

# REQUEST FOR QUALIFICATIONS (RFQ)

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*Major Thoroughfare Plan Update  
Town of White Bluff, Tennessee  
Issue Date: Thursday, September 4, 2025*

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## I. INTRODUCTION

The Town of White Bluff, Tennessee is requesting Statements of Qualifications (SOQ) from professional consulting firms with expertise in transportation planning, civil engineering, and public engagement to develop a comprehensive Major Thoroughfare Plan (MTP) Update.

The updated plan will provide a strategic and implementable vision for the Town's evolving transportation network, accounting for current growth trends, anticipated development, multimodal mobility needs, and public safety. This project represents an important opportunity to shape the future of White Bluff's infrastructure and to preserve mobility and quality of life as the Town continues to grow.

## II. COMMUNITY BACKGROUND

Located in eastern Dickson County, the Town of White Bluff is a gateway community between the more rural western counties and the Nashville metropolitan area. Accessible by U.S. Highway 70, U.S. Highway 47 and in close proximity to Montgomery Bell State Park, the Town is experiencing significant residential growth, corridor redevelopment pressures, and increased traffic volumes from both local and pass-through drivers.

As a general law municipality with a population of approximately 4,000 and growing, White Bluff has outgrown the assumptions and limitations of its current transportation planning documents. A proactive and comprehensive Major Thoroughfare Plan is essential to guide new development, preserve right-of-way, reduce congestion, improve safety, and encourage multimodal connectivity.

## III. PURPOSE AND GOALS

The purpose of this project is to develop a Major Thoroughfare Plan Update that will:

- Serve as a long-range planning tool to guide decisions on roadway function, alignment, design, and classification.
- Support coordinated decision-making among developers, engineers, and public officials.
- Establish a transportation framework that supports the Town's land use goals, zoning map, and subdivision regulations.

- Create an implementation plan with cost estimates, phasing, and priority corridors for future capital improvement budgeting.

The Plan should reflect the Town's rural character, emerging suburban growth, and desire to maintain a walkable, connected, and resilient transportation network.

#### IV. SCOPE OF SERVICES

The selected consultant will be expected to provide professional planning, engineering, and public engagement services to complete the Major Thoroughfare Plan Update. At a minimum, services shall include:

1. Project Initiation and Management
  - a. Kick-off meeting with Town staff and project steering committee.
  - b. Development of a project schedule with key milestones and deliverables.
  - c. Monthly progress updates and coordination meetings (in-person or virtual).
2. Review and Assessment of Existing Conditions
  - a. Review of the existing road network, previous plans, zoning ordinance, and subdivision regulations.
  - b. Analysis of functional classifications, traffic counts, crash data, and roadway conditions.
  - c. Assessment of existing rights-of-way and capacity constraints.
  - d. Identification of known bottlenecks, safety issues, or unbuilt connections.
3. Land Use and Growth Pattern Analysis
  - a. Review of current and future land use trends and zoning map.
  - b. Coordination with the Planning Commission on known or anticipated development activity.
  - c. Identification of areas likely to require new transportation infrastructure or roadway upgrades.
4. Roadway Functional Classification and Network Planning
  - a. Recommend updates to the functional classification of existing and future roadways.
  - b. Identify recommended roadway connections, realignments, or extensions.
  - c. Determine minimum right-of-way widths, lane configurations, and typical cross-sections.
  - d. Recommend policies for access management and connectivity between subdivisions.
5. Multimodal Infrastructure Planning
  - a. Identify opportunities for pedestrian, bicycle, and potential future transit connections.
  - b. Assess connectivity between neighborhoods, schools, parks, and commercial areas.
  - c. Recommend appropriate design standards for sidewalks, shared use paths, and bike lanes.
6. Public Engagement and Stakeholder Input

- a. Conduct a minimum of two community engagement sessions.
  - b. Develop online engagement tools (survey, interactive map, etc.).
  - c. Presentations to the Planning Commission and Board of Commissioners.
  - d. Coordination with TDOT, Dickson County, and GNRC.
7. Plan Development and Implementation Strategy
  - a. Produce a complete Major Thoroughfare Plan document.
  - b. Include future roadway classifications, cross-section exhibits, multimodal recommendations, and project prioritization.
  - c. Provide GIS shapefiles, map figures, and presentation materials.
  - d. Deliver draft and final plans in editable and PDF formats.

## **V. DELIVERABLES**

- Kickoff Meeting Agenda and Summary
- Base Map and Existing Conditions Report
- Public Engagement Materials (handouts, surveys, presentations)
- Functional Classification and Multimodal Network Maps
- Draft Major Thoroughfare Plan Document
- Final Plan (PDF and editable format)
- GIS Files and Metadata
- Presentation to Planning Commission and Town Council

## **VI. PROPOSED TIMELINE**

The Town of White Bluff anticipates awarding this project in early 4Q 2025 with project commencement following asap. Project duration to be determined in consultation with selected project provider.

## **VII. SUBMITTAL REQUIREMENTS**

- Cover Letter – Introduce your team and summarize interest in the project.
- Firm Profile – Background, location, relevant capabilities, and insurance coverage.
- Project Team – Key personnel, resumes, organizational chart.
- Relevant Experience – Three or more completed transportation planning projects.
- Project Understanding and Approach – Summary of your understanding and methodology.
- References – Contact information for three recent public-sector clients.

## **VIII. SELECTION CRITERIA**

Qualifications will be reviewed and evaluated by Town staff using the following criteria:

- Relevant Experience and Past Performance
- Experience of Key Personnel
- Project Understanding and Methodology
- Capacity and Availability

- Quality of References

## **IX. SUBMITTAL DEADLINE AND CONTACT**

**Deadline for Submittals: Thursday, September 25, 2025, by 2:00pm**

Submit qualifications via email to:

Jeff Martin, Projects Administrator

Town of White Bluff

Email: [jeff.martin@townofwhitebluff.com](mailto:jeff.martin@townofwhitebluff.com)

Phone: (615) 797-1154

Subject Line: RFQ – Major Thoroughfare Plan Update

## **X. GENERAL TERMS**

- The Town of White Bluff reserves the right to reject any and all submittals, waive informalities, and accept the submittal deemed to be in its best interest.
- This RFQ does not commit the Town to enter into a contract or pay costs.
- The selected firm will be required to execute a written agreement with the Town.
- All materials submitted shall become property of the Town.