# REQUEST FOR QUALIFICATIONS (RFQ)

## SUMNER COUNTY GOVERNMENT
## SUMNER COUNTY, TENNESSEE

**20261117**

**UPDATE TO SUMNER COUNTY 2035 COMPREHENSIVE PLAN**

**Purchasing Staff Contact:**

**Christi Mullins**
**(615) 451-6033**
**cmullins@sumnercountytn.gov**

| Release date: October 15, 2026 | RFQ due date: November 17, 2026 @ 1:00 PM CST |
|---|---|

This document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of the proposal, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Government.

Sumner County Government and Planning and Engineering, herein known as Sumner County, is requesting qualifications for an Update to Sumner County 2035 Comprehensive Plan to be utilized by Planning and Engineering.

## I. Proposal Specifications

See the following page(s) for complete specifications:

# REQUEST FOR QUALIFICATIONS
# 10/15/2026
# SUMNER COUNTY, TENNESSEE
# Update to Sumner County 2035 Comprehensive Plan

Sumner County, Tennessee is requesting Qualifications from interested and qualified land planning consultants for the preparation of an update to the Comprehensive Plan pursuant to Tennessee standards and procedures and the best management practices for comprehensive planning. Proposers must submit a Proposal to the County, which will be based on instructions and specifications provided herein. The Comprehensive Plan is a policy document that assists decision-making and administrative actions in an effort to guide Sumner County towards the community's preferred future.

## REQUIRED SCOPE OF SERVICES:

Responsibilities of the professional consultant firm include, but are not limited to:

- Furnish all labor, materials and equipment to complete the entire scope of work in accordance with the description, requirements, criteria and instructions contained in this document.
- Produce an update to the 2035 Plan, including related narrative text, maps, and visuals. Deliver all presentation materials to the County.
- Furnish sufficient professional, technical, supervisory, and administrative personnel to ensure the execution of the work.
- Analyze all existing land use, zoning, statistical data regarding growth and development since the last Plan Update. The County will make available to the selected consultant all available supporting information, including GIS data.
- Receive input from County officials and advisory board members, including County Commission and Planning Commission members.
- Consult as needed with other agencies, including, but not limited to the MPO, Tennessee Department of Transportation (TDOT), and surrounding cities.
- In collaboration with County staff, conduct the public meetings, which will be used to solicit verbal and written community input and provide written documentation of input, including public comments. Proposers may suggest an alternate, equivalent public input process for County consideration. These meetings are intended to be participatory meetings or charrettes and not moderated or directed by staff or the consultant.

## ESTIMATED TIME OF COMPLETION:

The estimated time of completion is January 2028 or sooner.

## PAYMENT:

The method of payment for these services shall be time and materials.

## EVALUATION CRITERIA:

County staff will review the Statement of Qualifications received from each proposer. Criteria for evaluation of Statements of Qualifications include:

1. Familiarity with the type of problems applicable to the project. (15%)
2. Specialized experience or technical expertise of the firm specific to Comprehensive Land Use Plans. (25%)
3. Familiarity with local conditions. (10%)
4. Experience and Qualifications of Individual Staff Members including the names and resumes of the principal officers, partners, and/or officials (25%)
5. Size of project including evidence that the Firm has a background with projects comparable or larger size to that expected in this Contract. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency. (25%)

The consultant evaluation committee (CEC) holds the ability to conduct interviews based on scoring but reserves the right to make the selection decision solely based on the submitted proposals.

## PROJECT QUESTIONS:

Any firm that has project specific questions should contact Marshall Boyd or Sydny Simpson, at (615) 451-6097 or mboyd@sumnercountytn.gov or ssimpson@sumnercountytn.gov. The County will maintain a list of questions and answers for periodic distribution in the form of an addendum published on the County's website. Questions will be accepted through November 9th, 2026, to ensure that all parties have adequate time to review the answers.

