

**ADDENDUM NO: 2**

RFP 146354: Request for Proposal for Purchase of Property at 2207 Ivy Street, Chattanooga, TN, 37404

DEPARTMENT: Economic and Community Development

REASONS: (1) Changes to RFP; (2) New Non-Mandatory Pre-Bid Walk-Through Conference at Property Site; and (3) Extension of RFP Due Date

CHANGES TO RFP 146354: THE PHYSICAL STRUCTURE THAT WAS ON THE PROPERTY HAS BEEN DEMOLISHED, AND ALL REFERENCES TO "STRUCTURE(S)" HAVE BEEN REMOVED FROM THE RFP DOCUMENT

ORIGINAL WALK-THROUGH DATE: 2:00 p.m. November 28, 2016

NEW WALK-THROUGH DATE: 2:00 p.m. December 19, 2016

ORIGINAL DUE DATE: 4:00 p.m. December 1, 2016

NEW DUE DATE: 4:00 p.m. December 23, 2016

**PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT. RETAIN THE OTHER COPY FOR YOUR FILES.**

Name

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Company

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**CITY OF CHATTANOOGA  
PURCHASING DEPARTMENT  
DEIDRE KEYLON  
City Hall, Suite G13  
CHATTANOOGA, TN 37402  
TELE: (423) 643-7231  
FAX: (423) 643-7244  
dmkeylon@chattanooga.gov**

# REQUEST FOR PROPOSAL

## **PURCHASE OF THE PROPERTY IDENTIFIED AS TAX MAP NUMBER 146K-E-012**

City of Chattanooga, Tennessee  
RFP 146354

Addendum 2  
December 9, 2016



## PURPOSE

The City is requesting qualified firms to submit Formal Proposals for the purchase of the property located at 2207 Ivy Street, and identified as tax map number 146K-E-012. The desired use of the property is for furtherance of the economic and community development of the area. The parcel consist of approximately 0.12 acres. The legal description of the property is recorded in Deed Book 10253, Page 623.

It is the intent of the City to enter into a Contract for Sale and Purchase for the subject property in “as is” condition.

During the Request for Proposal submission time period and at other subsequent times necessary, the subject property can be inspected by the proposer and the proposer will be allowed to perform any surveys and engineering tests required by the proposer upon written requests at the sole cost of the proposer. The proposer will be required to execute a Right of Entry in substantially the form attached as **Exhibit A** before conducting any such tests or surveys. The proposer shall hold harmless the property owners from any loss or damage to the property or injuries to persons arising from the process of conducting such engineering tests, surveys and inspections. **To make arrangements to visit the site, contact Deidre Keylon at [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov), or Fax: (423) 643-7244.**

## Background Information

The property is sold “as is” with no warranties or representations express or implied as to improvements, survey, boundary disputes, quality of title, soil conditions, environmental, or wetland issues. Buyer must ascertain the legal status of the title to this property. Prior to submitting a bid for the purchase of this property, any interested party should carefully check all items such as location, lot size, current zoning and future use of the property. It is the responsibility of prospective purchaser to verify the accuracy of any written information. Conveyance of the properties will be by Quitclaim Deed.

**Any structure described as being situated on the property by any County office has now been demolished pursuant to Order of the Public Officer of the City of Chattanooga recorded in Book 10624, Page 29, Register’s Office of Hamilton County, Tennessee The property presently consists of a lot only as legally described in the County offices.**

The scope of work for the Project will include, but not be limited to the following items:

1. All Firms submitting Formal Proposals are responsible for attending a **pre-bid walkthrough**, and verification that such Proposal submitted is in full compliance with all laws, rules and regulations which may be applicable on the date of submittal.
2. Proposal shall be for the Purchase of the one parcel property located on at 2207 Ivy Street , Chattanooga, TN and identified as tax map number 146K-E-012.
3. Contract for Sale and Purchase shall be entered into by the Proposer and City of Chattanooga, in substantially the form attached as **Exhibit B**, contingent upon approval of acceptance of the proposal of the Chattanooga City Council.

