

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****October 23, 2022**

The **City of Chattanooga** (City), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide **NEPA, Design, and ROW Phase Services** as necessary for construction of the **Multimodal Access Grant (MMAG) PIN 132043.00** project. This project will consist of sidewalk and ramp construction, installation of bus stop shelters with real time route information, installation of bike share stations with charging for e-bikes, and improving pavement markings of bike lanes and crosswalks. This project is State funded through the Multimodal Access Grant (MMAG) program and shall be accomplished in accordance with TDOT Local Programs and Federal guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services:**General**

- Provide administrative, coordination, and project management services as required by the TDOT Local Government Guidelines, including any required public meetings

PE-NEPA Phase

- Develop 30% design plans as necessary to define the study area
- Prepare all required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA)

Design Phase

- Provide project surveying
- Finalize preliminary design plans
- Obtain all necessary permits
- Prepare preliminary construction estimate
- Prepare final ROW plans

ROW Phase

- Provide Railroad and Utility coordination services as necessary
- Provide ROW services as necessary (
- Pre-Construction Activities (DBE Goal, Final Construction Plans and Estimate, Bid Documents, Bid Book, etc.)

*Only allowed if project is determined to be "small size" according to Local Government Guidelines

Estimated Schedule for Performance of Work

- Estimated PE-NEPA Phase: 02/01/2023 - 09/30/2023 (7 months)
- Estimated Design Phase: 10/01/2023 - 04/31/2024 (7 months)
- Estimated ROW Phase (assuming no acquisitions): 05/1/2024 - 10/31/2024 (6 months)
- Estimated Construction Phase: 11/01/2024 – 09/31/2025 (10 months)

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Chattanooga, 101 E. 11th Street, Suite G13, Chattanooga, TN 37402 Attn: Debbie Talley, Purchasing Department**. All **Letters of Interest** must be received by the purchasing department on or before **4:00 p.m. EDT, on November 03, 2022 (Not less than 14 days from October 23, 2022)**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **The method of payment shall be lump sum for the final negotiated scope.**

Phase I Evaluation

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **Work experience in the required disciplines with TDOT, the City of Chattanooga, and/or other clients**
- **Professional licensure and certifications**
- **Staff capabilities of prime consultant and workload**
- **Indicate the scope of services to be completed by any sub-consultants**
- **TDOT prequalification status of both prime and sub-consultants**

From the letters of interest, the City will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The City will evaluate the Qualifications Packages of the shortlisted firms on the following criteria (relative weight):

- A. Past experience providing services for similar TDOT Local Programs projects (30 points)
- B. Qualifications and availability of project team (25 points)
- C. Project understanding and technical approach (25 points)
- D. Evaluations on prior City projects, if applicable (10 points)
- E. Responsiveness to requirements of RFQ (10 points)

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. 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 of Chattanooga. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>

Request for Qualifications

Engineering Services for Multimodal Access Grant (SR-17(Dobson Avenue/Glass Street), From Campbell Street to East Main Street) Project

TDOT PIN: 132043.00

State Project Number: 33LPLM-S3-284

City Contract Number: T-22-006-101

Chattanooga Department of Transportation

City of Chattanooga, Tennessee

October 2022



Section 1

Introduction

REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR
MULTIMODAL ACCESS GRANT (SR-17(Dobson Avenue/Glass Street), From Campbell Street to East Main Street)

TDOT PIN: 132043.00
STATE PROJECT NUMBER: 33LPLM-S3-284
CITY CONTRACT NUMBER: T-22-006-101

1.0 INTRODUCTION

1.1 BACKGROUND

The City of Chattanooga's Department of Transportation (CDOT) is partnering with the Chattanooga Area Regional Transportation Authority (CARTA) to propose a multimodal corridor along State Route 17. A new CARTA bus route on State Route 17 necessitates accessibility improvements, new bus stops with shelter and route information, pedestrian lighting, and bike share stations to serve the first and last mile connection. This proposal is to provide a North-South Multimodal Connectivity Corridor with five mobility hubs that include transit shelters, ADA accessibility improvements, lighting, and Bike Chattanooga Bicycle Transit System stations. The scope of work includes design, sidewalk and ramp construction, purchase and installation of bus stop shelters with real time route information, purchase and installation of bike share stations with charging for e-bikes, and improving pavement markings of bike lanes and crosswalks.

