RFQ

2026-RFQ-04

POLICE FIRING RANGE MECHANICAL SYSTEM REDESIGN

City of Brentwood

5211 Maryland Way

Brentwood, TN 37027

RELEASE DATE: October 8, 2026

DEADLINE FOR QUESTIONS: October 22, 2026

RESPONSE DEADLINE: November 9, 2026, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

https://secure.procurenow.com/portal/brentwoodtn

City of Brentwood
RFQ
Police Firing Range Mechanical System Redesign

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Attachments:

A - Affidavit of Non-Collusion Form

B - Contract - Professional Services

C - Facility Close Out Docs - HVAC As-Built and Test and Balance

1. Introduction

1.1. Summary

Request for Qualifications

The City of Brentwood is seeking Statements of Qualifications for Mechanical engineering services for a functional assessment and redesign of the mechanical system serving the indoor firing range at the Brentwood Police Headquarters facility at 910 Heritage Way in Brentwood..

The Request for Qualifications documents are available through the City's e-Procurement Portal, OpenGov Procurement, or may be obtained at the Brentwood City Hall at 5211 Maryland Way, Brentwood, Tennessee, 37027, Monday through Friday, 8:00 a.m. - 5:00 p.m.

Qualifications Statements must be submitted in the format specified in the Request for Qualifications. All statements will be due on Monday, November 9, 2026 at 2:00 pm local time.

Questions concerning the Request for Qualifications should be sent through the City's e-Procurement Portal, OpenGov Procurement.

The City of Brentwood reserves the right to reject any and/or all Statements or waive any irregularities or informalities in a Statement, and to accept any Statement, which, in its opinion, may be for the best interest of the City.

1.2. Background

The Brentwood Police Department's headquarters facility opened in May 2021. The facility includes a six lane tactical indoor firing range which is 25 yards long and uses lead ammunition. Since opening, the City has experienced problems with insufficient air flow and removal of smoke within the range to meet the operational needs and safety standards of the facility. An evaluation of the range by a third party indicates the need to significantly reengineer or completely replace the current mechanical systems serving the firing range. The range is located on the first floor of the headquarters facility, with access internal to the building. Because of this the redesigned system will need to consider existing airlfow from the rest of the building. Test and balance data is available.

1.3. Contact Information

Jay Evans
Assistant City Manager
5211 Maryland Way
Brentwood, TN 37024
Email: jay.evans@brentwoodtn.gov
Phone: (615) 371-2275

Department:
City Manager

1.4. Timeline

All times are Central Time.

Release Project Date	October 8, 2026
Question Submission Deadline	October 22, 2026, 2:00pm
Question Response Deadline	October 23, 2026, 5:00pm
Statement of Qualifications Submission Deadline	November 9, 2026, 2:00pm

2. Instruction To Proposers

2.1. Proposer Submission

The City of Brentwood (hereinafter, "the City") is seeking Statements of Qualifications for Mechanical engineering services for a functional assessment and redesign of the mechanical system serving the indoor firing range at the Brentwood Police Headquarters facility at 910 Heritage Way in Brentwood.. All Statements of Qualifications must be submitted by Monday, November 9, 2026 at 2:00 pm local time.

2.2. Receipt and Opening of Statements of Qualifications

Sealed Statements of Qualifications will be received by the City of Brentwood through the City's e-Procurement Portal, OpenGov Procurement until 2:00 pm, local time, on Monday, November 9, 2026. Copies of the Request for Qualifications document may be obtained through the City's e-Procurement Portal, OpenGov Procurement. ***Electronic submission is the preferred method***. If a vendor submits both electronically and by a paper submission, the electronic submission will prevail.

Any statement of qualifications received after the established closing date and time will not be accepted. The statement of qualifications shall not be disclosed during the negotiation and evaluation process, which shall follow their submittal and review, but they shall be made open for public inspection after the intent to award the contract to a particular proposer is announced.

2.3. Definitions

The terms "proposer", "contractor", "vendor" and "firm" may be used interchangeably in this RFQ and shall refer to the entities submitting a response to this RFQ or to the entity with whom the City enters into a contract as a result of this solicitation.