## CITY SUPPLIED SERVICES

The City will provide the following:

The City will provide a designated representative for communication related to this RFP.

The City will provide all interested firms with access to the facilities for this Project for the purpose of preparing proposals.



## PROPOSAL INFORMATION

Proposals must include all items listed below to be considered complete and evaluated. In order to help review each submission, City is asking that all Proposals be organized according to the following format:

1. Title Page
  - a. Letter of Interest and Introduction
  - b. List of any conditions or exceptions to the Request for Proposal
2. Table of Contents
3. Surplus Real Property Bid Form
  - a. Total Proposed Price for entire scope of services
4. Iran Divestment Act Form - Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted, Vendor Disclosure and Acknowledgement
5. Narrative statement - proposed future property use and time frame.
6. Staff Assignments
  - a. Name and contact information of proposer.
  - b. If a commercial entity, provide history, ownership, organization, and background of the firm including:
    - i. Names of partners and officers owning a 10% or greater share of the firm
    - ii. Clearly describe the organization of the firm, including: parent company, joint venture, subsidiaries, state of incorporation, etc. and include the length of time operating under such organization
  - c. If a private individual or a commercial entity:
    - i. Identify any lawsuits or litigation, permit violations, and contract disputes that the proposer was or is currently involved in (during the past three years) and provide an explanation of each.

The City will not bear liability for any costs incurred in the preparation and delivery of proposals, nor is the City authorized to compensate firms submitting proposals for the Project.

## INQUIRIES

Questions concerning this RFP must be received by November 24, 2016, 4:00 P.M, and may be sent by fax or e-mail to the attention of:

**Deidre Keylon, Buyer**  
**City of Chattanooga**  
**Purchasing Department**  
**101 E. 11th Street, Suite G13**  
**Chattanooga, TN 37402**  
**Fax: (423) 643-7244**  
[dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov)

Answers to questions will be published in the form of an Addendum.

## REQUEST FOR PROPOSAL ADDENDUM

Receipt of all Addenda to this Request for Proposal, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFP and listing each Addendum included in the Proposal on the Bid Form and attaching such to the

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front of the sealed RFP envelope. All Addenda shall become part of the requirements of this Request for Proposal as if originally included herein. Failure to acknowledge receipt of an Addendum both on the Bid Form and by attachment to the Proposal, as set forth herein, may result in rejection of the entire Proposal. All Addenda will be posted on the City's website and firms may obtain a copy of Addenda, at no charge, during the City business hours of 8:00 am until 4:30 pm, Monday through Friday, from:

City of Chattanooga, Purchasing Division  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, Tennessee 37402  
Phone: (423) 643-7231  
Fax: (423) 643-7244



## RESERVATION OF CITY RIGHTS

In connection with the Request for Proposal and Project, the City of Chattanooga reserves all rights available to it under all applicable laws, including without limitation, and with or without cause, and with or without notice, the right to:

1. Reject any and all Proposals.
2. Reject any and all Proposals from any firm that is in arrears or is in default to the City of Chattanooga upon any debt or Contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City of Chattanooga, or had failed to perform faithfully any previous Contract with the City of Chattanooga and, if requested, must present within **forty-eight (48) hours** evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of the Request for Proposal.
3. Cancel this Request for Proposal in whole or in part at any time prior to the execution of a contract by the City, without incurring any cost obligations or liabilities.
4. Issue addenda, supplements, and modifications to this Request for Proposal and to revise and modify, at any time before the Submittal Opening Date, the factors and/or weights of factors, if applicable, the City will consider in evaluating Proposals and to otherwise revise or expand its evaluation methodology as set forth herein.
5. Change the RFP Submittal Opening Date.
6. Investigate the qualifications of any firm and, if required, request additional information concerning contents of its Proposal, and additional evidence of qualifications.
7. Terminate evaluations of Proposals at any time.
8. Disclose information contained in a Proposal to the public as set forth herein.
9. Waive deficiencies in a Proposal, accept and review a non-conforming Proposal, or seek clarifications or supplements to a Proposal as permitted by law and according to City of Chattanooga purchasing practices and procedures.
10. Exercise any other right reserved or afforded to the City of Chattanooga under this Request for Proposal and to modify the Request for Proposal process in its sole discretion to address applicable laws, codes, or ordinances and to operate in the best interest of the City of Chattanooga.



