



CITY OF HENDERSONVILLE, TENNESSEE
Request for Proposal Form

PROJECT NAME:

Fuel Tank Replacements
RFP 26-0005

WHO WE ARE:

The City of Hendersonville is a medium sized city in Sumner County, 17 miles from downtown Nashville. The city's population is approximately 62,000 and growing daily. Hendersonville is bounded by Old Hickory Lake to the south and has over 30 miles of lakefront property. The Board of Mayor and Alderman guide the city priorities and city departments, including police, fire, public works, parks, administrative services, finance, building and codes, city court and planning.

WHY ARE WE ISSUING THIS RFP:

The City of Hendersonville is issuing this Request for Proposals (RFP 26-0005) to identify a responsible and responsive vendor to provide and install two (2) new above-ground fuel storage tanks. This project is a critical infrastructure upgrade designed to replace the existing fuel storage systems at the City of Hendersonville's Public Works Maintenance Facility located at 225 Freehill Road, Hendersonville, TN 37075.

Beyond the primary tank replacement, the City's objectives for this request include:

- System Overhaul: Replacing all associated electrical wiring, conduit, piping, and valves to ensure a fully modernized system.
- Alternative Pricing Options: To maximize the project's scope and efficiency, the City is requesting alternative pricing for the following:
 - Advanced Monitoring: Installation of a TLS4B Veeder-Root system to enhance fuel tracking and leak detection capabilities.
 - Upgraded Dispensing: Installation of new fuel dispensers, both featuring double-hose configurations and associated sub pumps.
 - Emergency Resilience: Integration of a manual power transfer system (as detailed in the project scope) to allow the facility to operate via a station generator or portable unit during utility outages.

WHAT THE CITY EXPECTS IN THE PROPOSAL:

To ensure compliance with the City's requirements, proposals must be comprehensive and limited to a maximum of twenty (20) single-sided pages. The City of Hendersonville requires the following items to be addressed:



CITY OF HENDERSONVILLE, TENNESSEE Request for Proposal Form

1. Licensing and Compliance

- Tennessee State Licensing: Bidders must confirm they possess the specific licenses and classifications required by the State of Tennessee for the removal and installation of above-ground storage tanks.
- Regulatory Standards: All work must be performed in strict accordance with API, PEI, NFPA, and all applicable local standards and codes for petroleum storage tanks.
- Permitting and Inspections: The awarded bidder is responsible for obtaining and purchasing all necessary permits from the City Fire Marshal or designee and the Tennessee Department of Environment and Conservation (TDEC). The bidder is also responsible for the coordination of all required inspections.

2. Vendor Qualifications and Experience

- Experience: Proposals must demonstrate a minimum of ten (10) years of experience in fuel storage tank and dispenser installation and maintenance.
- Staffing: The vendor must show evidence of sufficient, competent, and skilled staff to complete the project safely and efficiently.

3. Project Approach and Pricing

- Project Schedule: Provide a detailed description of the approach for accomplishing the services, including a chronological timeline for the completion of each phase.
- Base Pricing: Clear, line-item pricing for the primary project scope, including the two (2) tanks and full installation.
- Alternative Pricing: Separate, clear pricing for the requested "add-alternate" items (Veeder-Root monitoring system, new dispensers, and the manual power transfer/portable generator connection).

4. Administrative and Legal

- Compliance: The vendor must be an Equal Employment Opportunity (EEO) employer and abide by Title VI guidelines.
- Warranty: Proposals must include a minimum one-year contractor's warranty covering all labor and installation.

5. Submission Standards

- Format: General proposals may be submitted via email; however, the Pricing Sheet section must be submitted via mail only.
- Hard Copies: If the entire proposal is submitted via mail, a minimum of three (3) hard copies must be provided.

PROJECT SCOPE & DETAILS:

The selected vendor shall provide all labor, materials, and equipment required for a **turn-key solution** involving the decommissioning of existing equipment and the installation of new, high-capacity fuel systems.

I. Primary Fuel Infrastructure (Base Bid)

A. Demolition and Site Preparation

- **Tank Removal:** Complete removal and off-site disposal of two (2) existing tanks, including all residual fuel, sludge, and contaminated rinsing fluids.



CITY OF HENDERSONVILLE, TENNESSEE
Request for Proposal Form

- *Note: If fuel is confirmed non-contaminated via testing, it may be transferred to the new tanks; otherwise, it must be disposed of per regulatory requirements.*

- **Concrete Removal:**

- Remove 18' x 30' (540 SF) concrete pad surrounding the pumps. -leave pump island.
- Remove 34' x 8' (272 SF) concrete pad between pump pad and the containment wall.
- Remove 34' x 5'2" concrete wall of the containment area facing the pumps.

B. Tank Installation & Specifications

Furnish and install one (1) 6,000-gallon and one (1) 10,000-gallon above-ground storage tank (AST). Tanks must be **UL-142 compliant, double-walled**, and constructed of mild carbon steel with a white reflective topcoat. Including seal-welded saddles, bracing and anchoring.

Feature	6,000-Gallon Tank	10,000-Gallon Tank
Dimensions	8' Diameter x 16' Length	10' Diameter x 17' Length
Material	Mild Carbon Steel, White Topcoat	Mild Carbon Steel, White Topcoat
Construction	1/4" Shell; 5/16" Head	1/4" Shell; 5/16" Head
Hardware	24" tight bolt manways; 8" flanged emergency vents; seal-welded saddles	24" tight bolt manways; 8" flanged emergency vents; seal-welded saddles

C. Electrical, Piping, and Site Improvements

- **Infrastructure:** Replace all electrical wiring, conduit, fittings, piping, and valves from the tanks to the fuel pumps and card reader locations. All lines must be pressure tested and purged prior to commissioning.
- **New Concrete Pad:** Form and pour a new 6" reinforced concrete pad (34' x 36'; 1,224 SF).
 - *Requirement: The contractor is responsible for the pad design, which must be approved and signed off by the City Engineer.*
- **Protection:** Install ten (10) 6" diameter steel crash bollards in front of new tanks, spaced at 4' intervals.

