

# NOLENSVILLE PLANNING DEPARTMENT



## REQUEST FOR QUALIFICATIONS

STATEMENTS OF QUALIFICATION DUE:

June 30, 2023 BY 12:00 PM (CST)

### **SECTION 1. NOTICE OF REQUEST FOR QUALIFICATIONS**

The Town of Nolensville (the “Town”) is requesting Statements of Qualifications from professional, qualified firms or individuals. Responses to this Request for Qualifications (RFQ) are sought from professional, qualified design firms to integrate the new Zoning Ordinance regulations and standards into Esri’s Arc Urban platform and provide adequate training for Planning Department staff for administration of the new Zoning Code. Please see our town website for the full zoning document: [www.nolensvilletn.gov](http://www.nolensvilletn.gov).

A complete response to this RFQ must be submitted either by mail or electronically in PDF format to the Town of Nolensville Planning Department. All electronically submissions should be sent to Samuel Luthi, Town Planner via email: [sgluthi@nolensvilletn.gov](mailto:sgluthi@nolensvilletn.gov). All mailed submissions should be addressed to Town Hall, ATTN: Planning Department, 7218 Nolensville Rd, Nolensville, TN 37135. Statements of Qualification will be received until 12:00 P.M. on Friday, June 30, 2023. Late submittals will not be considered.

This RFQ may be downloaded from the Town of Nolensville website using the following link: <http://www.nolensvilletn.gov>. Any amendments or clarifications of the RFQ issued by the Town will also be posted to this website location.

Interested firms or individuals are required to identify any potential or perceived conflict of interest (personal and/or property interest in the subject scope of work).

Pre-qualification is not required. All interested firms and individuals responding to this RFQ are required to comply with all applicable provisions of federal, state, and local law.

The Town reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted a fully responsive Statement of Qualifications and who is determined by the Town to be a professional, qualified firm or individual to be in the best interest of the Town, or (4) take whatever action or make whatever decision it determines to be appropriate. The Town of Nolensville assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be borne by the interested firms or individuals.

## **SECTION 2. REQUIREMENTS**

Firms or individuals submitting to be considered under this RFQ should include the following information in the documents submitted to the Town of Nolensville:

- A. Introduction and Qualifications
- B. Scope of Services and Strategy for Implementation
- C. Anticipated Timeline for Data Build Out and Transfer of Knowledge
- D. Detailed Cost Estimate

## **SECTION 3. TENTATIVE SCHEDULE**

The following is the Town's tentative schedule for selection of a consultant:

Friday, June 9, 2023 – RFQ Advertise Date

Friday, June 30, 2023 @ 12:00 PM (CST) – RFQ Submittals Due to Town of Nolensville

Thursday, July 6, 2023– Town Staff Review of Statements

Thursday, July 13, 2023 – Consultant Interviews (if needed)