

**ADDENDUM THREE  
REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL SERVICES FOR  
ON-CALL DESIGN AND PLAN PRODUCTION CONTRACT NO. S-18-005-201  
CITY OF CHATTANOOGA, TENNESSEE**

The following changes shall be made to the Contract Documents, Specifications, and Drawings:

**I. Contract Documents**

Replace the original RFQ with the RFQ attached as blue and black lines are blocking some of the text in the original.

October 9, 2019

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/s/ Justin C. Holland, Administrator  
City of Chattanooga  
Department of Public Works

# Request for Qualifications

## PROFESSIONAL SERVICES FOR ON- CALL GREEN INFRASTRUCTURE DESIGN PLAN PRODUCTION CONTRACT # S-18-005-201

**City of Chattanooga, Tennessee**

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**September 4, 2019**



## Section 1 Table of Contents

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Section 1 - Introduction	4
1.1 GENERAL	5
1.2 OPERATIONAL SUMMARY	8
1.3 PURPOSE OF RFQ	8
Section 2 - SOQ Instructions	10
2.1 GENERAL	11
2.2 SOQ WITHDRAWAL PROCEDURE	11
2.3 RESERVATION OF CITY RIGHTS	11
2.4 PRE- SOQ SUBMITTAL MEETING	12
2.5 FACILITY VISIT	12
2.6 ADDITIONAL REQUESTS FOR INFORMATION	12
2.7 AFFIRMATIVE ACTION PLAN	12
Section 3 - SOQ Contents	14
3.1 GENERAL INFORMATION	15
3.2 QUALIFICATIONS AND EXPERIENCE	15
3.3 PROPOSAL SCOPE OF WORK	16
3.4 CITY SUPPLIED SERVICES	17
3.5 FINANCIAL RESOURCES	17
3.6 TERMS AND CONDITIONS	17
3.7 ALTERNATE APPROACHES	18
3.8 LENGTH OF CONTRACT	18
Section 4 - Review and Evaluation of SOQs	19
4.1 REVIEW COMMITTEE	20
4.2 FORMAL PRESENTATIONS	20
4.3 SELECTION CRITERIA	20
4.4 SELECTION OF FINALIST	21

# **Section 1- Introduction**

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1.0

## 1.1 GENERAL

The City of Chattanooga serves the Greater Chattanooga region by providing integrated wastewater and stormwater services. The City's Water Quality and Waste water Department's primary mission is to plan for, operate, and maintain both the infrastructure and the organization necessary to purvey high quality drinking water, community needs, and to sustain and enhance the region's watersheds and quality of life by managing wastewater and stormwater effectively. In fulfilling its mission, the City seeks to be customer-focused, delivering services in a fair, equitable, and cost-effective manner, with a commitment to public involvement. The City's commitment for the future includes an active role in the economic development of Greater Chattanooga and a legacy of environmental stewardship.

The purpose of the **On-Call Design and Plan Production** agreement is to assist the City in meeting compliance components of the EPA's Clean Water Act, Tennessee Drainage Law, and the City's National Pollutant Discharge Elimination System (NPDES) permit. This project is necessary to assist the Public Works Water Quality Department (Department) and certain other city officials, with needed engineering services, on an on-call basis.

To this end, the City of Chattanooga is seeking Statements of Qualifications (SOQ) from qualified and experienced professional firms to provide **On-Call Design and Plan Production**. Through this SOQ process, the Department will develop a shortlist for on-call services. The shortlist is needed to fulfill professional services on an as needed basis. These services are often smaller, of shorter duration and negotiated with shorter term tasks. Each task will begin with a total negotiated or specified fee for the specified contract term. Multiple tasks may be given to consultants selected for the shortlist.

Through this SOQ process, the Department may develop a pre-qualified invitation list for similar services. The pre-qualified invitation list can allow selected consultants to be placed on the Department's invitation list for similar projects that don't qualify for on-call services as these projects may exceed fee limits or project duration as specified by the City. These larger design projects require an additional competitive bid or Request for Qualifications (RFQ) process. The invitation list can be utilized as a means for inviting a pre-qualified group eligible to bid or submit proposals for these larger projects. The City reserves the right to use other solicited or unsolicited SOQs in addition to the invite list.

At this time, the number of tasks that may be performed under the awarded on-call contract(s) is unknown. The department reserves the right to award contracts to multiple consultants or to award multiple tasks to each consultant. On-call services may be required to cover a wide variety of civil engineering design, and or construction document preparation tasks.

## 1.2 PURPOSE OF RFQ

The City of Chattanooga (City) acting through its Department of Public Works (Department) will be seeking proposals from qualified firms to provide services for the design development and preparation of construction documents for various stormwater infrastructure projects in the City of Chattanooga.

The purpose of **On-Call Design and Plan Production Projects** are to assist the City in meeting compliance components of the EPA's Clean Water Act and the City's National Pollutant Discharge Elimination System (NPDES) permit. This project is necessary to assist the Public Works Water Quality Department (Department) and certain other city officials, with needed engineering services, on an on-call basis. To this end, the City is requesting Statement of Qualifications (SOQs) from qualified consulting engineering firms for the purpose of negotiating an Agreement for Professional Services for the **On-Call Design and Plan Production**.