II. Additive Alternates (Optional Upgrades)

Additive Alternate #1: Emergency Power and Electrical Integration

To ensure operational continuity, the contractor shall install a manual switching system to bridge the facility to the Fire Station's backup generator. The fuel facility is served by an independent electrical service; the contractor must ensure total electrical isolation between the utility and the backup power source.

- **Manual Transfer Switch (MTS):** The contractor shall install a NEMA 3R weatherproof, break-before-make double-throw manual transfer switch at the fuel facility. This switch must provide positive mechanical isolation to allow for toggling between the independent utility service, the station generator, and an "Off" position. The break-before-make design must ensure the load is completely disconnected from one source before it is connected to the other, preventing the generator from back-feeding into the utility grid and protecting the equipment from simultaneous energization when utility power is restored.
- **Generator Circuit:** The vendor shall excavate and install a dedicated underground conduit run from the Fire Station's power distribution panel to the manual transfer switch. All wiring must be sized appropriately to mitigate voltage drop during pump motor startup, ensuring reliable



CITY OF HENDERSONVILLE, TENNESSEE Request for Proposal Form

operation over the distance between the two separate services. All installation work must strictly adhere to NEC standards for optional standby systems and hazardous locations.

- **Portable Generator Docking:** The contractor shall install a generator tap box equipped with standardized Cam-Lock or twist-lock connectors to facilitate portable generator integration. This docking station must be integrated into the manual transfer logic to serve as a secondary emergency power source if the hardwired connection to the station generator is unavailable, maintaining the same isolation requirements to prevent back-feeding into either the utility or the station's electrical system.
- **Hazardous Location Compliance:** All work within 20 feet of dispensers must meet NEC Class I, Div 1 standards, including explosion-proof seal-offs.

Additive Alternate #2: System Monitoring (Veeder-Root)

- **TLS4B Integration:** Install a Veeder-Root TLS4B system with a color touchscreen, internal printer, and high-precision Mag-Plus probes for inventory and interstitial leak detection.
- **Connectivity:** Provide network cabling to connect the console to the City's network for remote monitoring and alarm status.
 - *The switch and all network hardware is located in the fuel shed adjacent to the fuel pump area. The city will provide network port(s) with DHCP autoconfiguration for the onboarding of devices.*

Additive Alternate #3: Updated Fuel Dispensers

- **Dispenser Units:** Install two (2) double-hose dispensers (one diesel, one unleaded) featuring mechanical totalizers and pulse-out modules.
- **Submersible Pumps:** Include one (1) 3/4 HP submersible pump with controller for gasoline and one (1) 1.5 HP submersible pump with controller for diesel.

III. Systems Integration & Commissioning

The vendor must verify that all equipment (existing or new) functions as a cohesive system. Once installation is complete, the vendor shall **purge, calibrate, and test** all components. All systems must be delivered in "ready for use" condition, including any standard parts necessary for full operation, even if not explicitly listed herein.

REQUIRED DELIVERABLES FOR THIS PROJECT:

The selected vendor is responsible for the delivery and successful commissioning of the following:

I. Physical Systems & Equipment

- **Operational Fuel Systems:** Two (2) fully operational and calibrated above-ground fuel storage systems as defined in the Project Scope.
- **Hardware & Components:** All new hardware, including tanks and selected alternatives (monitoring systems, dispensing equipment, and backup power connections), delivered in "turn-key" condition and ready for immediate use.



CITY OF HENDERSONVILLE, TENNESSEE
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- 2. Compliance & Documentation**
- **Permits & Regulatory Filings:** Copies of all required permits obtained from the Fire Marshal, the City, TDEC, and any other relevant regulatory authorities.
 - **Project Record Documents:** Three (3) complete sets of "As-Built" drawings and original manufacturer Operations & Maintenance (O&M) manuals for the tanks and dispensers.
 - **Inspections:** Documented proof of final inspection and approval by the City Fire Marshal or designee and all applicable regulatory agencies.
 - **Safety & Warranty:** A site-specific safety plan (submitted prior to commencement).
 - Comprehensive warranty documentation, including all manufacturer warranties and a minimum one-year contractor’s warranty on all labor and installation.
- 3. Commissioning & Testing**
- **System Validation:** Full calibration and purging of all lines and tanks.
 - **"Blackout Test" (Required for Alternate #1):** If the Emergency Power and Electrical Integration alternate is selected, the contractor must perform a full load "Blackout Test." This test must simulate a utility failure to verify that both the station generator and a portable generator successfully power the pumps, card readers, and monitoring systems.

EXPECTATIONS – PROJECT TIMELINE:

City Verify Contractor Required Information	March 16, 2026 – March 18, 2026
<i>*Performance Bond may be required</i>	
Proposal Selection and Contractor Notification	March 23, 2026 – March 26, 2026
Sign Contract	March 27, 2026
Notice to Proceed: Issued for material ordering; construction start based on material arrival.	April 6, 2026

SELECTION CRITERIA:

The city will evaluate proposals based on the ability to meet or exceed the requirements of this RFP and the total cost. Determination of meeting or exceeding the requirements of the proposal will, among other factors, be based on experience, qualifications, familiarity with requested services, past performance, quality of proposal, and proposed timeline. The specific evaluation criteria and their weights are as follows:

- Qualifications of personnel. - 15%
- Ability to present a clear understanding of the nature and scope of the project. -15%
- Project methodology. -15%
- Previous experience with similar projects. -5%
- Cost to the City of Hendersonville as outlined in the budget estimate. Pricing Sheet - 25%
- Time frame for completion. -25%

TITLE VI COMPLIANCE

The City of Hendersonville (city), Tennessee, is an Equal Opportunity Employer. Evaluation-proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age,



CITY OF HENDERSONVILLE, TENNESSEE
Request for Proposal Form

and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the city.

It is the policy of the City of Hendersonville to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to the end that no person shall be excluded from participation in or denied benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation, or otherwise, on the grounds of race, color, sex, or national origin.

Upon receipt, all submittal information shall become property of the City of Hendersonville and public record, without compensation to the responding firms, for disposition or usage by the City of Hendersonville at its discretion.

