic proximity of contractor to Lebanon, Tennessee | 10% |

The top three firms will be contacted to submit a proposal.