

# Request for Letters of Interest and Statements of Qualifications for Professional Services

## City of Norris Stormwater Mapping and Assessment

### Project History & Funding:

Most of the City's aging stormwater infrastructure is roughly 50 to 80 years old. In 2023/24 the City of Norris made a successful application to include mapping of public storm drainage system with SRF. Local matching funds provided by a proposed utility fee are currently under consideration by the City's governing body.

### Preliminary Project Scope:

The scope associated with the mapping and assessment of the City's stormwater infrastructure shall include surveying and mapping, assessment of existing conditions, analysis of ditches, pipes, inlets, and related structures, identification of deficiencies, and existing flow calculations, to be used as a basis for development of a stormwater master plan. This effort shall include identification of existing and proposed easements, identification of critical points within the system needing improvement, a priority list of projects based on the conditions identified, as well as a phased implementation plan including, cost estimate for design and construction, and options for funding through future grants, assessments, or stormwater fees.

### MWBE Compliance:

The City of Norris prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation; and will pursue an affirmative policy to foster, promote, and conduct business with Historically Underutilized Businesses, minority/women and business enterprises.

### Iran Divestment Act Compliance:

Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state (or a subdivision), including a contract renewal assumption, to certify at the time the bid is submitted or the contract entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

### Submittal Format Requirements:

*The following information shall be submitted as noted below*

- A Letter of Interest and Statement of Qualifications (2 page maximum):
  - Summarize the firm's interest and expertise in performing the required professional services for this project and that briefly describes the firm's (and project team's) qualifications to provide the required professional services for this project, with an emphasis of working with SRF staff and their processes. This information shall include a brief history of the firm, number of employees, office locations, including any proposed sub-consultants with the equivalent information.

- Proposed Key Project Team Members, including key staff/sub-consultants (2 page maximum):
  - The proposed team for this project shall include: Principal in Charge, Project Manager, Project Design Engineer(s). This team list should include the team member's overall experience, tenure with the firms/subs, certifications/licenses, and area of expertise & availability, emphasizing Project Manager/Engineers, key Grant & Funding Manager.
- Related Project Experience and Reference (3 pages maximum):
  - Submitting firms shall provide applicable project summary information for recently completed or in progress projects of similar scope, including client/reference (one reference per project and maximum of three total references) including contact information, brief project description, project budgets & schedule.
- Proposed Project Approach and Schedule (5 pages maximum):
  - Utilizing the Anticipated Selection Process and Schedule shown below, each firm's proposed schedule shall assume the receipt of a notice to proceed & execute contract as listed below:
    - a) Surveying & Mapping
    - b) Modeling and System Evaluation
    - c) Engineering Report/CIP Development
    - d) City review/approval
    - e) Reimbursement & Project Closeout

Selection Process:

Evaluation and Selection of firms will be a Qualification Based Selection process. Price will not be considered in the qualifications-based selection phase. A group of key City staff will evaluate each submittal, based on the specific submittal requirements and information submitted by each responding firm, and may also utilize reference checks, past performance, to evaluate and rate each submittal. The City's governing body will then receive a recommendation and consider action to form a contract with the preferred firm.

Selection Factors:

Selection of the most qualified firm shall include the following factors:

1. Specific project approach including compliance with state and federal guidance requirements, and strategy to complete the project on time and within budget.
2. Demonstrated track record of providing excellent customer service, through effective/consistent communication, coordination, and management of projects, especially schedules and budgets, including initial vs final project budget, schedule with project specific examples including client contact information.
3. Specific proposed project schedule from notice to proceed, through report development, presentation, and approval.
4. Specific similar project experience information, including project references, client contact information.
5. Availability of qualified staff and subconsultants to perform the work, and their familiarity and experience working with municipalities of similar demographics, especially with the City of Norris.

Anticipated Schedule:

The City's proposed selection schedule is as follows:

- |   |                   |
|---|-------------------|
| 1. Issue RFQ  | November 18, 2024 |
| 2. Submittal Deadline                               | December 31, 2024 |
| 3. Staff Review of Submittals                       | January 1-9, 2025 |
| 4. City Council Identifies/Awards Preferred Firm    | January 13, 2025  |
| 5. City Council Approves Contract/Notice to Proceed | February 10, 2025 |

Additional milestones (start and finish dates) including the required project deliverables described in the scope and shall be included in the individual Project Approach and Schedule, beginning with the above anticipated time of the Notice to Proceed, through completion of the project acceptance, and closeout.

Questions and Submittal Contact Information:

Questions regarding this RFQ should be directed to:

- Charles Adam Ledford, City Manager (865)494-7645 [citymanager@norristn.gov](mailto:citymanager@norristn.gov)
- Bailey Whited, Assistant City Manager (865)494-7645  
[assistantcitymanager@norrisnt.gov](mailto:assistantcitymanager@norrisnt.gov)

**All submittals are due no later than Tuesday, December 31, 2024 at 1:00 PM**

Each submittal shall be marked: **Norris 2025 Stormwater Mapping and Assessment Project**

**8 copies of complete submittal required**