RFP TIMELINE*:

RFP posting	February 12, 2026
All questions must be received by	February 26, 2026 no later than 10:00 a.m. (CST)
Addendum posted (if needed)	March 2, 2026
Proposals due	March 9, 2026 no later than 2:00 p.m. (CST)
RFP ranking period	March 16, 2026 – March 18, 2026
Proposal Selection	March 23, 2026 – March 26, 2026
*Timeline is subject to change at the city’s discretion	

INSURANCE REQUIREMENTS:

The City will evaluate proposals based on the evaluation criteria and will select the most responsive and responsible vendor. All selected proposers must meet the insurance requirements listed below prior to contract execution. The following insurance limits establish the minimum requirements:

Worker’s Compensation: \$1,000,000

Employer’s Liability:

Each accident: \$1,000,000
Disease, policy limit \$1,000,000
Disease, each employee: \$1,000,000

General Liability:

Each occurrence: \$1,000,000
Aggregate: \$2,000,000

Automobile Liability: \$1,000,000

Professional Liability:

Each claim: \$1,000,000
Aggregate: \$2,000,000



CITY OF HENDERSONVILLE, TENNESSEE
Request for Proposal Form

SUBMITTING PROPOSALS:

To be considered, firms must submit a proposal by mail or by email, however the cost proposal section of the proposal must be sent by mail only:

<u>MAIL:</u>
City of Hendersonville Finance Department 101 Maple Drive North Hendersonville, TN 37075
<u>EMAIL:</u>
procurement@hvilletn.org

Proposals must be submitted under one cover and shall be submitted on no more than 20 - 8 ½" x 11" single sided pages (including the cover page and table of contents). A minimum of three hard copies must be submitted, if submitted by mail. **All proposals must be received by the City of Hendersonville no later than 2:00 p.m. (CST) on March 9, 2026. The project name, *Fuel Tank Replacements – RFP 26-0005*, must be clearly identified on the submittal envelope or in the email subject line.** Proposals received after this deadline will not be considered. The proposal shall include qualifications of the firm submitting the proposal and shall indicate the scope of services to be completed by any sub-consultants. The proposal shall also acknowledge receipt of the Addendum if one is published to the city website.

For additional details regarding this project, please contact Todd Baun at 615-822-1016 or by email at tbaun@hvilletn.org. The Request for Proposals can be obtained on the city's website: <https://www.hvilletn.org/Bids.aspx>.

All questions related to this Request for Proposals must be received electronically, at tbaun@hvilletn.org, no later than February 26, 2026 at 10:00 a.m. (CST). All questions received after said date will not be considered. If questions are received the city will post an addendum on the city website by March 2, 2026.



CITY OF HENDERSONVILLE, TENNESSEE
Request for Proposal Form

ATTACHMENTS:

- Pricing Sheet
- Overhead View Map
- Site Pictures



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<u>Pricing Sheet</u>	
<u>Item</u>	<u>Cost</u>
<u>Base Bid Items</u>	
<ul style="list-style-type: none"> • <u>Demolition</u> 	
<u>Complete removal and off-site disposal of two existing tanks, including all residual fuel, sludge, and contaminated rinsing fluids</u>	-
<u>Remove 18' x 30' (540 SF) concrete pad around pumps- leave pump island.</u>	-
<u>Remove 34' x 8' (272 SF) concrete pad between pump pads and concrete wall</u>	-
<u>Remove 34' x 5'2" (2108 SF) concrete wall of containment area facing pumps</u>	-
<ul style="list-style-type: none"> • <u>Tank Installation</u> 	
<u>Furnish and install one 6,000-gallon and one 10,000-gallon above-ground storage tank (AST). Tanks must be UL-142 compliant, double-walled, and constructed of mild carbon steel with a white reflective topcoat to minimize thermal expansion of fuel.</u>	-
<ul style="list-style-type: none"> • <u>Electrical & Piping</u> 	-
<u>Replace all electrical wiring, conduit, switches and breaker panel associated with the tank installation and to the fuel pump and card reader location.</u>	-
<u>Replace all piping, fittings, piping, and valves associated with the tank installation and to the fuel pump and card reader location.</u>	-
<ul style="list-style-type: none"> • <u>Site Improvements</u> 	
<u>Form and pour new 6" concrete pad 34' X 36' (1,224 SF) from demolished wall to previously removed concrete around pumps</u>	-
<u>(10) 6" diameter crash bollards in front of new tanks on 4' spacing</u>	-
<u>(2) 15-gallon capacity remote fill AST spill containers</u>	-



CITY OF HENDERSONVILLE, TENNESSEE
Request for Proposal Form

<u>Emergency Power and Electrical Integration (Additive Alternate #1)</u>	
<u>Manual Transfer Switch (MTS):</u>	-
<u>Station Generator Circuit</u>	-
<u>Portable Generator Docking Station</u>	-
<u>Hazardous Location Compliance</u>	-
<u>System Monitoring and Management (Additive Alternative Upgrade Items #2)</u>	-
<u>Veeder-Root TLS4B System and Integration</u>	-
<u>Fuel Management Connectivity</u>	-
<u>Updated Fuel Dispensers (Additive Alternative #3)</u>	
<u>2- double hose dispensers with pulse out module or approved equivalent</u>	-
<u>2- dispenser pedestals with stabilizer bar or approved equivalent</u>	-
<u>2- 3/4" X 14' dispense hoses with nozzle, coupled swivel with breakaway for gasoline</u>	-
<u>2- 1" X 14' dispense hoses with nozzle, coupled swivel with breakaway for diesel</u>	-



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Overhead view of proposed electrical conduit location from Fire Station to pumps. For emergency power to the pumps





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Fuel Shed building for housing the system monitoring. Also, the power location and breaker box to the left of the building.





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Fire station meter location. Connect to generator power at this location.





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Piping, pumps and electrical of existing diesel tank containment area.