Existing developments, preceding the implementation of more effective stormwater regulations, are significantly responsible for degraded water quality and stream conditions. This is especially true in urbanized and urbanizing areas. Changes in land cover, increased land imperviousness, and the lack of recently mandated, innovative water quality features result in streams and watersheds receiving large volumes of polluted runoff traveling at erosive velocities. This causes serious stream bank erosion and compromises aquatic habitat.

Many older urbanized areas, in Chattanooga, were developed either before any stormwater controls were required or when less effective "prior technology" controls governed. In Chattanooga, prior technology controls were limited, first, to peak flood control, or "attenuation", in detention ponds. Later, requirements also included the capture and treatment of total suspended solids (TSS) in those same engineered ponds or in smaller proprietary devices such as oil-grit separators and curb inlet inserts. Over the decades, these simple flood control devices and suspended pollutant traps have proven to be less than ideal. These controls and manufactured devices, including pipe, are often referred to as "grey infrastructure".

Through this RFQ, the City of Chattanooga is seeking qualified Responders interested in implementing numerous innovative green stormwater infrastructure design projects to mitigate existing stormwater impacts to Chattanooga watersheds, streams, and rivers. The objectives of implementing these practices are to showcase GI advantages, build momentum, and advance their use, while simultaneously improving water quality.

Through adopted codes and ordinances, the City of Chattanooga strives for low impact developments (LID) preserving or incorporating an abundant and appropriate use of native vegetation. The City strives for a network of healthy, natural open spaces managed for multiple benefits. The City strives to build a hub of GI and LID developments, to gain momentum for both in the region, and to support watershed management.

This could occur through an innovative "makeover" site with numerous GI and water reuse practices as a model, or the installation of practices on different parcels. Regardless of the scale, practices should be considered demonstration sites. Goals include community redevelopment, revitalizing neighborhood centers, improving residents' quality of life, and increasing property values.

Applicants who are eligible to submit proposals in response to this RFQ include: private non-profit organizations and institutions, for-profit organizations, and educational institutions. Applicants should through this process, the City may develop a short list of firms or teams for Stormwater Infrastructure Design Projects. The shortlist is needed 'to fulfill numerous professional services, throughout the City, as potential project sites are vetted. Some of the services will be smaller, of shorter duration and negotiated with shorter term tasks. Others may be larger projects requiring more extensive coordination. *Economy of Preparation Proposals must be prepared simply and economically. They should provide a straightforward and concise description of the temporary and permanent concepts proposed. Colorful bindings, displays, promotional materials, etc. are not desired. Emphasis should be placed on clarity and content. Lengthy proposals may be viewed as attempts to obfuscate issues and may be rejected.* Applicants should be experienced submitting successful construction drawings and studies through the City of Chattanooga Land Development Office. Regardless, each task will begin with a total negotiated or specified fee for the specified contract term. Multiple tasks may be given to consultants selected for the shortlist. Experienced landscape architecture, engineering, contracting and ecological firms are encouraged to respond and to submit qualifications.

The City's 2010 NPDES permit with TDEC required us to develop new site design standards for all new developments and redevelopments disturbing an acre or more. This mandate calls for management measures designed, built and maintained to infiltrate, evapotranspire, harvest and/or use, at a minimum, the runoff resulting from the first inch of every rainfall event preceded by 72-hours of no measurable precipitation. The designed BMP's must manage 100% of this runoff with no discharge to surface waters. This small volume of runoff, discharged early in a storm event, is coined the "first flush". The first flush carries the majority of urban pollutants into our streams, lakes and rivers. TDEC requires that our permanent first flush controls be comprised of runoff reduction and pollutant removal technologies. Our permit specifically states that runoff reduction is the preferred control practice as it can achieve both volume control and pollutant removal. The lack of velocity dissipation, adequate pollutant removal and volume reduction components, at older existing developed sites, can be addressed through stormwater GI retrofits. This is necessary if urban streams, in previously developed areas, are to be restored and water quality is to be improved.

Publicly owned impervious and paved surfaces (roads, parking lots, building footprints) account for a large portion of the impermeable cover in urban areas. Retrofitting these surfaces with GI is a cost effective measure to achieve water quality improvements in urbanized areas. Retrofitting existing, and imperfect, stormwater systems with new GI investments will optimize pollutant removal and overall efficiencies of existing systems.

The overall objective of this RFQ process is to develop a list of qualified firms/consultants who are capable of performing high quality work, both for tasks limited in scope with shorter time frames and for individual larger projects requiring a fully-scoped work product.

## **Section 2**

# **SOQ Instructions**

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## GENERAL

**Ten (10) bound copies, one (1) unbound original copy, and an electronic copy in Word format** of the SOQ shall be submitted. The SOQ should be limited to the content requested in this RFQ.

All SOQs shall be submitted in a sealed envelope or box marked “**On-Call Design and Plan Production.**” The original and copies of the SOQ shall be indexed with tabs for each section of the RFQ.

