



CITY OF HENDERSONVILLE, TENNESSEE

Competitive Sealed Proposal Form

PROJECT NAME:

Cherokee Road Culvert Replacement Project ROW Acquisition Services
CSP # 26-0006

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 65,000 and growing daily. Hendersonville is bounded by Old Hickory Lake to the south and has over 20 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 REQUEST FOR PROPOSAL (RFP):

The City of Hendersonville is soliciting proposals from qualified consultants to provide Right-of-Way (ROW) acquisition services for our Cherokee Road Culvert Replacement Project (CSP #26-0006). This project is locally funded for construction and must be in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act).

WHAT THE CITY EXPECTS IN THE PROPOSAL:

The City of Hendersonville is seeking professional services for Right-of-Way (ROW) acquisition to support stormwater improvements along Cherokee Road. This project involves four (4) specific parcels requiring the acquisition of four (4) temporary construction easements and two (2) permanent easements. Notably, two (2) of the affected parcels are owned by Sumner County Schools, requiring the Consultant to facilitate intergovernmental coordination and adhere to public school board approval processes. No relocation efforts are anticipated.

The selected Consultant shall perform, or manage through qualified subconsultants, all essential tasks within the ROW process. These responsibilities include conducting title research, performing appraisals or waiver valuations, and preparing administrative offer summaries. For the private parcels, the Consultant will manage standard negotiations and settlements; for the public parcels, the Consultant will facilitate the development of Intergovernmental Agreements (IGA) or Memoranda of Understanding (MOU) in coordination with City and School Board legal counsel.

The Consultant is responsible for the formal closing of all transactions, including the preparation of all agreements, deeds, and legal instruments. Proposals should specifically address the strategy for coordinating with Sumner County Schools, including considerations for student safety, construction scheduling, and Board of Education meeting cycles. While the City does not anticipate the need for eminent domain, all proposals must include provisions and procedures for condemnation support as a contingency option.



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PROJECT SCOPE & DETAILS:

The Consultant shall provide comprehensive professional services to acquire all necessary property rights for the Cherokee Road Culvert Replacement Project. The scope is comprised of four (4) total parcels: two (2) privately held and two (2) owned by Sumner County Schools. Total acquisitions consist of four (4) Temporary Construction Easements (TCE) and two (2) Permanent Drainage Easements.

1. Valuation and Appraisal Services

- Perform a minimum 40-year title search for each parcel to verify ownership and identify existing liens, encumbrances, or competing easements.
- For private parcels, prepare Appraisals or Waiver Valuations as appropriate under Tennessee Department of Transportation (TDOT) and Uniform Act guidelines.
- For school parcels, coordinate a "Value of Benefit" analysis if a nominal-cost transfer is proposed, ensuring the School Board receives adequate justification for the transfer of public assets.
- Provide a certified review of all appraisals by a qualified professional (not the original appraiser) to establish the Just Compensation amount for City approval.

2. Intergovernmental & School Board Coordination

- Serve as the primary point of contact between the City of Hendersonville and Sumner County Schools administration.
- Prepare presentation materials for the Sumner County Education Committee and/or the Full Board of Education to explain project impacts, safety measures, and the necessity of the easements.

3. Negotiation and Acquisition

- Delivery of written offers and a minimum of three (3) documented contacts with each private owner.
- Prepare written justifications for any settlements exceeding the appraised value for Board of Mayor & Aldermen approval.
- Maintain a formal Negotiation Log for every parcel to ensure a clear "Paper Trail" for federal or state audits.

4. Closing and Certification

- Instrument Preparation: Draft all legal documents, including Warranty Deeds, Easement Agreements, and Memorandum of Understanding (MOU).
- Closing Services: Manage the execution of documents, including notary services and coordination with mortgage holders for partial releases.
- Record all final instruments with the Sumner County Register of Deeds.
- Provide a formal Right-of-Way Certification to the City, stating that all property rights have been legally secured and the project is clear for construction bidding.

5. Condemnation Support (Contingency)

- In the event that a voluntary agreement cannot be reached, the Consultant shall provide the City Attorney with a complete "Condemnation Package," including the final offer letter, negotiation log, and certified appraisal, to support the initiation of eminent domain proceedings.



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REQUIRED DELIVERABLES FOR THIS PROJECT:

1. Cost Proposal & Financial Deliverables

- Itemized Fee Schedule: A breakdown of costs per unit (e.g., price per title report, price per appraisal) and hourly rates for project personnel.
- Not-to-Exceed (NTE) Budget: A total maximum fee for professional services, including a sub-total for reimbursable expenses (filing fees, etc.).
- Litigation Rate Table: Specific hourly rates for expert witness testimony and deposition support should condemnation (Eminent Domain) proceedings become necessary.

2. Pre-Acquisition & Title Deliverables

- Title Reports: A 40-year title search for each of the four (4) parcels, identifying all legal owners and encumbrances.
- ROW Acquisition Table: A spreadsheet-style summary of each parcel, including the area of permanent versus temporary takes, tax ID numbers, and owner names.
- Property Maps: Plats or visual exhibits for each parcel showing the exact footprint of the easements in relation to existing structures.