2.4. Site Inspection

Before submitting a statement of qualifications, each proposer should make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the proposer will rely. If the proposer receives an award as a result of its statement of qualifications submission, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of these documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

2.5. Preparation of Statement of Qualifications

Statement of Qualification should be submitted in the following format:

- Executive Summary/Overview
- Firm Profile and Experience
- Statement of Approach
- Conflict of Interest

- Exceptions to City's Request for Qualifications or City's proposed agreement

In addition, any material that will add to the persuasiveness of the proposal may be included. However, if the materials do not directly address the stated requirements, please include them in an appendix or a separate volume. The City will review and consider all materials submitted, but will concentrate on the material that directly addresses the City's stated needs. Each proposal must be submitted by the owner, a partner, or a corporate officer of the company or by an agent duly authorized to represent the contractor in submitting the proposal. Include the name and position held within contractor's organization.

2.6. Statement of Qualifications Requirements and Format

The statement of qualifications shall be concise, well organized, and demonstrate the responder's qualifications and experience applicable to the project and understanding of the project. Failure to comply with the requirements of this RFQ may result in disqualification.

3. Scope of Work

3.1. Specifications

The selected mechanical engineering firm will be responsible for:

1. Conducting a comprehensive assessment of the indoor firing range's HVAC requirements, considering factors such as space utilization, ventilation needs, air quality standards, and regulatory/safety compliance. The firm shall prepare a written report documenting all deficiencies of the existing system. Data from prior evaluations will be available.

2. Developing detailed design plans and specifications for a reengineered/new HVAC system tailored to the unique requirements of the indoor firing range and its location within the facility.

3. Ensuring design plans fully comply with all applicable building codes, industry safety standards, and environmental regulations.

4. Coordinating with other project stakeholders, including contractors and City officials, to integrate the designed HVAC system modifications seamlessly into the facility's infrastructure.

6. Overseeing the implementation of the HVAC system during the construction phase including periodic site visits, quality assurance inspections, and start-up testing.

4. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Executive Summary/Overview** Provide a summary of the firm's history and qualifications with respect to this project.	Points Based	10 *(9.9% of Total)*
2.	**Firm Experience** The statement of qualifications should demonstrate the firm's proven experience in designing HVAC systems for indoor firing ranges or similar high-demand environments. This should include demonstrated expertise in HVAC engineering, including airflow analysis, ventilation design, and equipment selection.	Points Based	50 *(49.5% of Total)*
3.	**Statement of Approach** The work under this project requires specific expertise. This section of the Statement of Qualifications should describe the firm's proposed plan to accomplish the project based on prior successful experience with similar projects. This plan should include reference to a proposed sequence of meetings with city staff and other applicable stakeholders. Also include general discussion of expectations for the type of information consultant would require be provided by the City and any other clarification regarding consultant expectations and requirements.	Points Based	20 *(19.8% of Total)*
4.	**Project Team** Provide information regarding the direct applicable experience of each proposed team member to be assigned to this project.	Points Based	20 *(19.8% of Total)*
5.	**Conflict of Interest** Provide names of persons or entities associated with the proposer who may have a conflict of interest if the statement of qualifications is accepted, including details and reasons. Proposers are subject to disqualification on the basis of conflict of interest as determined by the City.	Pass / Fail	1 *(1% of Total)*

5. Vendor Questionnaire

5.1. Statement of Qualifications*

Please upload your Statement of Qualifications here.

*Response required

5.2. References*

Please provide at a minimum three (3) reference for similar type of projects to include:

Organization's Name
Contact Name/Title
Phone Number
Email Address
Description of the type of work
Date work was completed

*Response required

5.3. Conflict of Interest

Please upload any documents pertaining to Conflict of Interest here.

5.4. Exceptions*

Any vendor exceptions to the City's RFQ or proposed contract document should be noted in a separate document and uploaded here. If there are no exceptions, please upload documentation certifying that the proposer takes no exception to this RFQ.

*Response required

5.5. Contract*

Vendor acknowledges receipt and review of the City's proposed contract which is attached, and agrees that this Contract, this RFQ, and the successful Vendor's statement of qualifications, when accepted by the Board of Commissioners of the City of Brentwood, constitute binding obligations to the successful Vendor. Any proposed changes to this Contract must be included with Exceptions above to be considered by the City. Failure to submit Exceptions to the Contract constitutes an acceptance of the City's terms as presented.

☐ Please confirm

*Response required

5.6. Please upload any other documentation for your statement of qualifications below.