Issuance Date: August 13, 2025
Questions Deadline: August 22, 2025
Proposal Due: August 29, 2025
BMA Approval Date: September 22, 2025

CITY OF GERMANTOWN

PROCUREMENT DEPARTMENT
1930 SOUTH GERMANTOWN PARKWAY
GERMANTOWN, TENNESSEE

REQUEST FOR STATEMENT OF QUALIFICATIONS

RFSOQ DESCRIPTION: ON-CALL STORMWATER ENGINEERING SERVICES

RFSOQ NUMBER: 2026-001

DUE DATE: No Later Than

2:00:00 P.M.	**Friday**	**August 29, 2025**
(Local Time)	**(Day)**	**(Date)**

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CITY OF
GERMANTOWN
TENNESSEE
1930 South Germantown Road • Germantown, Tennessee 38138-2815
www.germantonw-tn.gov

INVITATION TO SUBMIT
REQUEST FOR QUALIFICATIONS FOR
ON-CALL STORMWATER ENGINEERING SERVICES
RFSOQ #2026-001

Dear Proposer:

The City of Germantown is requesting the submittal of REQUEST FOR QUALIFICATIONS (RFSOQ) from qualified VENDORS interested in providing Stormwater Engineering Services for the proposed On-Call Stormwater Engineering Services.

You are invited to submit a proposal. **Please structure your proposal in accordance with the requirements and specifications outlined in this Request For Qualifications. Any deviations, additions or deletions should be so noted.** Your proposal should address the issues and requirements **in order** as outlined on the following pages.

One (1) Electronic copy of your proposal and any supporting documentation must be received by 2:00:00 P.M. (local time), on August 29, 2025. PROPOSALS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE CONSIDERED. Written clarification requests must be submitted no later than August 22, 2025.

If you have any questions concerning this Request For Qualifications, please contact Jennifer Jenkins, Assistant Director of Procurement & Risk, at (901) 757-7260, FAX (901) 757-7258 or procurement@germantown-tn.gov

All proposals must be submitted via email to procurement@germantown-tn.gov and reference the following information in the subject line:

Procurement & Risk Director RFSOQ 2026-001

by the date and time identified as the Deadline for Submitting a Proposal in the RFSOQ Schedule of Events.

Sincerely,

Cathryn Perdue
Cathryn Perdue
Director Procurement & Risk

CITY OF GERMANTOWN PROCUREMENT DEPARTMENT

NOTICE OF PROPOSAL LETTING

Request for Statement of Qualifications Contract Number: RFSOQ 2026-001

Proposal Title: **On-Call Stormwater Engineering Services**

Proposal Due Time & Date: **2:00 P.M. Friday, August 29, 2025**

Non-Mandatory Virtual Pre-Proposal Meeting**: 3:00 P.M. Wednesday, August 20, 2025**

Virtual Pre-Proposal Meeting Link**: https://meet.google.com/cvh-nrsz-khe**

Or dial: (US) +1 302-659-9068 PIN: 307 008 085#

Letter Of Intent To Propose Deadline: **4:00 P.M. Thursday, August 28, 2025**

Deadline for Written Questions: **4:00 P.M. Friday, August 22, 2025**

PLEASE MARK RFSOQ SUBMITTAL WITH:

1. Proposal Due Date and Time
2. Title of Proposal
3. RFSOQ Number

RETURN PROPOSALS TO:

PROCUREMENT@GERMANTOWN-TN.GOV

PROPOSALS SUBMITTED LATE, BY FAX WILL NOT BE ACCEPTED.
Please return the entire document intact.

REQUEST FOR STATEMENT OF QUALIFICATIONS

ON-CALL STORMWATER ENGINEERING SERVICES FOR THE CITY OF GERMANTOWN, TENNESSEE

SECTION I: INTRODUCTION

1.1 Statement of Purpose

The intent of the Request for Statement of Qualifications (RFSOQ) is to obtain proposals from and the services of qualified Engineering firms to provide On-Call Stormwater Engineering Services on an as needed basis. Services may include stormwater planning, stormwater engineering, general civil engineering, bidding/construction phase services and miscellaneous engineering review, design and drafting services.