All SOQs shall be submitted no later than **4:00PM EDT, on Friday, October 4, 2019**, to the attention of:

City of Chattanooga  
Debbie Talley  
Purchasing Department  
101 E. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7230  
FAX: (423) 643-7244  
Email: [bidinfo@chattanooga.gov](mailto:bidinfo@chattanooga.gov)

**NOTE:** *SOQs shall address only the information requested in the RFQ. The City is not interested in “fluff or filler.” It is interested in the resumes of the people that will be working on the project and descriptions of similar projects on which they have worked on singularly or together. Resumes of others who will not be working on the project or project descriptions that are not recent or not relevant to the RFQ should not be included.*

## SOQ WITHDRAWAL PROCEDURE

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

## RESERVATION OF CITY RIGHTS

- a. The City reserves the right to request clarification of information submitted and to request additional information of one (1) or more SOQs.
- b. The City reserves the right to negotiate the Agreement/Contract(s) for **Professional Services for the On-Call Design and Plan Production** 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 SOQ.
- c. The City reserves the right, after opening the SOQs or at any other point during the selection process, to reject any or all SOQs, modify or postpone the proposed project, evaluate any alternatives offered or accept the SOQ 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/Contractor fails to commence the work described herein upon giving the Consultant/Contractor a 30 (thirty) day written Notice of Award.

## **PRE- SOQ SUBMITTAL MEETING**

For this project, the City will not hold a Pre-SOQ Meeting. The City will respond, in writing, to all written questions or requests for clarification posed by submitting firms during the specified question and answer period. Written answers to all questions will be distributed to ALL responders to the RFQ.

## **FACILITY VISIT**

Stormwater conveyances and tributaries extend along personal property and are often not contained within easements. Access to these sites for survey and related work shall be arranged with the properties owners. The City may issue a letter identifying the project scope and benefits property owners shall attain as a result of the project.

If access to any of the properties is not granted, the issue shall be documented and brought to the City for determination of any action.

## **REQUESTS FOR INFORMATION**

Requests for information or clarification must be directed in writing to the City by **4:00 p.m. EDT, on September 25, 2019**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFQ by **4:00 p.m. EDT, on September 27, 2019**. 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. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7230  
FAX: (423) 643-7244  
Email: [purchasing@chattanooga.gov](mailto:purchasing@chattanooga.gov)

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

## **AFFIRMATIVE ACTION PLAN**

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

1. The Consultant/Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Consultant/Contractor 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/Contractor agrees to post in

conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. The Consultant/Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant/Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Consultant/Contractor 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/Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City, any Consultant/Contractor 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/Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. 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/Contractor and/or subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.
6. During the term of this Contract, the Consultant/Contractor 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/Contractor's compliance with these Equal Opportunity provisions.

# **Section 3- SOQ Contents**

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### 3.1 GENERAL INFORMATION

The SOQ shall provide the following general information:

- A. Identify the name, address, telephone, facsimile numbers, and email address of the Consultant/Contractor, and the 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 organization chart of the personnel proposed to be part of the project, as well as their availability (as a percentage of their total time) for the project.
- D. The SOQ shall identify the portions of the work that will be undertaken directly by the Consultant/Contractor and what portions of the work will be subcontracted. At a minimum, SOQs must identify the lead parties that will undertake the various roles for the various phases.
- E. Describe the proposed contractual relationships between the Consultant/Contractor 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/Contractor. If the Consultant/Contractor 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/Contractor 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 SOQ, the reasons for this action must be fully disclosed; and
  3. Identify any lawsuits or litigation, permit violations, and/or contract disputes for other projects by the Consultant/Contractor.
- H. Provide client references (for both current and past clients) for projects similar to the one described within this RFQ. References to websites of actual projects completed are not required but may be beneficial.

### 3.2 QUALIFICATIONS AND EXPERIENCE

The Consultant/Contractor shall provide the following regarding technical qualifications and experience dealing with the Professional Services for the project described herein.

#### A. General Experience:

Provide a summary of the experience of the Consultant/Contractor project team working together for this project or similar projects as applicable to the SOQ. Include current work assignments and available capacity to perform the specific City Project. Please include any and all work for the City since July 1, 2014. Please limit it to one (1) page. City will request additional information if warranted.

#### B. Project Team Members Experience:

Provide resumes of the three (3) key members Consultant/Contractor's project team including the project manager and all key technical personnel that are to be used for the **On-Call Design and Plan Production** or similar survey and analysis projects as applicable to the SOQ. Resumes should include information on professional

registrations and certifications of each team member. Please limit it to one (1) page per team member. City will request additional information if warranted.

C. Previous Experience with Similar Projects:

Provide a list of the most recent **related work** or similar type project(s) and professional service projects that the Consultant Project Team has worked on together or singularly. These projects should reflect survey, modeling and engineering reconnaissance for watersheds, conveyances and stormwater structures. Applicant's should be experienced submitting successful construction drawings and studies through the City of Chattanooga Land Development Office.

Include name of each project, description of each project, location of each project, dates and times work was performed, name of Project Manager, Project Team Members involved; and name, address and phone number of owner and/or contact person familiar with the project. Please limit it to one (1) page per project. City will request additional information if warranted.

Provide the following information about any Stormwater Infrastructure Plan Production Design and Construction Document Development Project's:

- Detailed description of Green Infrastructure analysis and design.
- Description of construction document generation projects.