## SUBMITTAL REQUIREMENTS:

Statement of Qualifications will be received until 1:00 p.m., November 17th, 2026, at the offices of the Sumner County Finance Dept, 355 N. Belvedere Drive, Room 302, Gallatin, Tennessee 37066. The submittal shall not exceed a total of ten (10) pages in double-sided format or twenty (20) pages in single-sided format excluding a cover letter that shall not exceed one (1) single sided page, table of contents, page dividers and cover(s). Submittals received by said time will be opened and reviewed for consideration. Submittals received after said time will not be evaluated. DO NOT INCLUDE PRICE INFORMATION IN YOUR STATEMENT OF QUALIFICATIONS. Selection will be based on qualifications.

Submittals should be mailed to Purchasing Supervisor, Sumner County Finance Dept, 355 N. Belvedere Drive, Room 302, Gallatin, Tennessee 37066. The submitter shall be responsible for their early delivery. Each firm shall provide three (3) hard copies of their submission along with a PDF copy on a USB drive.

Evaluation proceedings will be conducted within established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed, religion, age, disability, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or women-owned firms are encouraged to respond to all advertisements by Sumner County.

## II. Proposal Package

The sealed proposal package will include the following, when applicable. The county may reject any proposal as a non-conforming proposal if any item is missing.

- Three (3) complete copies of the proposal along with a PDF copy on a USB drive
- Evidence of a valid State of Tennessee business license and Sumner County business license, if applicable. If the vendor does not have a current license, the vendor must provide one within ten business days of award notification
- Evidence of compliance with the Sumner County insurance requirements, if work is performed on Sumner County property (see Section IV)
- RFQ Sheet/Contact Information/Certification by Vendor *(Attachment 1)*
- Signed and completed Statement of Non-Collusion *(Attachment 2)*
- Drug-Free Workplace Affidavit *(Attachment 3)* - Evidence of a company's safety program and, if supported, a drug-testing program
- If the proposal is more than $25,000, complete a Certification Regarding Debarment, Suspension, and Other Responsibility Matters *(Attachment 4)*
- Attestation Re Personnel *(Attachment 5)*
- References, if applicable *(Attachment 6)*
- Properly completed Internal Revenue Service (IRS) Form W-9

The package containing the proposal must be sealed and will be clearly marked on the outside of the package as follows:

**Vendor Name/Contact Email Address**
**20261117 UPDATE TO SUMNER COUNTY 2035 COMPREHENSIVE PLAN**
**DO NOT OPEN**

Sealed proposals must be physically received by **November 17, 2026 @ 1:00 PM CST**. Proposals received after that time will be deemed invalid. Sumner County is not responsible for deliveries from any carriers. Vendors mailing proposal packages will allow sufficient time to ensure receipt of the package by the time specified. Sumner County shall not accept proposals via electronic transmission such as email, fax, etc. There will be no exceptions. Proposals will be opened and read aloud on **November 17, 2026 @ 1:00 PM CST** at the address indicated below.

Proposals may be hand-delivered or mailed to the following address.

Sumner County Government
Attn: Purchasing Supervisor
355 N Belvedere Drive, Room 302
Gallatin, TN 37066

Vendors must guarantee that all information included in the proposal will remain valid for at least 90 days from the proposal's opening date to allow for the evaluation of all submissions.

Sumner County is not responsible for any costs incurred by the vendor pursuant to the RFQ. The vendor shall be responsible for all expenses incurred in connection with the proposal's preparation and submission of its proposal.

## III. Instructions for Proposal

A. Responses

1. The proposal will include point-by-point responses to the RFQ.
2. No erasures or white-out permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error and will be initialed in ink by person signing the proposal.
3. The proposal must include a list of exceptions to the specifications, if any.
4. The proposal will include the vendor's legal name and will be signed by a person legally authorized to bind the vendor to a contract.
5. Other than bonding requirements and business license, any and all proposal requirements will be met prior to submission. Bonding and business license requirements must be met before Sumner County signs contract.
6. The proposer understands and accepts the non-appropriation of funds provision of Sumner County.
7. If noted in the section "proposal specifications", or if later requested, the proposer will be required to provide a reference list of clients.
8. Sumner County is tax-exempt. Unless required by law, the vendor will not include taxes in proposal.
9. Sumner County will not enter into any financing agreement(s) with any vendor.