The City of Germantown, Tennessee, located approximately twenty miles east of Downtown Memphis, Tennessee hereinafter referred to as the City, intends to secure a contract for the On-Call Stormwater Engineering Services.

1.2 Scope of Services

The City solicits interest from consultants who wish to be evaluated and considered to provide On-Call Stormwater Engineering Services. Firms with experience providing stormwater engineering and design services, including part or all but not limited to the following capabilities: preliminary engineering and design engineering phases; project administration and management; preparation of documentation for environmental permits; surveying and mapping; geotechnical engineering; creation of documents and provision of support for public outreach; creation of plans, specifications, and estimates; and construction engineering and inspection support. All proposals must be made on the basis of an either meet or exceed the requirements contained herein.

Contract Term:

"The initial term of the contract will begin immediately upon execution of the contract through June 30, 2026, with the option to renew for four (4) additional one-year periods beginning July through June, with the same terms and conditions and satisfactory performance of all criteria and subject to the availability of funds for each renewal period. The optional renewal periods will be upon mutual written consent of both parties. The Provider must be prepared to begin immediately upon receipt of a fully executed contract and written Notice to Proceed from the City."

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1.3 Project Description

The City of Germantown seeks to engage a qualified engineering consultant to provide **on-call stormwater engineering support** for a variety of needs ranging from small residential drainage evaluations to the design and administration of stormwater infrastructure projects. The selected consultant will assist City staff with technical expertise, planning, design, and construction support services to maintain and improve the City's stormwater conveyance and management systems.

Services may include, but are not limited to:

1. **General Stormwater Engineering Support**
    - Provide technical review and recommendations for localized drainage concerns, including evaluation of residential or neighborhood drainage issues.
    - Conduct site visits, assessments, and feasibility analyses for stormwater improvements or repairs.
    - Assist with prioritization of stormwater maintenance and capital improvement projects.
2. **Planning and Design**
    - Prepare conceptual designs, preliminary engineering reports, and final construction plans for stormwater infrastructure improvements.

- Evaluate existing conveyance systems for condition, capacity, and compliance with applicable regulations.
- Recommend best management practices (BMPs) for stormwater quality and quantity control.
- Prepare cost estimates and assist with budget planning.

3. **Construction Administration and Support**
   - Provide construction-phase services as requested, which may include: value engineering, constructability reviews, bidding assistance, contract administration, pre-construction meetings, schedule tracking, cost control, submittal reviews, change order evaluation, and project close-out.
   - Perform field inspections, materials testing, and observation of construction methods to ensure conformance with approved plans and specifications.
   - Monitor compliance with applicable permits and environmental regulations.
4. **Coordination and Funding Assistance**
   - Assist with coordination among City departments, residents, contractors, and regulatory agencies.
   - Provide technical input and documentation for projects seeking federal, state, or other external funding.

The City intends for these services to be available **on an as-needed basis** to support a wide range of stormwater management activities, from small localized improvements to larger capital projects. Consultants may be asked to respond to urgent needs as well as planned projects, and must demonstrate a breadth of experience in stormwater engineering applicable to both small-scale and municipal-scale work.

1.4 Contractor Minimum Qualifications

Any Proposer wishing to submit a proposal and be considered for this solicitation shall have had successful experience in designing stormwater conveyance infrastructure and channel repairs for local or state governments in Tennessee, experience in federal and state funded projects, and experience in construction administration and inspection.