### 3.3 PROPOSAL SCOPE OF WORK

A. General Scope of Work

1. The Consultant/Contractor shall describe in detail its overall approach that will be used by its project team to perform the scope of work described herein for the **Professional Services for On-Call Design and Plan Production.**
2. The Consultant/Contractor shall provide all labor, benefits, equipment, materials, fuel, utilities, insurance, out-of-pocket expenses, and other related services required in connection with the Professional Services for its overall approach that will be used by its project team to perform the scope of work described herein.
3. The Consultant/Contractor shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to the Professional Services for the project. Copies of required permits and approvals shall be furnished to the City.
4. The Consultant/Contractor shall provide and submit reports and certifications as required by all applicable Federal, State and/or Local regulations in regards to the project. All required reports shall be furnished to the City in a timely manner.
5. The Consultant/Contractor shall conduct the work for the Professional Services for the project in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
6. The Consultant/Contractor shall provide adequate supervision and technical and managerial oversight of the Consultant/Contractor's employees, subcontractors, and agents.

B. Specific Scope of Work

1. Project scope will include the creation of all Plans, Contract Documents, Bid Estimates, ROW Documents, and Permits necessary for Project completion and/or creation and synthesis of hydrologic and hydraulic stormwater systems.
2. Interested firms must demonstrate experience in the use of survey techniques and equipment, stormwater modeling/routing software, Federal/State and Local guidelines for conducting analysis and other requirements for the **On-Call Design and Plan Production**. Familiarity with TDEC compliance assistance and liaison consulting services is required.
3. Additional Scope of Service requirements and details may be included or developed during contract negotiations with the top-ranked proposers. The Consultant will be required to attend and support meetings with City staff as necessary to report project status, review plans and make field investigations and critical decisions. The Consultant may also be required to attend/address public meetings or presentations to boards, committees, and/or City Council as deemed necessary by the City.
4. Other Duties: The Consultant/Contractor may be asked to participate and assist with organization of related kick-off meetings, regular progress meetings, regulatory agency meetings, workshops, and site visits as needed during the course of the project. The number of site visits and progress meetings shall be proposed by the Consultant/Contractor in order to accomplish the work and involve the City in all the various parts of the work tasks and decision-making.
5. Provide a final stormwater impact report detailing the existing and final site conditions along with the treatment goals and solutions the design accomplished.
6. The scope of work outlined below is included to assist the Respondent in identifying the types of services the Department anticipates it may need. This list is not intended to be all inclusive. Specific scopes of work will be based on actual project needs as determined by the Department.
7. Project Planning and Engineering: Complete all work in accordance with the City of Chattanooga Design Standards and Rainwater Management Guide. See link for additional performance standards and available information.  
RMG - <http://www.chattanooga.gov/public-works/city-engineering-a-water-quality-program/water-quality-program/44-public-works/989-resource-rain>  
Standard Specifications - <http://www.chattanooga.gov/public-works/gis-mapping/city-engineer/construction-standard-specifications>
  - a. *RMG Design Requirements & Guidelines*
  - b. *Standard Specifications*
  - c. *Drawing Requirements*
  - d. *CAD Standards*
8. Prepare and submit a Base plan & Concept Check Submission (WQ 30%).
  - a. Visit project site to assess existing conditions and project parameters.

- b. Prepare a Survey Schematic depicting the proposed areas to be surveyed according to WQ Engineering's Survey Guidelines including tree surveys as appropriate to identify desirable species. Submit to WQ Engineering for approval.
  - c. Perform a survey of the project area defined in the approved Survey Schematic, utilizing utility locators if necessary.
  - d. Prepare a Geotechnical Test Location Map depicting the proposed locations and types of proposed geotechnical testing according to WQ Engineering's Geotechnical Testing Guidelines. Submit to WQ Engineering for approval.
  - e. Perform geotechnical investigative testing in the approved locations according to WQ Engineering Geotechnical Testing Guidelines, and prepare a brief report interpreting the results in the context of how they will affect the design.
  - f. Review concept design provided and modify as needed based on site survey and soil investigation results.
  - g. Submit proposed concept approach to WQ Engineering. Concept approach should outline the proposed drainage areas for collection and proposed BMP footprints. Concept approach should be discussed with WQ Engineering and its coordinating partners prior to development of the complete Concept Check Submission.
  - h. Perform conceptual level engineering calculations, including hydrologic and hydraulic modeling, to appropriately size the proposed stormwater system.
  - i. Develop conceptual level designs, including conceptual site layout and proposed landscaping, for approval by WQ Engineering, and its coordinating partners.
  - j. Develop conceptual level estimate of probable construction costs.
  - k. Submit complete Base plan & Concept Check Submission to WQ Engineering for review. Label plans "Concept Submission."
  - l. Revise submission as needed, incorporating comments from WQ Engineering and its coordinating partners, until WQ Engineering approves.
9. Prepare and submit a Substantially Complete Design Submission (WQ 70%)
- a. Engage in design development activities to transform concepts into detailed designs.
  - b. Perform engineering calculations, including hydrologic and hydraulic modeling to appropriately size the proposed GSI and conveyance system.