B. Vendors

1. All vendors are required to have a current IRS Form W-9 on file with Sumner County. You can obtain the form from the Internal Revenue Service's website at www.irs.gov.
2. To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals hired as independent contractors) must have on file any one of the following documents.
   - Valid Tennessee driver's license or photo identification issued by the Department of Safety
   - Valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee
   - US birth certificate
   - Valid US passport
   - US certificate of birth abroad (DS-1350 or FS-545)
   - Report of birth abroad of a US citizen (FS-240)
   - Certificate of citizenship (N560 OR N561)
   - Certificate of naturalization (N550, N570, or N578)
   - US citizen identification card (I-197 or I-179)
   - Valid alien registration documentation or proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number)
3. If required, a Tennessee business license must be on file in the finance department. Evidence of the license must be provided within ten business days following notification of the award. Otherwise, Sumner County may rescind its acceptance of the proposal.

## IV. Insurance Requirements and Liability

As applicable, each respondent to the RFQ who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general and professional liability insurance and workers' compensation that at least meets state standards. The owner or principal must also be insured by workers' compensation if they will be performing any of the services on Sumner County properties. If required, the proposer also understands that the evidence of required insurance will be submitted within ten business days, unless specified otherwise under RFQ specifications, following notification of award; otherwise, Sumner County may rescind its acceptance of the proposal.

Sumner County does not indemnify or hold harmless any party.

## V. Clarification and Interpretation of RFQ

The words "must" and "shall" in this RFQ indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements Sumner County considers important but not mandatory; however, in all instances, the proposal must be sufficiently detailed at the time of receipt to make a fair evaluation. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

Any alterations to the document made by the proposer may be grounds for rejection of the proposal, cancellation of any subsequent award, or any other legal remedies available to Sumner County.

In the event any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to immediately notify Sumner County, via email at purchasing@sumnercountytn.gov, of such matters.

All questions, including any follow up questions, must be received by November 9, 2026. All inquiries to proposals will be posted on November 10, 2026, on the Sumner County website at www.sumnercountytn.gov under "Request for Qualifications (RFQ)" a minimum of 5 days before the proposal "deadline".

Unauthorized contact regarding this RFQ with employees or officials of Sumner County other than the persons named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFQ to the following persons (please copy both on any and all emails).

| **RFQ Procedures:** | **RFQ Specifications:** |
|---|---|
| Christi Mullins<br>Purchasing Clerk<br>355 N. Belvedere Drive, RM 302<br>Gallatin, TN 37066<br>purchasing@sumnercountytn.gov | Marshall Boyd<br>mboyd@sumnercountytn.gov<br><br>Sydny Simpson<br>ssimpson@sumnercountytn.gov |

## VI. Withdrawal or Modification of Proposal

Proposals may be withdrawn at any time for any reason. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it fully conforms to the same general terms and requirements.

## VII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the proposals to this RFQ and making awards, Sumner County may consider such factors as the quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances of the proposal. Sumner County reserves the right to ask questions of the proposer for clarification of the proposal.

- Proposals will be examined for compliance with all requirements set forth herein.
- Proposals that do not comply may be rejected without further evaluation.
- Proposals will be subject to a technical analysis and evaluation.

## VIII. Awarding of or Right to Seek a New Proposal

Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County. Any award is subject to Sumner County being capable and willing to agree to all terms and conditions on all contract(s) and amendment(s) provided by the vendor.