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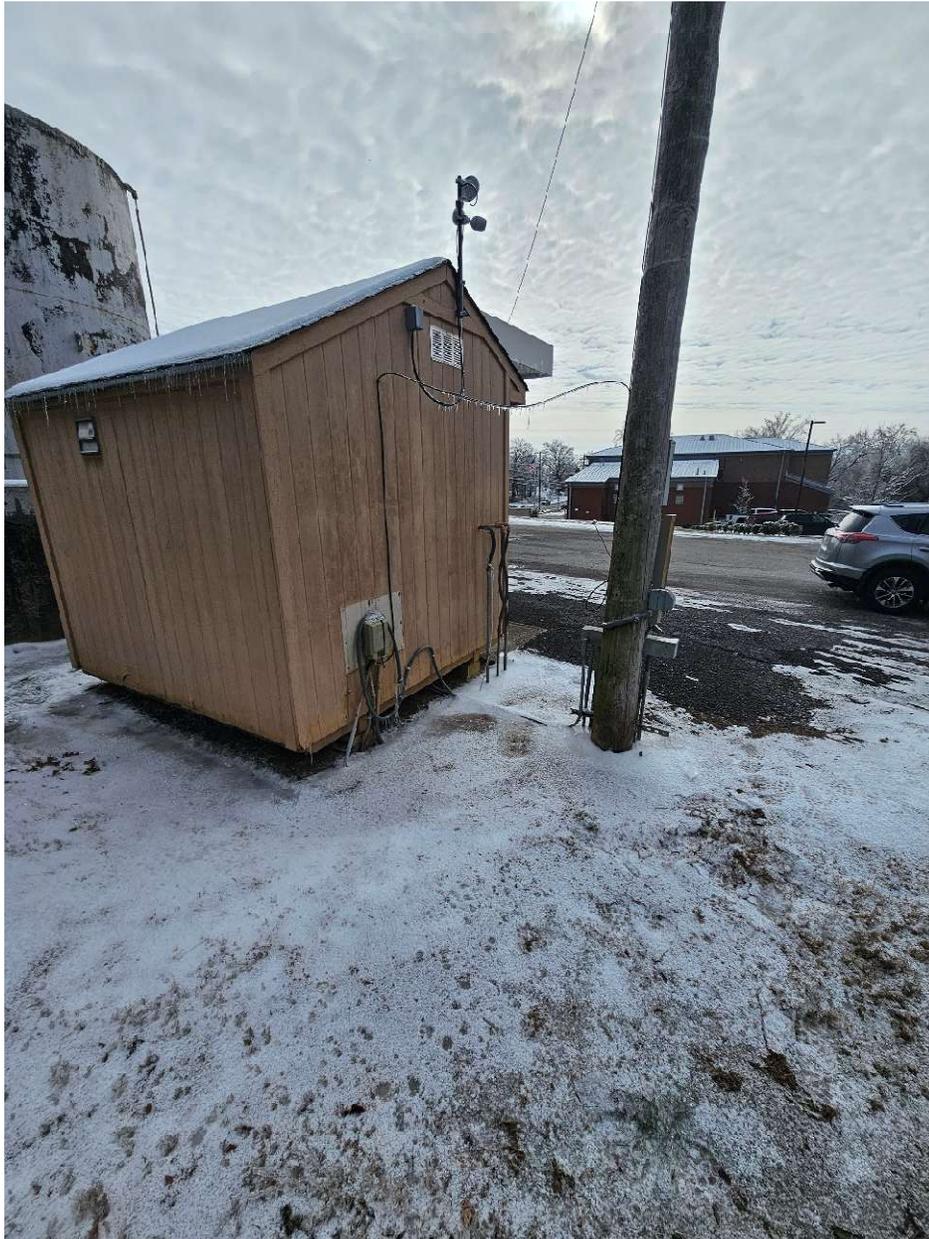
Piping, pumps and electrical of existing gasoline tank containment area.





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Rear of Fuel Shed.





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Alarm system outside of fuel shed building. Unknown if operable.





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Alarm system outside of fuel shed building. Unknown if operable.





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Emergency Shut-off Switch.





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Electrical location for fuel pumps and card reader.





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Existing Card Reader





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Existing Unleaded Fuel Dispenser





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Existing Diesel Fuel Dispenser





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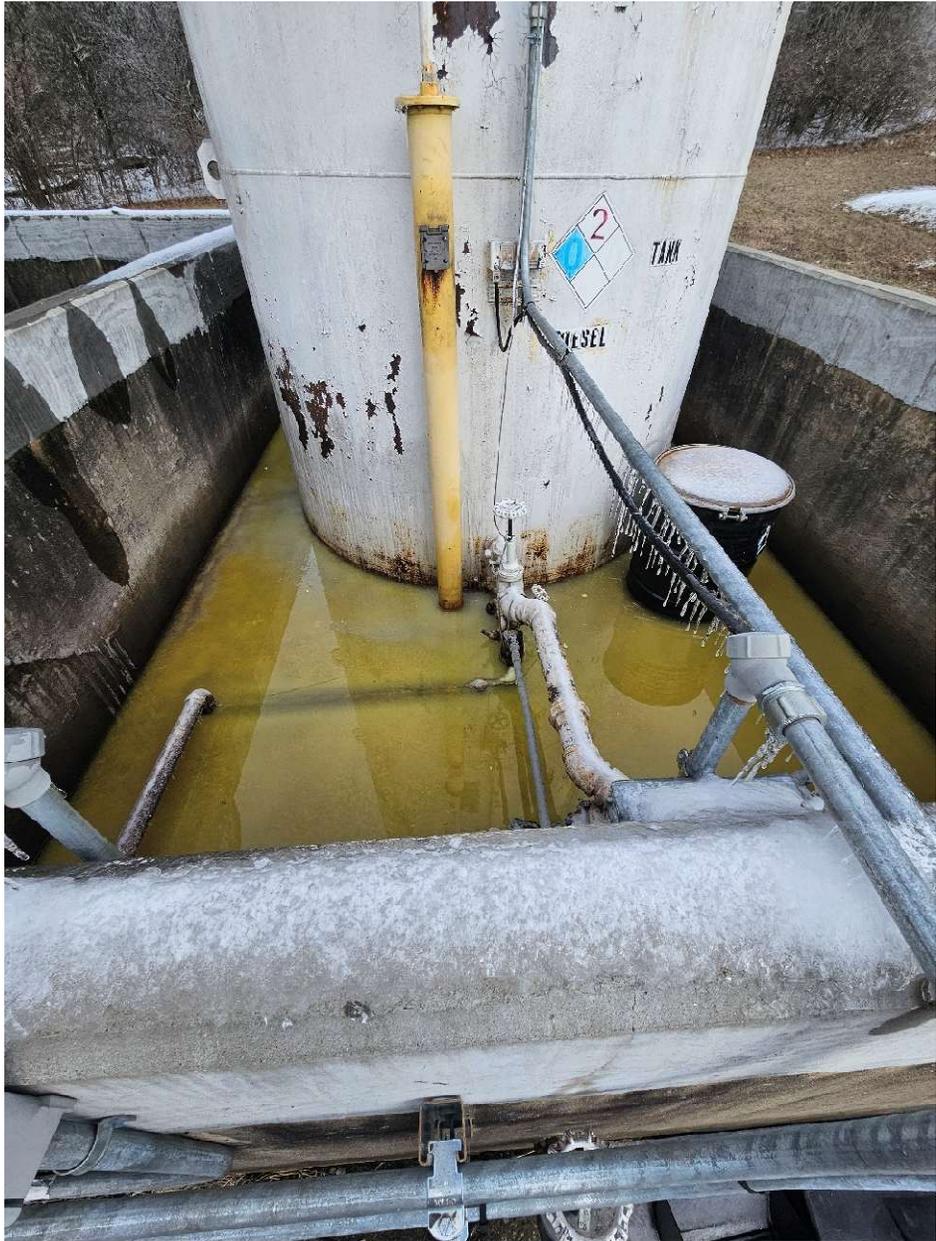
Outside view of fuel tank location. Concrete wall with red X to be demolished.