- c. Develop engineering estimate of probable construction costs based on WQ Engineering historic costs for similar work.
  - d. Submit Substantially Complete Design Submission to WQ Engineering for review. Until approved by WQ Engineering, label plans “Preliminary Design”. Upon WQ Engineering’s approval, label plans “Substantially Complete Design”.
  - e. Revise submission as needed, incorporating comments from WQ Engineering and Land Development Office, until WQ Engineering approves.
  - f. Upon WQ Engineering’s approval, identify and obtain all required agency approvals and permits. Based on previous WQ Engineering experience, the agencies listed below may be required.
    - i. Utilities – Gas, AT&T, EPB, Verizon, Comcast, TAWC
    - ii. Chattanooga Parks & Recreation
    - iii. Chattanooga Department of Transportation
    - iv. Chattanooga Land Development Office
    - v. Tennessee Department of Environmental Protection
10. Prepare and submit a Plans, Specs, and Estimate (PS&E) Submission (WQ 90%)
- a. Revise Substantially Complete Design per comments from the reviewing agencies and as directed by the WQ Engineering project manager.
  - b. Develop Specifications and Bid Tabulation for Review by WQ Engineering with iterations as needed to provide a finalized submission.
  - c. Develop the WQ Engineering Final Design Report for review by WQ Engineering with iterations as needed to provide a finalized submission.
  - d. As needed Develop the Non-Structural BMP Credits Worksheet (see Section 7.7 of the RMG) to be used to quantify the stormwater benefits of protective BMPs, restorative BMPs, and incentives. Current worksheets can be accessed in the RMG for review by the WQ Engineering representative with iterations as needed to provide a finalized submission.
  - e. Submit complete Plans, Specs, and Estimate Submission to WQ Engineering for review. Label plans “Pre-Final Design Submission.”
  - f. Revise submission as needed, incorporating comments from WQ Engineering and Land Development Office, until WQ Engineering approves.
11. Prepare and submit a Final Submission
- a. Submit all items on the Final Design in accordance with the RMG and Chattanooga Construction Standard Drawings and Specifications which

can be found at these links on the City's website  
(<http://www.chattanooga.gov/public-works/city-engineering-a-water-quality-program/water-quality-program/44-public-works/989-resource-rain>)  
and (<http://www.chattanooga.gov/public-works/gis-mapping/city-engineer>)

12. The following is a list of sheets that should be a part of the design plan set. Include in the proposal the plan sheets you expect to submit.
  - a. Location Plan
  - b. Existing Conditions and Proposed Demolition: Sheets showing the existing conditions and utilities with any existing features to be removed/impacted called out.
  - c. Site Plan: Sheets showing proposed layout of site features with dimensions. Grading and subsurface features not shown.
  - d. Proposed Grading/Utility: Sheets showing proposed features to be constructed overlaid on top of proposed grading.
  - e. Erosion and Sediment Controls
  - f. Proposed Landscaping: Sheets showing proposed landscaping overlaid on top of proposed grading and proposed surface features.
  - g. Details
  - h. Maintenance & Protection of Traffic
13. Stakeholder Coordination and Outreach
14. Assist with stakeholder coordination and outreach in conjunction with the Department's Public Affairs group and WQ ENGINEERING.
15. Assist in presentations and meetings with project stakeholders.
16. Assist in meeting scheduling, preparation, and promotion.
17. Prepare drawings, graphics, visual aids, etc. for meetings or presentations. Applicant should assume that a set of renderings will be required with the Base plan and Concept Check Submission and will include, at minimum: plan view, perspective view, and location plan with aerials. Applicants may propose other creative graphics in addition to the minimum specified above.
18. Prepare meeting agendas, minutes, and documents.
19. The Applicant should assume four (4) meetings/presentations, aligning with each of the design milestones: Base plan and Concept Check Submission, Substantially Complete Design Submission, PS&E Submission, and Final Design.
20. Project Management

- a. Develop, monitor, and track project design budgets and prepare Project Status Reports (PSRs) per Department requirements.
- b. Develop, monitor, and track project schedule per Department requirements.
- c. Identify critical project issues and develop strategies to overcome such issues.
- d. Ensure proper quality control for all project deliverables.
- e. Allocate appropriate company resources to ensure that project deliverables are delivered on time and within budget.
- f. Coordinate project team meetings as required.
- g. Attend progress meetings with Department staff, if requested by the Department. The Applicant should assume five (5) progress meetings, aligning with each of the following designs milestones or tasks: Project Kick-off, Proposed Concept Approach, Base plan and Concept Check Submission, Substantially Complete Design Submission, and PS&E Submission.
- h. Prepare invoices and all required documentation per Department requirements.

#### 21. Tangible Work Products

The Department requires completion and delivery of at least the tangible work products listed below. The proposed scope of work should state in detail how the Applicant will produce each work product, including the personnel/job titles, *Organizational and Personnel Requirements*), that will be responsible for delivering the work product. For each work product, the Applicant should propose criteria for satisfactory completion and delivery. Applicants may propose additional or revised tangible work products, but should explain why each is necessary to achieve the project objectives.

Construction documents, including drawings, specifications, and construction cost estimate.

Design reports and project metrics per Department requirements.  
 Renderings and public friendly graphics (see Stakeholder Coordination and Outreach Services above.)

