

**REQUEST FOR QUALIFICATIONS FOR
COMPREHENSIVE STORMWATER ANALYSIS
FOR THE TOWN OF WALDEN, TENNESSEE**

The Town of Walden will receive qualification statements from interested civil engineers or firms for services related to providing a comprehensive stormwater analysis as determined by the Board of Mayor and Aldermen. The Town of Walden intends to use a portion of its Tennessee Department of Environment and Conservation (TDEC) American Rescue Plan (ARP) grant to fund this effort. Statements must be submitted no later than **9:00 a.m. EST, April 30, 2024.**

Interested firms should submit three paper copies of their statement of qualifications and an electronic form to:

Town of Walden
1836 Taft Highway
Walden, TN, 37377
“ATTN: Mariah Prescott”

Further information on this project may be obtained by contacting:

Mariah Prescott, Town Administrator

mprescott@waldentn.gov

423-886-4362

PLEASE NOTE: The selection of an engineer or firm to provide the described scope of services will not be made on cost alone but may be made based on the consideration of qualifications-related factors contained in the Request for Qualifications.

The complete RFQ including General Scope of Services, Information Required for Statement of Qualifications, and Statement of Qualifications Form can be accessed at www.waldentn.gov, or at Walden Town Hall, M-TH 9:00 a.m. to 4:00 p.m.

The Town of Walden will not discriminate in the purchase of any goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

Verbal or faxed quotations, or quotations received after the closing date and time will not be accepted.

The Town reserves the right to reject any or all responses to this notice and/or informalities in any response received, and to make an award in any manner, consistent with law, deemed in the best interest of the Town.

GENERAL SCOPE OF SERVICES

The Town of Walden is a Mayor-Aldermanic form of government which provides a wide variety of services to citizens and visitors in the Walden area. These include stormwater services, safe streets, parks, and recreation, etc. An important part of this governance relies on quality infrastructure. The scope of services for the comprehensive stormwater analysis is to provide Walden with the identification of the existing stormwater drainage structures and issues, and to provide a plan to rectify and improve Walden's stormwater drainage system.

The engineering services under consideration in this Request for Qualifications involve (but are not limited to):

1. Providing a comprehensive stormwater audit to the Town of Walden which includes but is not limited to:
 - Locating and inspecting all existing stormwater infrastructure.
 - Providing a detailed condition report for all existing stormwater infrastructure.
 - Providing an electronic database of all existing stormwater infrastructure that can be implemented into Walden's GIS mapping system.
 - Providing a 10-year capitol repair and replacement plan identifying structures to be repaired and/or replaced by location with estimated costs and recommended year for repair and/or replacement.
 - Providing a detailed course of action plan to add additional stormwater infrastructure to help mitigate stormwater runoff currently and in future projections.
 - Recommending an annual maintenance schedule and budget, identifying details of work to be completed.
 - Researching alternative, environmentally-sensitive approaches to resolving stormwater issues.

EVALUATION/AWARD CRITERIA

Proposals will be reviewed by the Town Administrator and Board of Mayor and Aldermen and evaluated based on the following factors, listed in order of relative importance: company background and relative experience; methodology and approach; reference responses; price. After evaluations are completed, the proposals will have final consideration and award by the Mayor and Board of Aldermen at the next Town Hall meeting. The Town reserves the right to consider dividing the award and awarding contracts to two or more organizations if doing so serves the best interest of the Town.

INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must address the following criteria and be submitted in this order (the attached Statement of Qualifications Form may be used):

1. Name of firm, owner, address and telephone number.
2. Specialized engineering services competence. Provide information about the engineering firm's experience in providing engineering services pertaining to stormwater to municipal organizations. Provide at least two references from these organizations including names, contact persons and phone numbers.
3. Capacity and capability. Provide information about the engineering firm's capacity and capability to perform the scope of work. Provide the name of person(s) that will be involved in coordination and management of the comprehensive stormwater analysis and their qualifications and experience in coordinating and managing the program under this contract.
4. Understanding of services to be provided. Describe the engineering firm's understanding of the scope of work.
5. Work schedule. Provide a plan and timeline for service delivery.
6. Insurance requirements. All proposals for qualifications submitted must be accompanied by a Certificate of Insurance in compliance with the minimum requirements of the State of Tennessee. The Engineering firm awarded shall be responsible for all injuries or damages of any kind resulting from their work to persons or property.
7. Conflict of interest. The engineering firm, by submitting a proposal, certifies that to the best of its knowledge or belief, no elected or appointed official of the Town is financially interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. They also certify that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.

Statement of Qualifications Form

1. Name of firm, owner, address and telephone number:

2. Specialized Engineering Services Competence:

3. Capacity and capability:

4. Understanding of services to be provided:

5. Work schedule:

6. Insurance requirements:

7. Conflict of Interest disclosure:

Certification:

I certify that the above submitted is correct and complete to the best of my knowledge. I also certify that to the best of my knowledge or belief, no elected or appointed official of the Town of Walden is financially interested, directly or indirectly, in my firm or in the purchase of services as described in this RFQ.

Name

Date

Title