1.2 PURPOSE OF RFQ

1.3 The City of Chattanooga (City), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide **NEPA, Design, and ROW Phase** services as necessary for the construction of the **Multimodal Access Grant** project. This project is State funded through the Tennessee Department of Transportation and shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status.

1.4 PROJECT SCOPE

A. Scope of Services

Responsibilities of the professional consultant firm include, but are not limited to the following:

General

Provide administrative, coordination, and project management services as required by the TDOT Local Government Guidelines, including any required public meetings

PE-NEPA Phase

- Develop 30% design plans as necessary to define the study area
- Prepare all required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA)

Design Phase

- Provide project surveying
- Finalize preliminary design plans
- Obtain all necessary permits
- Prepare preliminary construction estimate
- Prepare final ROW plans

ROW Phase

- Provide Railroad and Utility coordination services as necessary
- Provide ROW services as necessary
- Pre-Construction Activities (DBE Goal, Final Construction Plans and Estimate, Bid Documents, etc.)

B. General Conditions for Work

1. The Consultant shall provide all labor, benefits, equipment, materials, fuel, utilities, insurance, out-of-pocket expenses, and other related services required in connection with the scope of work.
2. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to the scope of work. Furnish copies of all required permits and approvals to the City.
3. The Consultant shall provide and submit reports and certifications as required by all applicable federal, state, and/or local regulations in regards the scope of work. Furnish a copy of all required reports to the City in a timely manner.
4. The Consultant shall coordinate its work with the operating schedule of the City as required.
5. The Consultant shall conduct all work in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
6. The Consultant shall provide adequate supervision, and technical and managerial oversight of the Consultant's employees, subcontractors, and agents.
7. The City will provide a Project Manager as the single point of contact who will be the responsible party for the City. Any available information that may be relevant to the project may be obtained through the Project Manager.

C. Estimated Schedule

D. PE-NEPA Phase: 02/01/2023 - 09/30/2023 (7 months)

E. Design Phase: 10/01/2023 - 04/31/2024 (7 months)

F. ROW Phase (assuming no acquisitions): 05/01/2024 - 10/31/2024 (6 months)

G. Construction Phase: 11/01/2024 – 09/31/2025 (10 months)

1.5 SELECTION PROCESS & LETTERS OF INTEREST

The selection process begins with **Phase I, Letters of Interest**. For Phase I evaluations, firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The Letter of Interest package shall be no more than 10 pages and include:

- Work experience in the required disciplines with TDOT, the City of Chattanooga, and/or other clients
- Professional licensure and certifications
- Staff capabilities of prime consultant and workload
- Indicate the scope of services to be completed by any sub-consultants
- TDOT prequalification status of both prime and sub-consultants

From the Letters of Interest, The City of Chattanooga shall prepare a short list of 3 qualified firms to submit **Phase II, Qualifications Packages**. The City reserves the right to request additional Phase II submittals from qualified firms.

The Qualifications Package submittals will be evaluated and scored and, if necessary, top scorers will be requested to participate in **Phase III, Interviews**.

The following schedule represents the City’s best estimates for this RFQ process; however, the City reserves the right to adjust the schedule at any time, cancel or reissue a similar solicitation.