#### 22. Milestones

The Department anticipates the work for this project will be organized into the following milestones (at a minimum), i.e. or groups of tasks, services and/or work products, listed below. For each milestone, the Applicant should propose criteria to determine when the milestone has been satisfactorily completed. Applicants may propose additional or revised milestones, or a project structure that does not rely on milestones, but should explain their reasons for the structure proposed and how it will facilitate completion of the work.

Base plan and Concept Check Submission (30%)  
Substantially Complete Design Submission (70%)  
Plans, Specs, and Estimate (PS&E) Submission (90%)  
Final Submission

The Department reserves the right to condition payments on the satisfactory completion of the specified milestones, tasks, services and/or work products listed above. In addition to describing how each proposed milestone will be accomplished, the scope of work proposed by the Applicant should identify the milestones the Applicant proposes as payment milestones and the amount it proposes for each milestone payment. Applicants may propose alternative means of payment, but should explain their reasons for the alternative and how it will facilitate completion of the work.

### 23. Timetable

The Department anticipates that the work required under this RFQ will be completed within 2-6 months after project start. The scope of work proposed by Applicant should include a detailed project schedule per Department requirements. The project schedule should identify all tasks, activities, deliverables, and milestones the Applicant proposes to carry out for the project and a time of completion (measured from project start date) for each. The Applicant should state the number of days following the Department's authorization to proceed under the City contract by which it will be ready to start the work, including any mobilization time. If the Applicant proposes a different overall time of performance, it should state its reasons.

### 24. Hours and Location of Work

Hours of operation for the Department are generally Monday through Friday, 8:00 a.m. to 4:30 p.m. All coordination with the

Department and submission of deliverables should take place during these hours of operation.

25. Monitoring

Performance will be monitored through monthly Project Status Reports (PSRs). Performance will be assessed based on the vendor's ability to prepare complete and accurate bid documents in an efficient manner to meet project deadlines within established design budgets.

The City reserves the right to reject any item of work that does not meet the Department's minimum standards of performance and quality, or that does not conform to the contract scope of work. The City shall not be obligated to pay for rejected work. By submission of a proposal in response to this RFQ, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Chattanooga, and with all security policies and requirements of the City.

26. Reporting Requirements

The successful Applicant shall report to the City of Chattanooga on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products through Project Status Reports (PSRs). Templates and a specific protocol for invoicing and progress status reports will be provided at such time that submitter's are requested to. At a minimum, the successful Applicant shall submit an invoice at the completion of each milestone or task approval, as determined by the specific assignment. Invoices shall detail the services and/or products provided, the goals/tasks accomplished, and the associated costs.

27. Specific Performance Standards

The selected contractor(s) shall be knowledgeable of the following standards and perform his work in accordance with the most up-to-date version of each these standards as applicable. See **Section 3.3, B7** for links to the RMG – Rainwater Management Guide and Chattanooga Construction Standard Drawings

GI Design Requirements & Guidelines of the RMG

Drawing Requirements

CAD Standards

Green Infrastructure Standard Details

GI Landscape Design Guidebook  
Chattanooga Water & Sewer Design Manual  
Chattanooga Engineering Department of Public Works  
Standard Details and Standard Specifications Sewer  
Chattanooga Engineering Standard Contract Specifications  
Chattanooga Engineering Department of Public Works,  
Standard Specifications  
Chattanooga Department of Transportation Construction Items  
Chattanooga Department of Transportation, Street Regulations  
(see Appendix V of the Water and Sewer Design Manual  
Tennessee One Call Regulations  
Occupational Safety and Health Act (OSHA), as amended

## 28. Organization and Personnel Requirements

The proposal must identify all personnel who will perform work on the project, by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant's proposal. The Department expects the following with respect to the successful Applicants organizational structure and personnel:

Organization structure: the management, administrative, or technical project staff structure; whether non-profit or for-profit.

Organization history/experience: years of experience, experience with project of a similar size/scope

Technical expertise of personnel: licenses, certifications, years of experience

Financial capacity requirements

Insurance requirements

The Applicants are expected to have expertise in the following areas:

Landscape Architecture  
Green Stormwater Infrastructure  
Water Resources Engineering  
Stormwater and Storm Sewer Design  
Hydrologic and Hydraulic Modeling  
Transportation and Traffic Engineering  
Civil Site Design  
Graphic Design and Renderings  
Site and Geotechnical Investigations  
Meeting Facilitation and Stakeholder

## 29. DESIGN & PLAN PRODUCTION SCOPE

### Layout Sheet

1. Index of sheets.
2. Standard Drawings list.
3. Control of Access note.
4. North arrow.
5. Begin/End/construction note.
6. Show right of way limits when different from construction.
  7. Breakout for sections, county lines, and/or separate project numbers.
  8. When using alternate funding, show project limits by funding category.
9. Construct structure note.
10. Graphic scale.
11. Middle of sheet information.
  - County name.
  - Road name with route number.
  - Federal Project Number (or state number if state funded).
    - Type of plans (Right of Way Plans, Grade, Drain, and, Surfacing Plans etc.).
12. Upper right box – County, item number.
  13. Lower right box – County name, road name, project numbers, & item number and signatures.
  14. Project length in miles to three decimal places. Deduct surfacing lengths for railroads
15. Design criteria.
16. Geographic coordinates to nearest minute at midpoint of project.
  17. Vicinity map – approximately 8"x 8" size for small projects (attached raster file). Include town and boundaries.
18. Electronic file –R00100LS.DGN
19. Notation if project is on the National Highway System, NHS.