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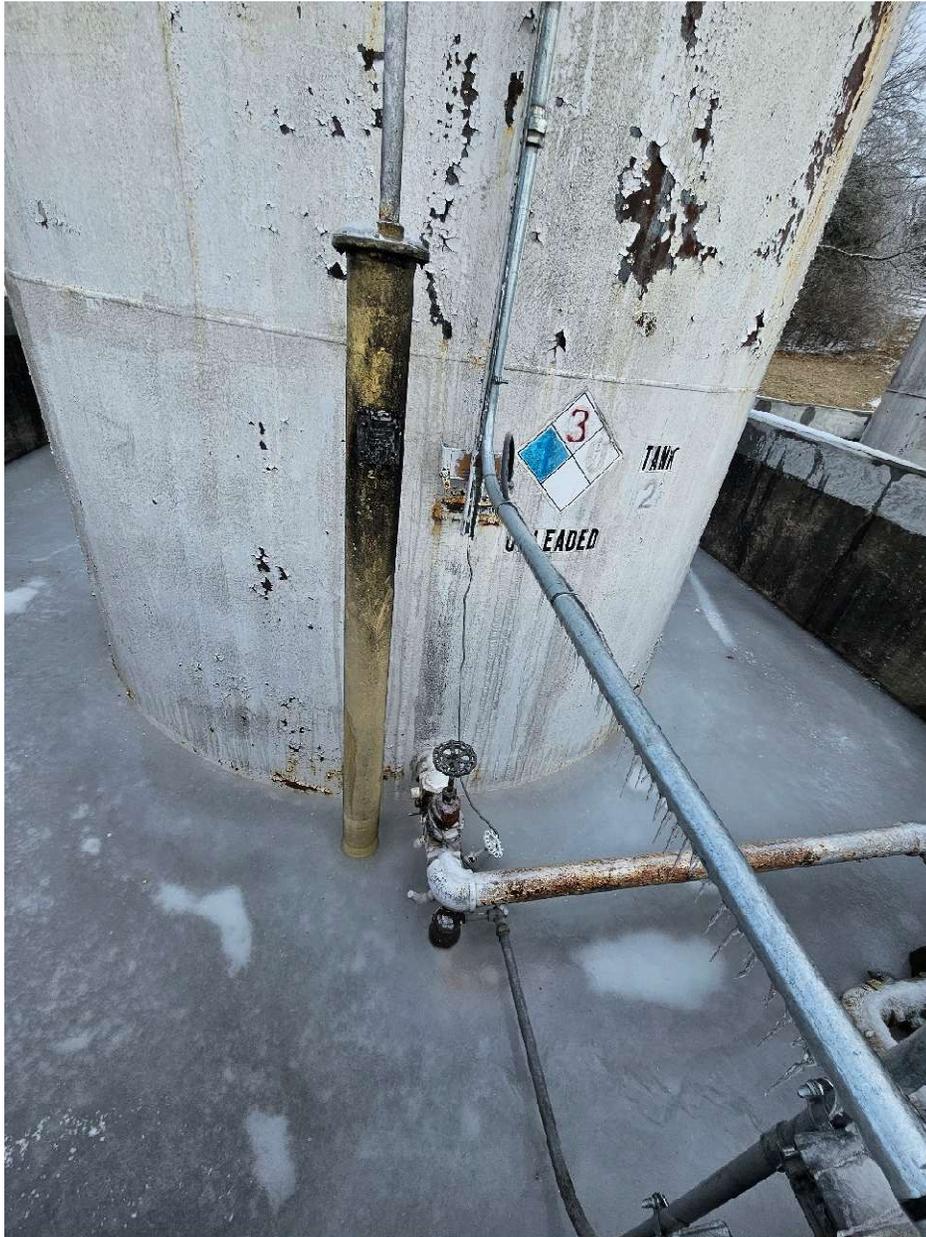
Front view of existing diesel fuel tank





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Front view of existing unleaded fuel tank