## GENERAL CONDITIONS

The following general rules and conditions apply to all purchases by the City and shall become a definite part of this Request for Proposal, unless otherwise specified therein. Proposers, or their authorized representatives, are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Proposals in response to this Request for Proposal; failure to do so will be at the Proposer's own risk and he cannot secure relief on the plea of error.

Subject to State and City laws, and all rules, regulations and limitations imposed by legislation of the Federal Government, bids or proposals on all advertisements and invitations issued by the City and the Office of the City Purchasing Agent will bind Proposers to all applicable conditions and requirements set forth herein, unless otherwise specified in this Request for Proposal.

1. Proposals shall be submitted only in the form requested by the City of Chattanooga. The Proposer shall submit **one original proposal, and two (2) copies, and three flash drive copies (no CD/DVDs)** .
2. A written request for the withdrawal of a proposal or any part thereof shall be granted if the request is received by the City of Chattanooga prior to the specified time of opening. Proposals submitted may not be amended or withdrawn after the specified time of the Submittal opening.
3. Proposals received after the specified time of the Submittal opening will not be accepted.
4. Proposals must be submitted in a sealed envelope, **labelled with the following information**. In the event that the Proposal contains bulky subject material, the labelled envelope must be firmly affixed to any other sealed package being used.
  - a. **Requisition No.: RFP – 146354**
  - b. **One parcel at 2207 Ivy Street and identified as Tax Map Number 146K-E-012**
  - c. **Submission Date: DECEMBER 1, 2016, 4:00 P.M. E.S.T.**
5. All information required by the Request for Proposal must be supplied to constitute a proper proposal.
6. Unless specified otherwise, all Formal Proposals submitted shall be binding for **forty-five (45) calendar days** following Submittal Opening date, unless the Proposer, upon request of the City, agrees to an extension.
7. Qualified Proposals are subject to rejection in whole or in part.
8. Proposers shall abide by and comply with the requirements of the Request for Proposal and shall not attempt to take advantage of any obvious error or omission therein, but shall fully complete every part of the Project in accordance with the Request for Proposal and requirements, as set forth herein.
9. The City of Chattanooga is Tax Exempt.
10. The Proposer certifies that his proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
11. All identical proposals submitted to the City as a result of advertised procurement for materials, supplies, equipment or services exceeding \$1,000.00 in total amount shall, at the discretion of the City, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.
12. The City may, at their sole discretion and in writing, waive or modify one or more of these General Conditions and Instructions that are inapplicable or inappropriate for a particular contract or purchase. A request for a waiver of or modification of any such condition or instruction shall be submitted to the City, in writing and prior to the date and time for submission, together with supporting justification for any waiver or modification.
13. No Proposal will be accepted from, or Contract awarded to, any person, firm or corporation that is in arrears or is in default to the City of Chattanooga upon any debt or Contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City of Chattanooga, or had failed to perform faithfully any previous Contract with

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the City of Chattanooga. The Proposer, if requested, must present within 48 hours evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms, requirements, drawings and specifications as set forth herein.

#### NOTICE OF ACCEPTANCE

Following the review of all Proposals, and upon the recommendation of the Evaluation Committee, the City may, at its sole option, reject all Proposals or elect to proceed with the Project. In the event that the City elects to proceed with the Project, the City will issue a written Notice of Acceptance to the Successful Proposer and enter into a contract therewith.