### Typical Sections Sheet

1. Heading – Typical Sections, with road name and route on second line.
2. Mainline, Approach, Diversion, and Entrance normal section.

3. Mainline, Approach, Diversion, and Entrance superelevated section if applicable.
4. Bridge Section.
5. Pervious Pavement Design for each roadway.
6. "Edge Detail" for each pavement design.
7. Edge Key detail and note.
  8. Note – See cross sections for slopes outside the limits of the shoulders.
9. Note – Shoulders to widened 3 feet where guardrail is to be installed.
  10. Note – Superelevated shoulders, construct to standard superelevation except not flatter than slopes indicated for normal shoulder slopes.
11. Electronic file – R00200TS.DGN

### **General Summary Sheet**

1. Earthwork calculations.
  2. Roadway Excavation note – Includes XX cubic yards for embankment benches when applicable.
3. Water note – For controlling dust caused by maintaining traffic.
4. Clearing and Grubbing note – Approximately XX acres.
  5. Removal items note – To be salvaged and stockpiled on the right-of-way at sites approved by the Engineer and shall become the property of the Dept. of Highways.
6. Electronic file – R0020ASU.DGN

### **Pervious Paving Areas/Quantities Sheet**

1. Notes for asphalt
2. Note for DGA
  3. Note for when rock roadbed is required – Includes 10% additional material in the bottom 4 inches of the pavement design as a construction tolerance on rock sub-grade.
  4. Note – includes XX tons of Traffic Bound Base for maintenance of traffic.
  5. Note – Includes XX tons of #2 Stone for possible roadway failures or other miscellaneous uses.



## Plan Sheets

1. Begin/End Construction note (or Begin/End Right-of-Way).
2. Approach at mainline station with angle.
  3. Centerline bearings, curve data with superelevation rate and runoff and runout, p.c., p.t. p.i. .
  4. Stationing across top of sheet. Stationing should be in Cardinal Direction-south to north and west to east. Show equations. Show stationing at intersecting centerlines.
5. North arrow.
6. Directions to towns.
7. Stream name and direction of flow.
  8. Existing pipes (or drainage structures), if to be removed, note – “(remove)”, or if filled show note with type of fill material.
9. Existing entrance with type of surface.
10. Existing ditches with direction of flow.
11. If property crosses creek or road note with a “Z”.
12. Existing utilities.
13. Building types (example – Frame Res., Brick Business etc.)
14. Note radius of proposed entrances.
15. Inlet/outlet elevations of proposed pipes.
  16. Proposed entrance construction note with surface type (with area “S.Y.”), pipe size and length or if no pipe is to be constructed – note “(no pipe)”.
17. Bridge removal note.
18. Proposed construction notes.
19. Utility owners with address, phone number, and contact person.
  20. “Warning Note” if gas lines or other line carrying hazardous materials are present.
21. Construction limits with note – “const. limits”.
  22. Proposed ditch note with channel lining when applicable (Tons, L=, W=, T,= D=).
23. Note for edge key.
24. Headwalls on proposed pipes.
25. Channel lining in ditch when applicable.
26. Proposed pavement, shoulder and guardrail.
27. Scale (1”= XX’)
28. Upper right sheet block – item number, sheet number “R#”.

29. Lower right sheet block (first sheet only) – county, road name, and project numbers.
30. Sheet label – “sta. XX+XX – sta. XX+XX”.
31. Existing Right-of-Way lines with note – “Exist. R/W”.
32. Proposed Right-of-Way lines with note – “Prop. R/W”.
33. Easement lines with note – “Temp. or Perm. Esmt. for ?”
34. Bearings and distances on proposed right-of-way lines.
  35. Station and offset on R/W or Esmt. Corners or at property line intersections.
36. Right-of-way markers.
37. Property owners with parcel number.
38. Curve widening when applicable (see std. drwg. RGS-001-06)
  39. Check all proposed ditches or existing ditches at project ends for positive flow.
40. Pavement taper (show with graphics).
41. Connect utility wires to poles.
42. Pavement widths.
43. Guardrail notes.
44. Roadway/entrance surface type (Asphalt, concrete, gravel etc..).
45. Direction of flow for pipes and ditches.
46. Size of proposed pipes.
47. Perforated pipes.

## **Profile Sheet**

1. Begin/End Construction note.
2. Stationing at bottom.
3. Existing/proposed elevations at bottom.
4. Existing ground line
5. Vertical curve information (length, p.i. w/elevation, and sight distance).
6. Proposed grades.
7. Entrance profiles if applicable.
8. Proposed structure with construction note (location, type, size, and skew).
9. Proposed pipes with construction notes (location type, size, and skew). Include perforated pipes.
10. For pipe parallel to facility, may show edge of pavement or gutter line profiles as well.