3. Valuation Deliverables

- Full Narrative Appraisals: For any complex takes or private parcels where value exceeds \$10,000.
- Simplified Administrative Valuation Reports: For low-value temporary easements (common for construction-only parcels).
- Appraisal Reviews: A separate certification for each appraisal, signed by a Review Appraiser, confirming that the value was determined in accordance with the Uniform Act.

4. Negotiation & School Board Deliverables

- Negotiation Diary: A chronological log of every phone call, letter, and meeting for all four (4) parcels to document "Good Faith" negotiations.
- Board Briefing Exhibits: Presentation-ready briefing memos and visual exhibits for the Sumner County Education Committee.
- Administrative Settlement Memos: Written memos explaining the logic and justification behind any payment that exceeds the initial appraised "Just Compensation."

5. Legal & Closing Deliverables

- Executed Instruments: Original, notarized Warranty Deeds, Permanent Drainage Easement Agreements, and Temporary Construction Easement Agreements.
- Intergovernmental Agreements (IGA/MOU): The final signed contracts between the City and the School Board for the two (2) school parcels.
- Recorded Documents: Copies of all instruments stamped with the Book and Page number from the Sumner County Register of Deeds.

6. Final Certification

- Project Closeout Statement: A formal statement from the consultant to the City certifying that all necessary property rights have been legally acquired, all owners have been paid, and no occupants remain to be relocated.



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EXPECTATIONS – PROJECT TIMELINE:

Sign Contract	April 3, 2026
Initiate Services	April 8, 2026
Closing and Recorded	October 15, 2026

SELECTION CRITERIA:

The city will evaluate the proposals and choose the best bid. The primary evaluation factors to be considered are ability to meet or exceed the requirements of the request 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.

Evaluation Criteria	Percentage
<p>Approach to the Work - examines the proposed methodologies, project schedule, and risk mitigation strategies.</p> <p>This includes the consultant’s familiarity with TDOT and FHWA standards, as well as their practical application of the Uniform Act in a municipal setting.</p>	25%
<p>Documented Experience - focuses on the consultant’s history with comparable ROW acquisition projects.</p> <p>Evaluation will prioritize firms that have successfully managed similar easement acquisitions and inter-agency transfers within the State of Tennessee.</p>	20%
<p>Proposed Staffing - evaluates the qualifications of the specific individuals assigned to the project, including any subcontractors such as surveyors or appraisers.</p> <p>The City will assess the team’s collective expertise and their immediate capacity to meet the project's demands.</p>	20%
<p>Performance and Project Controls - measures the consultant’s demonstrated ability to perform high-quality work, control costs, and meet rigorous schedules.</p> <p>This category accounts for the consultant’s reliability in preparing documentation and ensuring all project commitments are met without technical errors.</p>	15%
<p>Cost Proposal - considers the clarity and reasonableness of the proposed fees.</p> <p>The City will evaluate the transparency of the hourly rate schedules and the overall cost-effectiveness of the professional services relative to the project scope.</p>	20%
TOTAL	100%



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TITLE VI COMPLIANCE

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.

CSP TIMELINE*:

CSP posting	February 20, 2026
All questions must be received by	March 6, 2026 no later than 4:00 p.m.
Addendum posted (if needed)	March 13, 2026
Proposals due	March 20, 2026 no later than 2:00 p.m.
CSP ranking period	March 23, 2026 – March 27, 2026
Proposal Selection	March 30, 2026
*Timeline is subject to change at the city's discretion	

INSURANCE REQUIREMENTS:

The city will immediately evaluate and select a potential candidate, based on the best bid. All bidders submitting proposals must be willing and capable to immediately enter into a contract with the city and perform services identified in proposal. 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: *(For professional services only, e.g., engineering, and financial services)*

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



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SUBMITTING PROPOSALS:

To be considered, firms must submit a proposal by mail or by email, however the cost proposal section(s) must be sent by mail only.

<u>EMAIL:</u>
procurement@hvilletn.org - Do not include any cost information in the email submission
<u>MAILED OR DELIVERED TO:</u>
City of Hendersonville Finance Department 101 Maple Drive North Hendersonville, TN 37075

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 (3) 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 20, 2026**. The project name, "Cherokee Road Culvert Replacement Project ROW Acquisition Services, CSP #26-0006", 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) 590-4634 or by email at tbaun@hvilletn.org. The Competitive Sealed Proposals can be obtained on the city's website: <https://www.hvilletn.org/Bids.aspx>

All questions related to this Competitive Sealed Proposals Form must be received electronically, at tbaun@hvilletn.org, no later than 4:00 p.m. on March 6, 2026. All questions received after said date will not be considered. If questions are received, the City will post an addendum on the City's website on March 13, 2026.

<u>ATTACHMENTS:</u>
NONE