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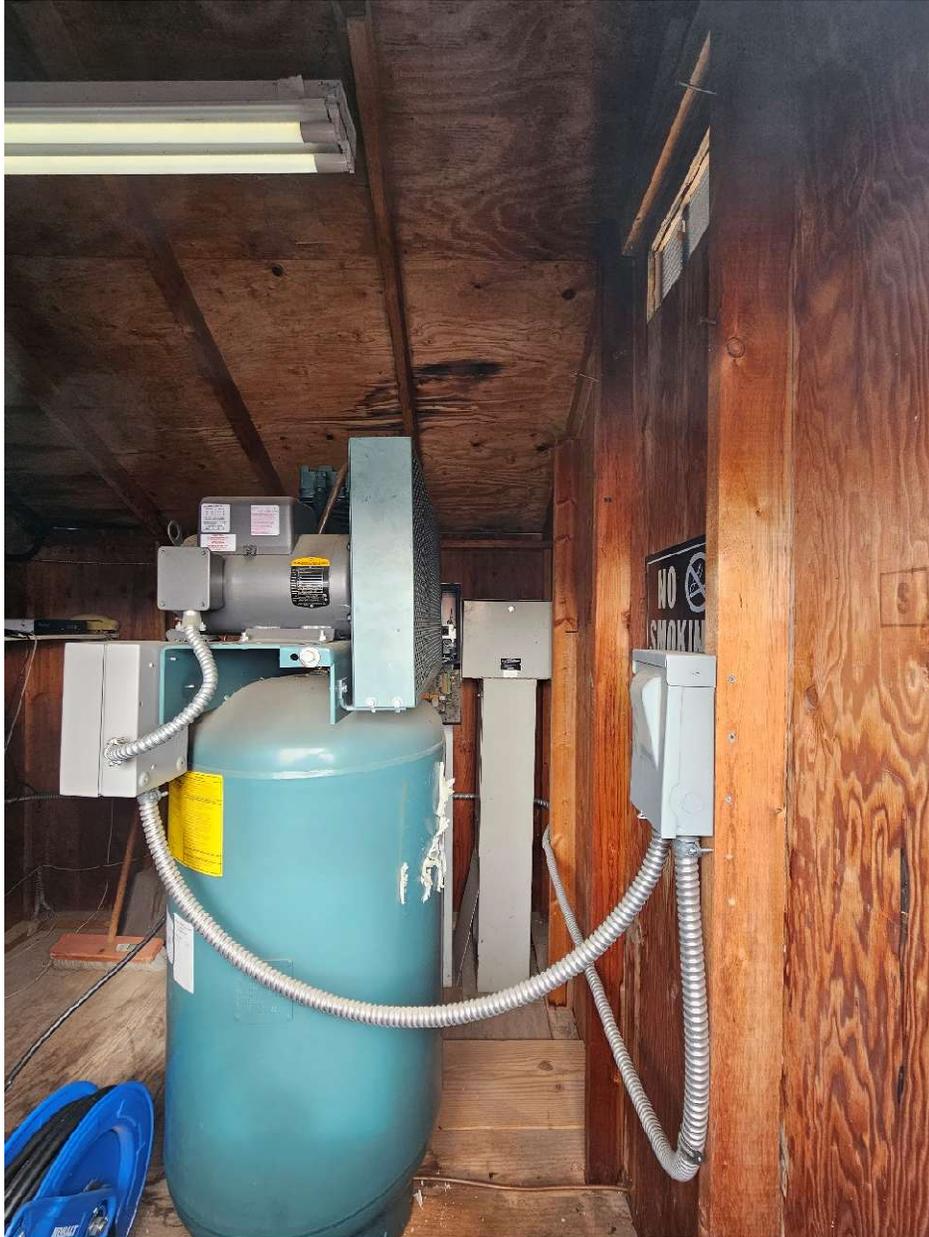
Front of existing fuel tanks. Concrete wall and concrete pad with red X to be demolished





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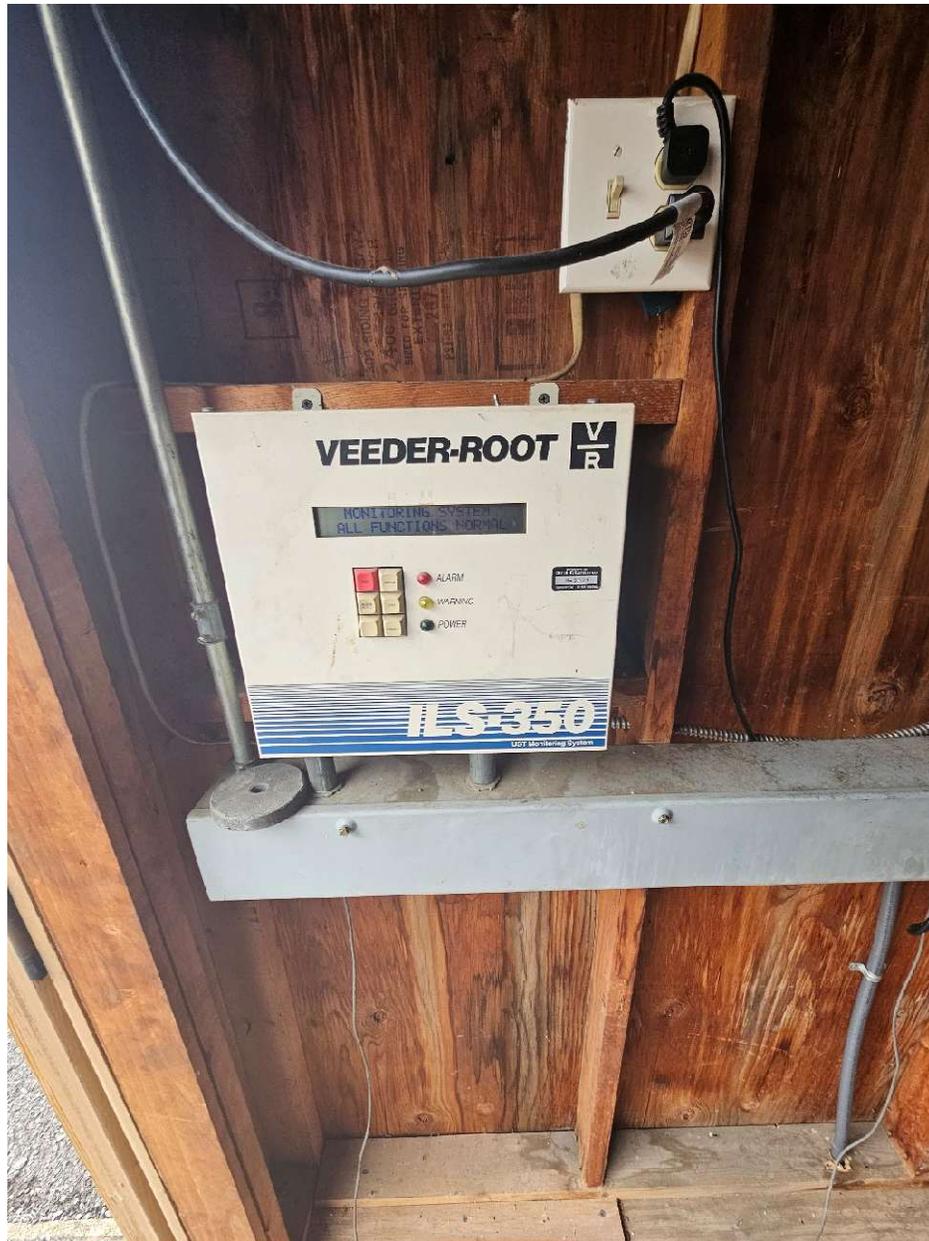
Interior of Fuel Shed





