Town of Nolensville, Tennessee

Request for Qualifications
Land Surveying Services – Stonebrook Sidewalk Project

Date Issued: July 14, 2026

Statement of Qualifications Due Date:

August 4, 2026 at 2:00pm CDT

Request for Qualifications
Land Surveying Services for Stonebrook Sidewalk Project

1. Background

The Town of Nolensville, Tennessee is a growing municipality in Williamson County. The Board of Commissioners has identified the need for extending sidewalks in town from Baronswood Drive approximately 600 feet north of Snake Creek crossing, continuing south on the east side to Norfolk Lane, continuing west on the north side of Norfolk, and continuing west on the north side of Countryside as illustrated in Project Description.

The sidewalk is planned to be 5 foot wide and vary in location from back of curb to 5 foot behind back of curb to avoid obstructions when practical and is estimated to be 1400 linear foot long.

2. Project Description

Survey limits in the project area will be centerline of streets and extending 25 feet past back of curb for an approximate 40-foot strip. Survey to include all visible features including, but limited to, storm inlets, casting elevation, storm inverts, power poles, mailboxes, planters, fire hydrants, water meters, trees, and elevation at 25-foot intervals and grade breaks. Elevations shall be provided at all driveway ramps at asphalt, adjacent top of curb, 25 feet from back of curb and any grade break along drive on both sides.

A topographic surface with 1 foot contours shall also be supplied in a dwg format as well as a pdf drawing signed and sealed by a licensed Tennessee Land Surveyor.

Figure 1. Illustration of Sidewalk Project



3. Land Surveying Services

The land surveyor will be expected to provide basic land surveying services appropriate to the project. The intent is to have a land surveyor perform various land surveying services to support the design and construction of a municipal sidewalk project including the preparation of any necessary documentation to relay the findings of land surveying services to the Town. The firm selected may work with the Town to perform land surveying services including but not limited to the following:

- Perform field surveys of boundary lines, topography, and existing facilities or structures.
- Identify property lines, boundaries, easements, and rights-of-way.
- Perform research and surveys related to private and public landownership.
- Research title documents and land ownership records.
- Performing various types of surveying tasks in support of construction project including construction staking.
- Other associated professional services that may be requested.

The selected firm shall provide documents in the appropriate media to support design and construction of the capital project. All surveys shall be certified, stamped, and signed by a State of Tennessee Professional Land Surveyor.

4. Minimum Qualifications

Only those firms or consultant teams which meet the following minimum qualifications will be considered for selection.

a. Licensed to practice as a Land Surveying in the State of Tennessee;
b. Registered and authorized to do business in the State of Tennessee; and
c. At least one principle or responsible member of the firm(s) shall have a minimum of ten (10) years' experience in responsible charge of the field or fields involved.

5. Evaluation Criteria

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

a. Qualifications and availability of personnel and subconsultants (if required)
b. Project understanding and responsiveness to project description
c. Project approach and methodology
d. Prior relevant experience with projects of similar size and complexity
e. Past record of performance with the Town of Nolensville

Once the interviews are complete, Town staff will select the most qualified firm for further contract negotiations on the scope of services and corresponding fee.

All proposals become the property of the Town of Nolensville upon submission. The cost of preparing, submitting, and presenting a proposal is the sole responsibility and expense of the firm.

The Town of Nolensville reserves the right to reject any and all statements of qualification received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the Town. This solicitation of statements of qualification in no way obligates the Town to award a contract.

The firm deemed most qualified to provide the required services will submit to the Board of Commissioners for consideration a Professional Services Agreement.

6. Submittals

The following minimum information shall be provided in the Statement of Qualifications in the order provided.

Introductory Information

- Introduction of firm responding
- Executive summary stating firms' understanding of the project, team capabilities, approach to providing land survey services, and opinion on why the firm should be chosen

Project Team

- Name of firm indicating contact person of the firm including address, email, and telephone
- Key staff member resumes, with a maximum of one page per staff member
- Listing of current land surveying services commitments of firm and key staff members
- Possess a professional license to practice land surveying in the State of Tennessee
- Listing of proposed subconsultants and their role in the project (if applicable)
- Organizational chart of project team illustrating primary role(s) in providing survey services

Methodology/Approach

- Brief description of firm's service philosophy and service delivery approach
- Summary of surveying approach/methodology to be utilized to complete project including strategies to be utilized for quality control
- Provide brief explanation of firm or team ability to coordinate and communicate with Town staff

Relevant Project Experience

- Listing of a minimum of three (3) projects of similar size and complexity led and completed by the firm within the past five (5) years, including reference contact information and notation of whether the project was completed on time and within budget

The Statement of Qualification must be received by August 4, 2026, 2 PM CDT. The Statement of Qualification submittal shall not exceed 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) page), page dividers and cover. Statement of Qualification prepared in Black and White format is acceptable.

Statements of Qualification that do not adhere to these submittal requirements will be considered non-responsive. Statements of Qualification received after the deadline will not be accepted. Faxed or emailed Statements of Qualification will not be accepted. **DO NOT INCLUDE PRICE INFORMATION IN THE STATEMENT OF QUALIFICATIONS**. The Town will utilize a qualification-based selection process.

One (1) printed and one (1) digital/electronic (PDF) copy on a thumb drive of the Statement of Qualifications shall be submitted to:

Montique Luster, Town Recorder
mluster@nolensvilletn.gov
Town of Nolensville
7218 Nolensville Road
Nolensville, TN 37135
"STATEMENT OF QUALIFICATIONS – LAND SURVEYING SERVICES"

An RFQ pre-submittal conference will not be held. Questions regarding the RFQ should be directed via email to Enoch Jarrell, ejarrell@nolensvilletn.gov . The Town will maintain a list of questions and responses for distribution in the form of an addenda that will be posted on the Towns website on July 31, 2026 . Questions will be accepted through July 29, 2026 to ensure that all parties have adequate time to review the response(s) prior to the submittal deadline.

7. Tentative Schedule

The following tentative schedule is anticipated for contract award for this project.

RFQ Issued	July 14, 2026
Statement of Qualifications Due	August 4, 2026
Interviews (if required)	August 10-12, 2026
Firm Selection	August 12, 2026
Contract Negotiations	August 12-18, 2026
BOC Work Session	August 24, 2026
Contract Approval by BOC	September 3, 2026

The schedule for land surveying services will be finalized during contract negotiations with the selected firm.

8. Town Responsibilities

The Town of Nolensville will perform or provide the following for the selected firm.

a. The Town will make available digital files of aerial photographs, contours and basic topography, and water and sanitary sewer utilities from the Town's GIS.
b. The Town will provide digital copies of construction plans and subdivision plat instruments as the Town may have on file for existing infrastructure and property boundaries within the project limits.

9. Equal Employment Opportunity

The Town of Nolensville, Tennessee, does not discriminate by administering any of its programs and activities. The firm awarded the contract for professional services for this project will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.