In case of vendor default, Sumner County may procure the articles or services from other sources and may hold the defaulting vendor responsible for any resulting cost. If the awarded vendor violates any terms of their proposal, the contract, Sumner County policy, or any law, they may be disqualified from proposing for a period of two years for minor violations or longer for major violations. Proposals from disqualified proposers will not be accepted during the period of disqualification.

## IX. Open Records

After a proposal is awarded, all proposals will be subject to the Tennessee Open Records Act and will be available to the public, County Commission, and other County staff and individuals upon written request. Instructions can be found under the law director's tab on the Sumner County website (www.sumnercountytn.gov). Summary information on proposals submitted will be posted on the Sumner County Finance website under the "Purchasing" tab.

## X. Assignment

Neither the vendor nor Sumner County may assign this agreement without prior written consent of the other party.

## XI. Invoicing

Invoices are to be submitted to:

Sumner County Planning and Engineering
355 N Belvedere Drive Room 202
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the payment terms, the amount(s) due, and the due date. All invoices shall indicate any prepayment discounts.

## XII. Contract Nullification

Sumner County may nullify the contract at any time if, in the judgment of Sumner County, the vendor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the vendor(s), but no further sums shall be owed to the vendor(s). The agreement between Sumner County and the vendor (s) is contingent upon an approved annual budget allotment, and it is subject, with thirty days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Sumner County.

## XIII. Applicable Law

Sumner County is an equal opportunity employer. Sumner County does not discriminate towards any individual or business based on race, sex, color, age, religion, national origin, disability, or veteran status.

The successful vendor agrees he/she shall comply with all local, state, and federal laws, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Any contract will be interpreted under the laws of the State of Tennessee.

Sumner County does not enter into contracts that provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee, or in the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statutes to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, or board member that has any financial or beneficial interest in such transaction.

## XIV. Data Privacy and Security

Personal information (PI) includes but is not limited to that information protected by HIPAA, the HITECH Act, or Gramm-Leach-Bliley or such information which would allow a third party to gain access to the personal, medical, or financial records of any party. Vendor represents and warrants that its collection, access, use, storage, disposal, and disclosure of PI complies with all applicable federal and state privacy and data protection laws. Vendor represents and warrants that vendor will maintain compliance with SSAE16 standard and shall undertake any audits and risk assessments vendor deems necessary to maintain compliance with SSAE16. Vendor shall provide Sumner County with the name and contact information for an employee of vendor who shall serve as Sumner County's primary security contact and shall be available to assist customer in a timely manner, as a contact in resolving obligations associated with any security incident in which it is reasonably suspected that there has been a breach of information security. Vendor shall mitigate or resolve any security incident at vendor's expense and in accordance with application privacy rights, laws, regulations, and standards. Vendor shall reimburse Sumner County for actual costs incurred by Sumner County in responding to and mitigating damages caused by any security incident, including all costs of notice and/or remediation incurred under applicable law as a result of the security incident.

## XV. Iran Divestment Act

By submission of this proposal, each proposer and each person signing on behalf of any proposer, and in the case of a joint proposal, each party thereto, certifies as to its organization, under the penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to TCA § 12-12-106.

**ATTACHMENT 1 – RFQ Sheet/Contact Information/Certification by Vendor**

Sumner County Government
355 N Belvedere Drive, Room 302, Gallatin, TN 37066

Company Legal Name: _____

Company Official Address: _____

_____

Company Website: _____

Company Phone: _____

Date: _____ Proposal Valid Thru Date: February 15, 2027

Proposal Number/Title: 20261117 Update to Sumner County 2035 Comprehensive Plan
Deadline: November 17, 2026 @ 1:00 PM CST

**Contact person for project administration:**

Name: _____ Phone: _____

Email: _____

**Certification by Vendor:**

I, the undersigned, certify that on behalf of vendor, I am authorized to attest and obligate the above certification and to legally bind vendor to these terms, conditions, and obligations.