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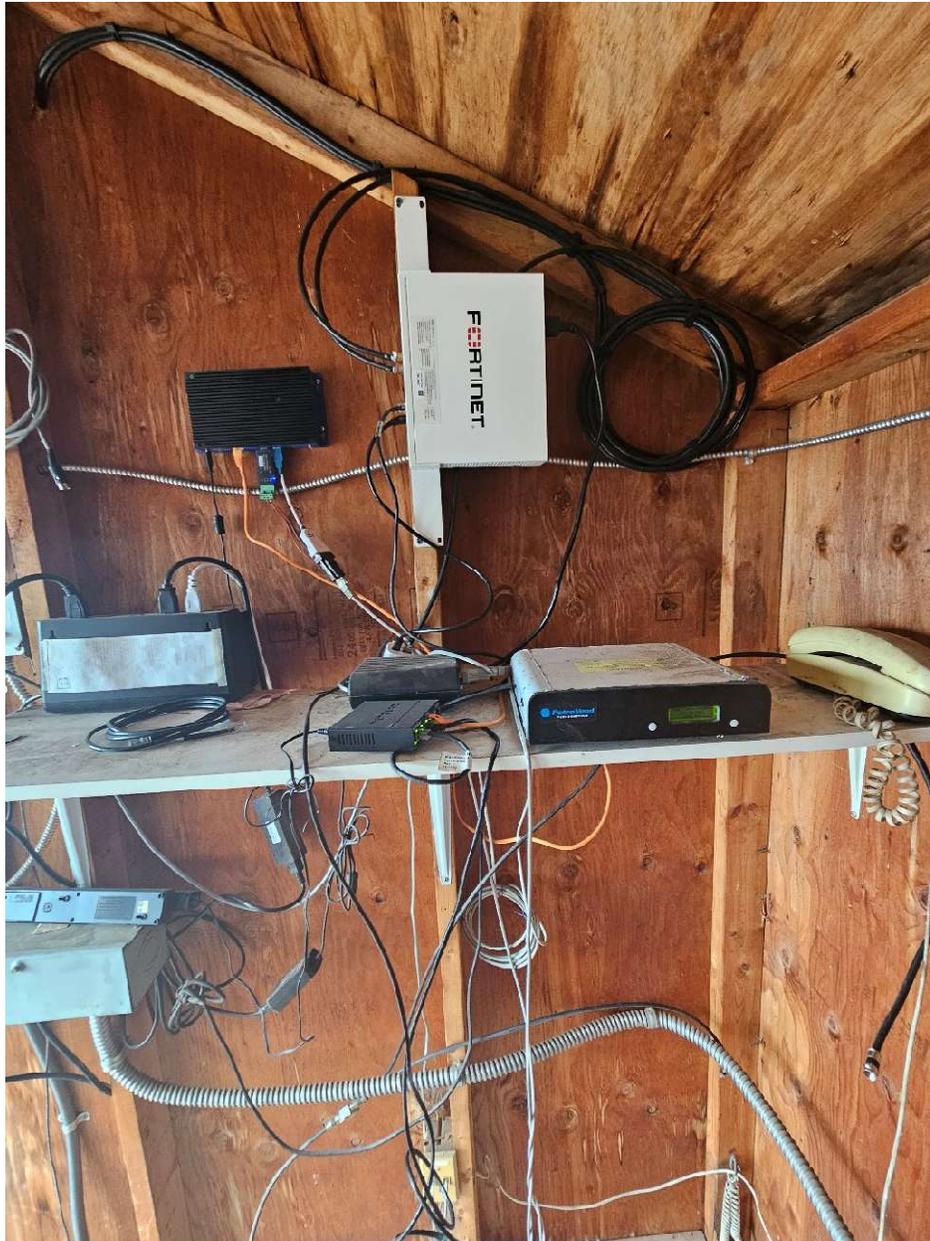
Existing Veeder-Root system