1.5 Proposal Deadline

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the within the Notice of Proposal Letting. Proposers shall respond to the written RFSOQ and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Proposers assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the City. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer. **Proposals may not be delivered orally or by facsimile transmission.**

1.6 Letter of Intent to Propose

A letter indicating a vendor's intent to respond to this RFSOQ with a proposal should be sent to the RFSOQ Coordinator no later than the *Letter of Intent to Propose* deadline date detailed in the Notice of Proposal Letting. *Letters of Intent to Propose* may be delivered by email to the RFSOQ Coordinator. Vendors may withdraw their *Letter of Intent to Propose* at any time before the deadline for submitting a proposal.

The following information should be included in the *Letter of Intent to Propose.*

Vendor Name
Name and Title of Vendor Main Contact
Address, Telephone Number, and Facsimile Number of Vendor Main Contact
Signed Statement of Intent to Propose

Submittal of a *Letter of Intent to Propose* by the specified deadline is not a prerequisite for submitting a proposal, but it is necessary to ensure a vendor's receipt of RFSOQ amendments and other communications regarding the RFSOQ.

END OF SECTION

SECTION II: GENERAL REQUIREMENTS AND INFORMATION

2.1 RFSOQ Coordinator

The main point of contact for this RFSOQ shall be:

Jennifer Jenkins, Assistant Director of Procurement & Risk
Procurement Department
1930 South Germantown Road
Germantown, TN 38138

Telephone: 901/757-7260
Fax: 901/757-7258
E-Mail: procurement@germantown-tn.gov

The main point of contact shall hereinafter be referred to as the RFSOQ Coordinator.

2.2 RFSOQ Number

The City has assigned the following RFSOQ identification number – it should be referenced in all communications regarding the RFSOQ:

RFSOQ 2026-001

2.3 Communication Regarding the RFSOQ

2.3.1 Upon release of this RFSOQ, all vendor communications concerning this procurement shall be in writing and must be directed to the RFSOQ Coordinator. Any oral communications shall be considered unofficial and nonbinding on the City

2.4 Proposal Submittal

2.4.1 Proposers shall respond to this RFSOQ with a Technical Proposal. No pricing information shall be included in the Technical Proposal. Inclusion of Cost Proposal amounts in the Technical Proposal shall make the proposal nonresponsive.

One (1) digital copy of the Technical Proposal shall be submitted to the City via email to procurement@germantown-tn.gov and be clearly marked:

"Technical Proposal in Response to RFSOQ # 2026-001"

2.4.2 All proposals must be submitted via email to procurement@germantown-tn.gov and reference the following information in the subject line:

RFSOQ 2026-001– Technical Proposal

by the date and time identified as the Deadline for Submitting a Proposal in the RFSOQ Schedule of Events.

2.5 Proposal Preparation Costs

The City of Germantown will not be liable in any way for any costs incurred by respondents in replying to any part of this RFSOQ.

2.6 Proposal Withdrawal

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the RFSOQ Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

2.7 Proposal Amendment

The City shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the City formally requests such, in writing.

2.8 Prohibition of Proposer Terms and Conditions

A Proposer may **not** submit the Proposers own contract terms and conditions in a response to this RFSOQ. If a proposal contains such terms and conditions, the City, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

2.9 Conflict of Interest and Proposal Restrictions

2.9.1 By submitting a proposal, the Proposer certifies that no amount shall be paid directly or indirectly to an employee or official of the City of Germantown, Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFSOQ.

2.9.2 Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFSOQ or its scope of services which shall be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFSOQ.

2.10 RFSOQ Amendment and Cancellation

The City reserves the unilateral right to amend this RFSOQ in writing at any time. The City also reserves the right to cancel or reissue the RFSOQ at its sole discretion. If an amendment is issued it shall be provided to all vendors submitting a *Letter of Intent to Propos*e. Proposers shall respond to the final written RFSOQ and any exhibits, attachments, and amendments.

2.11 Right of Rejection

2.11.1 The City reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFSOQ in its entirety.

2.11.2 Any proposal received which does not meet the requirements of this RFSOQ may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFSOQ and all applicable City laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFSOQ.