Phase I	
• Request for Letters of Interest advertised:	Sunday, 10/23/2022
• Letters of Interest due:	Thursday, 11/03/2022
Phase II	
• Requests for Qualifications issued to shortlisted firms:	Tuesday, 11/08/2022
• Questions due:	Tuesday, 11/22/2022
• Final addendum issued:	Tuesday, 11/29/2022
• Qualifications Packages due:	Tuesday, 12/13/2022
Phase III (if necessary)	
• Requests for Interviews issued to shortlisted firms:	Tuesday, 12/20/2022
• Consultant selection:	Wednesday, 01/11/2023

All Letters of Interest shall be submitted in a sealed envelope marked, “T-22-006-101: ENGINEERING SERVICES FOR AMNICOLA & RIVERFRONT RESURFACING”. Letters of Interest should be limited to the requested content. All Letters of Interest shall be submitted no later than **4:00 p.m. EDT, on November 03, 2022** to the attention of:

Debbie Talley
 City of Chattanooga Purchasing Department
 101 E. 11th Street, Suite G13
 Chattanooga, TN 37402
 Phone: (423) 643-7230
 FAX: (423) 643-7244

Section 2
Qualifications Package Instructions

2.0 QUALIFICATIONS PACKAGE INSTRUCTIONS

2.1 GENERAL

One (1) unbound original copy, and an electronic copy in PDF format of the Qualifications Package (QP) shall be submitted. The QP should be limited to the requested content.

All QPs shall be submitted in a sealed envelope or box marked, "**T-22-006-101: ENGINEERING SERVICES FOR MULTIMODAL ACCESS GRANT**". The original copies of the QP shall be indexed with tabs for each section.

All QPs shall be received by the City no later than **4:00 p.m. EDT, on December 13, 2022** to the attention of:

City of Chattanooga
Debbie Talley
Purchasing Department
101 E. 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7230
FAX: (423) 643-7244

2.2 QP WITHDRAWAL PROCEDURE

QPs may be withdrawn up until the date and time set above for submission of QPs. Any QP not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of (90) days to provide the services set forth in the QP or until one of the QPs has been accepted and a contract has been executed between the City and the successful QP submitter.

2.3 RESERVATION OF CITY RIGHTS

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more QPs.
- B. The City reserves the right to negotiate an Agreement/Contract with the next most qualified finalist if the successful finalist does not execute an Agreement/Contract within seven (7) days after submission of an Agreement to such offer. The City reserves the right to negotiate all elements of work that comprise the selected QP submitter.
- C. The City reserves the right, after opening the QPs or at any other point during the selection process, to reject any or all QPs, modify or postpone the proposed project, evaluate any alternatives offered or accept the QP that, in the City's sole judgment, is in its best interest.
- D. The City reserves the right to terminate the Agreement if the Consultant fails to commence the work described herein upon giving the Consultant a 30-day written Notice of Award.

2.4 ADDITIONAL REQUESTS FOR INFORMATION

Any additional requests for information (questions) must be directed in writing to the City by **12:00 p.m. EDT, on November 22, 2022**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFQ by **end of day on November 29, 2022**. After that time, no further requests for information will be received or responded to.

Requests for information or clarification shall be sent to:

City of Chattanooga
Debbie Talley
Purchasing Department
101 E. 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7230
FAX: (423) 643-7244

The City specifically requests that any contact concerning this RFQ be made exclusively with Debbie Talley, or designee, until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.

2.5 AFFIRMATIVE ACTION PLAN

The City is an equal opportunity employer and during the performance of this Contract, the Consultant agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

- A. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
- C. The Consultant will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or

understanding, a notice advising said labor union or workers' representatives of the Consultant's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- D. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City, any Consultant and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Consultant's goals for minority and women utilization as a percentage of the work force on this project.
- E. This plan or any attachments thereto, shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto, shall further describe the methods by which the Consultant and/or subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this Contract, the Consultant upon request of the City will make available for inspection by the City copies of all payroll records, personnel documents, and similar records or documents that may be used to verify the Consultant's compliance with these Equal Opportunity provisions.