_____
Authorized Company Representative Name and Title (printed)

_____
Authorized Company Representative (signature)

_____
Date

**ATTACHMENT 2 – Statement of Non-Collusion**

The undersigned affirms they are duly authorized to execute this contract. This company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other respondent.

Company: _____

Address: _____

_____

Phone: _____

_____
Authorized Company Representative Name and Title (printed)

_____
Authorized Company Representative (signature)

_____
Date

**ATTACHMENT 3 – Drug-Free Workplace**

The Sumner County Government is committed to maintaining a safe and productive work environment for its employees and providing high-quality service to its citizens. This policy aims for Sumner County employees and vendors to remain, or become and remain, drug-free. Abuse of and dependency on alcohol and/or drugs can seriously affect the health of employees, vendors, and citizens, can jeopardize personal safety, can impact the safety of others, and impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees will be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments that have safety-sensitive positions.

Contracts – Any vendor providing goods or services to Sumner County Government must comply with all state and federal drug-free workplace laws, rules, and regulations and so certify this compliance by the completion of the DRUG-FREE WORKPLACE AFFIDAVIT *(Attachment 3, page 2)*.

**ATTACHMENT 3 (page 2) – Drug Free Workplace Affidavit**

STATE OF _____

COUNTY OF _____

The undersigned principal officer of_____, an employer of five or more employees contracting with Sumner County Government to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of_____(hereinafter referred to as the "company") and is duly authorized to execute this affidavit on behalf of the company.
2. The company submits this affidavit on behalf of the company.
3. The company is in compliance with all state and federal laws, rules, and regulations requiring a drug-free workplace program.

Further affiant saith not.

_____
Principal Officer (printed)

_____
Principal Officer (signature)

STATE OF _____

COUNTY OF _____

_____, with whom I am personally acquainted (or proved to me based on satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at the office this_____day of_____, 20_____.

_____

Notary Public

My commission expires: _____

**ATTACHMENT 4 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

The prospective participant certifies, to the best of its knowledge and beliefs, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency.

2. Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted, or had a civil judgment rendered against it
    - For the commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction.
    - For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or proposal rigging; or
    - For the commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. Moreover, under 18 USC § 1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to five years, or both.

_____
Company Legal Name

_____
Authorized Company Representative Name and Title (printed)

_____
Authorized Company Representative (signature)

_____
Date

_____ I am unable to certify the above statement. Attached is my explanation.

**ATTACHMENT 5 – Attestation Re Personnel**

## ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

| | |
|---|---|
| Company Legal Name: | |
| Federal Employer Identification Number (or Social Security Number): | |

The contractor, identified above, does hereby attest, certify, warrant, and assure that the contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this contract.

_____
Authorized Company Representative Name and Title (printed)

_____
Authorized Company Representative (signature)

_____
Date

**ATTACHMENT 6 – References**

1. **Project Name/Location**: _____

   Agency/Department: _____

   Date of Project:_____ Dollar Value: _____

   Project Manager/Contact: _____

   Phone:_____ Email: _____

2. **Project Name/Location**: _____

   Agency/Department: _____

   Date of Project:_____ Dollar Value: _____

   Project Manager/Contact: _____

   Phone:_____ Email: _____

3. **Project Name/Location**: _____

   Agency/Department: _____

   Date of Project:_____ Dollar Value: _____

   Project Manager/Contact: _____

   Phone:_____ Email: _____

4. **Project Name/Location**: _____

   Agency/Department: _____

   Date of Project:_____ Dollar Value: _____

   Project Manager/Contact: _____

   Phone:_____ Email: _____

**Proposers may copy this page and submit additional references*.

**ATTACHMENT 7 – Open Records Acknowledgement**

The undersigned acknowledges after a proposal is awarded, all proposals will be subject to the Tennessee Open Records Act and will be available to the public, County Commission, and other County staff and individuals upon written request.

_____

Authorized Company Representative Name and Title (printed)

_____

Authorized Company Representative (signature)

_____

Date