2.12 Ownership of Proposals

All documents submitted in response to this Request For Statement of Qualifications shall become the property of the City.

2.13 RFSOQ and Proposal Incorporated into Final Contract

This RFSOQ and the successful proposal shall be incorporated into the final contract.

END OF SECTION

SECTION III: QUALIFICATIONS AND SELECTION PROCEDURES

3.1 Selection Process

3.1.1 The selection process will consist of three major steps.

3.1.1.1 Submittal and evaluation of the Proposer's qualifications and Technical proposal as covered herein.
3.1.1.2 Optional, interview with each proposer.
3.1.1.3 Recommendation for approval of contract is made to the Board of Mayor and Aldermen.

3.2 Evaluation Process

3.2.1 The City's Evaluation Team will read, review, and evaluate each proposal. The Proposers submitting proposals shall include with their proposal statements on the following:

3.2.1.1. Work Experience: Credentials of project team, including: lead designer's and major sub-consultant's portfolio of related projects; history of the proposed team working together on past projects, particularly as related to prior work of this nature.
3.2.1.2 Workload Capacity: including amount of work under contract with the City of Germantown
3.2.1.3 Compliance with contractual terms
3.2.1.4 Overall quality and completeness of proposal.

3.3 Submission Requirements

3.3.1 The entire project team, including the A/E Design Firm, its designated Lead Designer, and all consultants who will work on the project, will be evaluated. In the proposal submission, the A/E shall:

3.3.1.1. Be precise about the division of responsibly among their member firms.
3.3.1.2 Identify past experience working with stormwater planning, stormwater engineering, and general civil engineering.
3.3.1.3 Identify clearly the people that will be involved with the project, as well as their role(s); Proposer shall include resumes of each.
3.3.2 Proposer shall submit an executive summary giving a brief description of the qualities associated with the firm that would qualify the firm to be selected.

3.3.3 Proposer shall submit written certification (use 4.1, Certification of Compliance) and assurance of the Proposer's compliance with:

- The laws of the State of Tennessee;
- Title VII of the federal Civil Rights Act of 1964;
- The Equal Employment Opportunity Act and the regulations issued there under by the federal government;
- The Americans with Disabilities Act of 1990 and the regulations issued there under by the Federal government;
- The Iran Divestment Act of 2016;
- The Non-Boycott of Israel Act;
- The condition that the submitted Proposal was independently arrived at, without collusion, under penalty of perjury; and,
- The condition that no amount shall be paid directly or indirectly to an employee or official of the City of Germantown, Tennessee as wages, compensation, gratuities, inducements or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

3.3.4 Proposer shall submit a project approach narrative describing how the firm plans to complete the scope of services and shall provide an estimated schedule.

END OF SECTION

ATTACHMENT 4.1: Certification of Compliance

Proposer Name

By indication of the authorized signature below, the Proposer does herby make certification and assurance of the Proposer's compliance with:

1. the laws of the State of Tennessee;
2. Title VII of the Civil Rights Act of 1964;
3. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
4. the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
5. the Iran Divestment Act of 2016 and each person signing on behalf of any BIDDER certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each BIDDER is not on the list created pursuant to § 12 -12-106 generated to identify entities ineligible to contract with the State of Tennessee or any political subdivision of the State per the Iran Divestment Act, T.C.A. § 12-12-101 et seq., and the current list may be found at the Tennessee Department of General Services, Central Procurement Office, website under the Public Information Library webpage;
6. the Non-Boycott of Israel Act (T.C.A. § 12-4-1 et seq.). by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the beset of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Appliable only to contracts of $250,000 or more and to suppliers with 10 or more employees;
7. the condition that the submitted Proposal was independently arrived at, without collusion, under penalty of perjury; and,
8. the condition that no amount shall be paid directly or indirectly to an employee or official of the City of Germantown as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFSOQ.
9. by submitting a proposal, the Proposer acknowledges their compliance with the scope of services and specifications as set forth in this document.

Proposer Signature and Date