Section 3
Qualifications Package Contents

3.0 QUALIFICATIONS PACKAGE CONTENTS

3.1 GENERAL INFORMATION

The QP shall provide the following general information:

- A. The name, address, telephone, and email address of the Consultant and principal contact person.
- B. Identify the type of firm or organization (corporation, partnership, joint venture, etc.) and describe the entity that will serve as the contracting party.
- C. Submit a project organizational chart.
- D. QP shall identify the portions of the work that will be undertaken directly by the Consultant and what portions of the work will be subcontracted. At a minimum, QPs must identify the lead parties that will undertake the various roles for the various phases.
- E. Describe the proposed contractual relationships between the Consultant and all major partners and subcontractors relative to the various phases of the project.
- F. Describe the history of the relationships among the Project Team members, including a description of past working relationships.
- G. Provide the history, ownership, organization, and background of the Consultant. If the Consultant is a joint venture, the required information must be submitted for each member of the joint venture firm. Include the following:
 - 1. Names of partners, and company officers who own 10 percent or more of the shares.
 - 2. If the Consultant or joint venture is a subsidiary of a parent company, state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to this RFQ, the reasons for this action must be fully disclosed.
 - 3. Identify any lawsuits or litigation, permit violations, and/or contract disputes for other projects by the Consultant.
- H. Provide documentation that the firm is of sound financial standing and has the financial ability to work in the capacity of professional services.

3.2 QUALIFICATIONS AND PROJECT APPROACH

The Consultant shall provide the following regarding their technical qualifications and project approach:

- A. Provide a summary of the experience of the Consultant's Project Team.
- B. Provide resumes of the Consultant's Project Team including the Project Manager and all key technical personnel that will be used. Resumes should include information on professional registrations and certifications and experience directly related to the proposed project for each team member. Resumes should not be greater than one (1) page per person.
- C. Describe the previous experience with similar TDOT Local Programs (LP) Projects.
- D. Provide a list of three (3) to five (5) projects of similar type that the Consultant's Project Team has worked on independently or together. Include the name, description, and location of each project; dates work was performed; and name, address, and phone number of owner and/or contact person.
- E. Show proof of TDOT prequalification in the appropriate categories.
- F. Describe in detail the overall approach that will be used by the project team to perform the scope of work described herein for the project.

3.3 TERMS AND CONDITIONS

The terms and conditions shall be those addressed in the City standard engineering contract/agreement unless otherwise listed below.

<http://www.chattanooga.gov/public-works-files/StandardEngineeringAgreement7.pdf>

- A. The Consultant shall at all times during the term of the Contract or agreement and for a period of five (5) years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Consultant. Documents shall be maintained by the Consultant necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Consultant shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.
- B. The obligations of this Section shall be explicitly included in any Subcontracts or Agreements formed between the Consultant and any subcontractors or suppliers of goods or services to the extent that those Subcontracts or Agreements relate to fulfillment of the Consultant's obligations to the City.

- C. Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Consultant shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
- D. This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by Federal, State, or Municipal law, whether those rights, powers, or obligations are express or implied.

3.4 LENGTH OF CONTRACT

The anticipated contract length is approximately seven (7) months from the date of execution (Preliminary Engineering – NEPA Phase only).

Section 4
Review and Evaluation of
Qualifications Packages

4.0 REVIEW AND EVALUATION OF QPs

4.1 REVIEW COMMITTEE

A review committee consisting of individuals selected by the City shall receive and review all submitted QPs. The City, in its sole judgment, shall decide if a QP is viable.

4.2 FORMAL PRESENTATIONS (Phase III)

After reviewing each QP submittal, the City may prepare a short list of up to three (3) qualified firms for formal presentations. The City reserves the right to invite more or less than this number if the quality of the QPs so merits, or not to prepare a short list and require formal presentations.

4.3 SELECTION CRITERIA

Consultant selection will be based on an objective evaluation of the following criteria:

- A. Past experience providing engineering services for similar TDOT Local Programs projects (30 points)
- B. Qualifications and availability of project team (25 points)
- C. Project understanding and technical approach (25 points)
- D. Evaluations on prior City projects, if applicable (10 points)
- E. Responsiveness to requirements of RFQ (10 points)

Evaluation proceedings shall be conducted within the established guidelines regarding equal employment opportunity and discriminatory action based upon the grounds of race, color, sex, creed, or national origin.

4.4 SELECTION OF FINALIST

After the review of the QPs by the Review Committee and possibly formal presentations, the City may, at its sole option, elect to reject all RFQs or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist to negotiate an Agreement.