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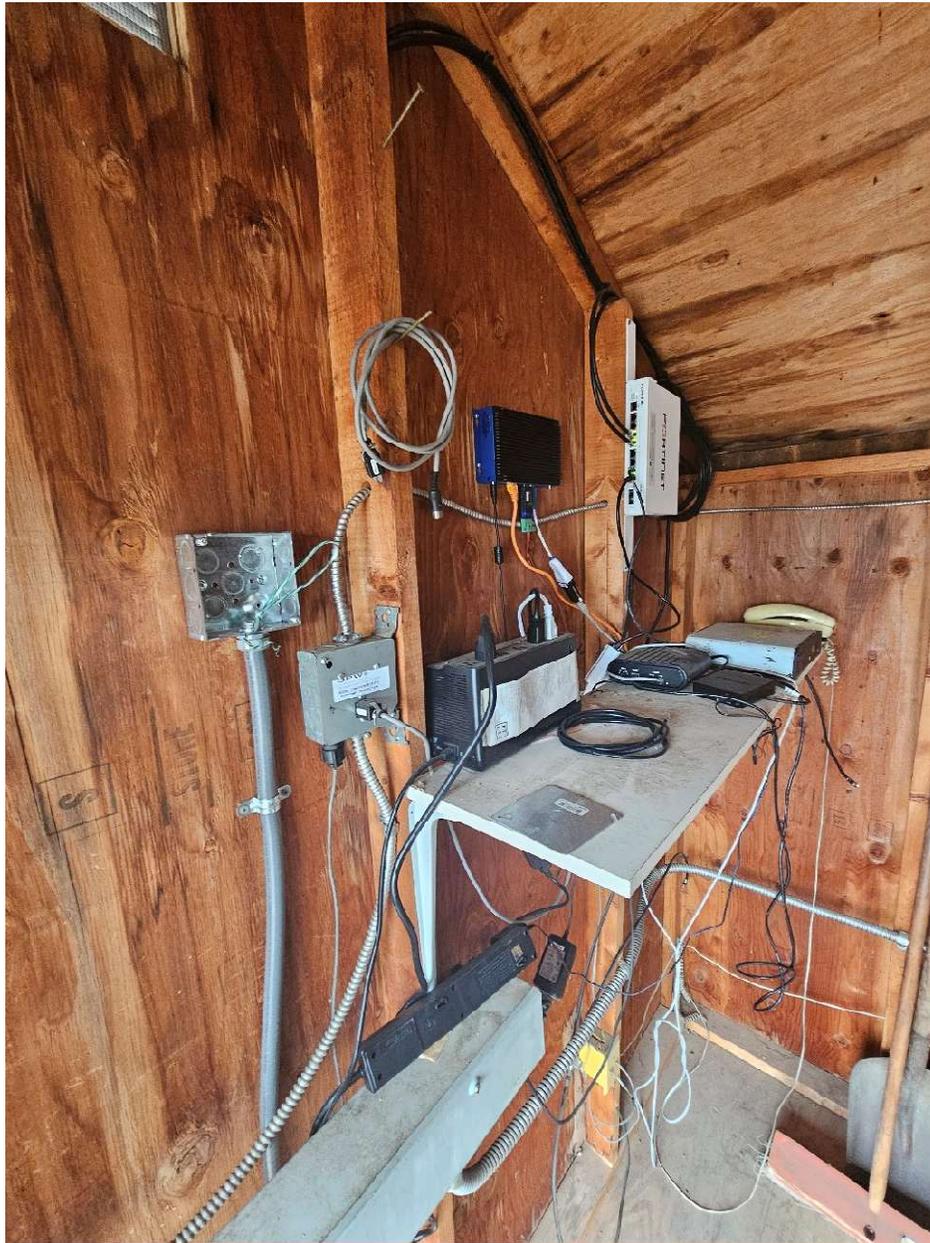
Interior of fuel shed. Network items





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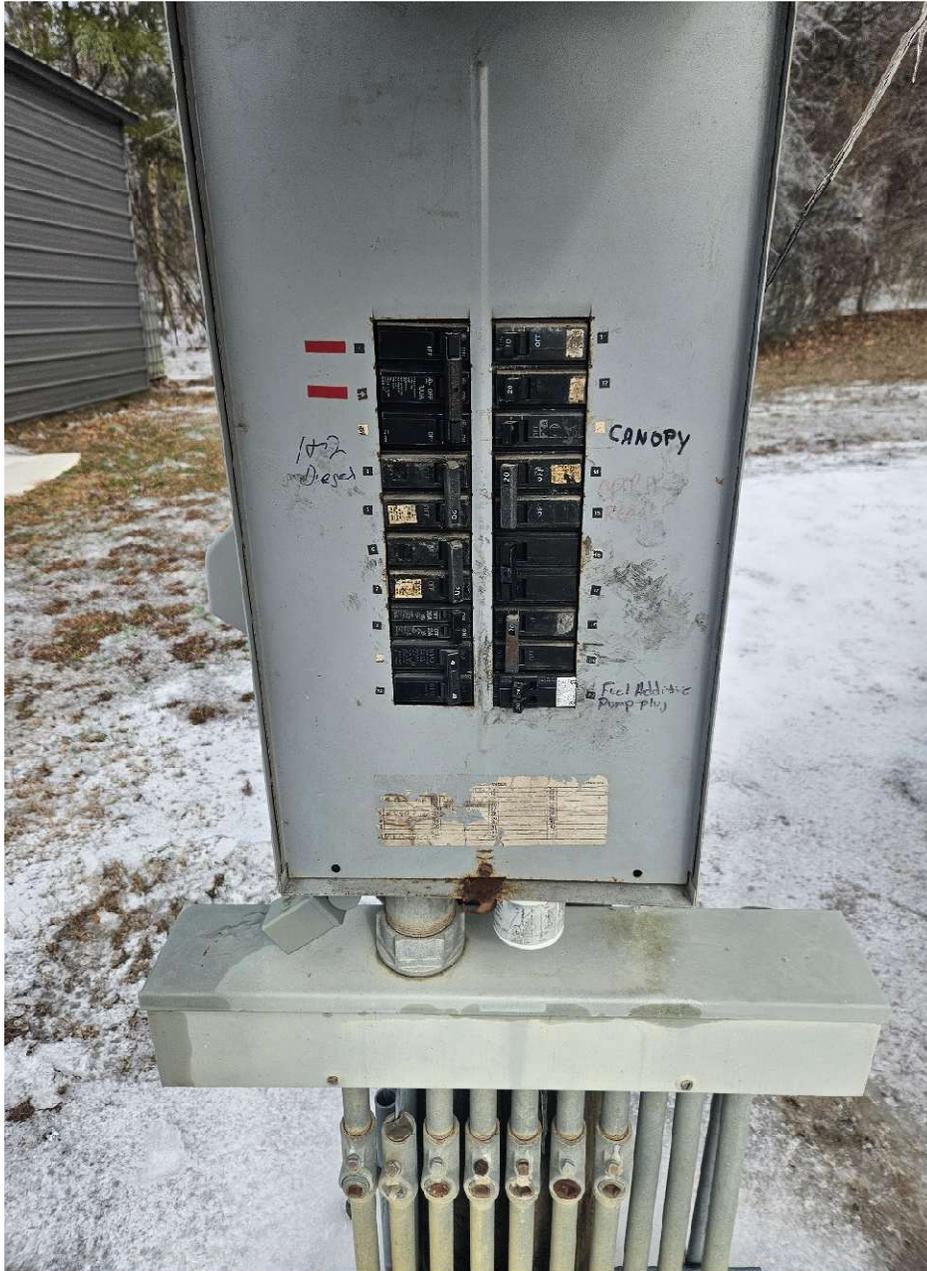
Interior of Fuel Shed.





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Existing breaker panel. To be replaced.





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Existing power location.