11. Proposed special ditches with type ("V", flat bottom etc.), left or right, grades, and station/elevation at break points.
12. Flood Evaluation.
13. Extreme high water.
14. Origin of levels.
15. Elevation datum.
16. Scale – 1"=XX' horiz. & 1"=XX' vert.
17. Sheet label "sta. XX+XX – sta. XX=XX".
18. Upper right box – county sheet number, item number.
19. Cut to fill transverse benches (profile benching).
20. Low wire information (elevation and type).

### **Utility Reference Sheets**

1. Note – FOR INFORMATION ONLY – No Bid Items.
2. Relocated utilities.
3. Out of service underground utilities notes as abandoned.
  4. Warning note for gas lines or other lines carrying hazardous material.
5. North arrow.

### **Right-of-Way Summary Sheets**

1. Control of access control note.
  2. Show parcels with more than once acres in acres and with less than an acre in square feet.
3. Show all easements in square feet regardless of size.
4. Remarks column – deed book with page numbers.
  5. Permanent right-of-way acquired + permanent easement + area severed = total area of tract.
  6. Area severed is the portion of the tract that is left after right-of-way or permanent easement taking.
7. Sheet label – "Right-of-Way Summary Sheet"
8. Upper right box – county sheet number "RX", item number.

9. Note how total area of tract was obtained (example – area by deed, area from calculation etc.). Basis of Determination column.

### **Detail Sheets**

1. Special Detail or modified drawings
2. Drawings not yet in Standard Drawings (sepia list)
3. Pavement and superelevation development sheets (bubble sheet)
4. Interchange and intersection layout sheet.
5. Railroad detail sheets.
6. Mineral ownership sheets.
7. Contour grading schemes

### **Traffic Control Sheets**

1. May show typical sections, profiles roadway construction phasing details, striping plans, traffic control devices, signing, detours, etc.

### **Striping and Pavement Marking & Erosion Control Sheets**

1. Centerline
2. Right of way and easement lines
3. Permanent drainage features
4. Disturbed areas
5. Point and overland discharge locations
6. Critical erosion control features
7. See HD-204 and Chapter 10 in the Drainage Manual

### **Landscaping & Mitigation Plan Sheets**

1. Wetland mitigation
2. Stream mitigation
3. Rain Garden
4. Bioswale
5. Infiltration trench
6. Other

## **Coordinate Control Sheet**

1. Control points with number, name, description, Northing (Y), Easting (X), Elevation (Z) when applicable, station/offset description.
2. Proposed centerlines with bearings, P.C., P.T. etc.
3. Do not show proposed items.
4. Coordinate Control Data.
5. Centerline coordinate data.
6. Right of way monuments and witness monuments
7. Begin/End construction note.
8. Legend for control point cell.
9. North arrow.
10. Origin of levels
11. State Plane Coordinate Control System
12. Project Datum Factor

## **Geotechnical Note Sheet**

### **Soil Profile Sheet**

### **Pipe or Culvert Situation Sheets**

1. Centerline Station with skew left or right
2. Elevation datum
3. Scale 1"=5' (or 10')
4. Distance left and right of centerline along bottom
5. Upper right box – county, sheet number "RX", item number
6. Sheet Label – "Pipe Sheet Sta. XX+XX"
7. Existing ground line.
8. Proposed roadway template.
  9. Headwall/Inlet-Outlet construction note (Example – XX' left construct.....)
10. Inlet / outlet elevations.
11. Ditch with construction note.
12. Channel Lining with construction note.
13. Flood evaluation.
14. Proposed construction items list across top of sheet.  
Extreme high water when applicable.  
Items for when "Culvert Situation Sheet"

- Upper right box – county, sheet number “RX” item number, “Culvert Situation”, structure type and size, and degree skew left or right or 0 degree”
- Stream profile with average slope, top of water, and scale
- Cross sections with proposed construction, earthwork end area and volumes, and scale.

Culvert Section with proposed roadway template, structure, with stations along the bottom with small stations on the right side, and scale.

### Utility Relocation Sheets

1. Note – FOR INFORMATION ONLY – No Bid Items.
2. Relocated utilities.
3. Out of service underground utilities notes as abandoned.
  4. Warning note for gas lines or other lines carrying hazardous material.
5. North arrow.

### Cross Section Sheets

1. Earthwork end areas at each station (Example - Exc. Emb. Etc.).
  2. Earthwork calculation notes (Example – 0+00 = 0.0 Emb., 1+00 = Face Section Exc. etc.)
3. Proposed template at each station.
4. Existing / proposed grades.
5. Elevations on break points of template (optional).
6. Cross-slopes on template (optional).
7. Pavement, shoulder, ditch width (optional).
8. Pavement block.
  9. Earthwork volumes between stations for each type (Exc., Emb. Etc.) on right side of sheet.
10. Sheet Label – “sta. XX+XX – sta. XX+XX”
11. Upper right box – county, sheet number “RX”, and item number.
12. First cross section sheet cell.
13. Scale.
  14. Add additional earthwork quantities from entrances, approaches, diversions, channel changes, etc. to mainline cross sections.
15. Embankment benches when applicable.

16. Permanent drainage features.
  17. May show right of way and easement limits, buildings, erosion control features, utilities, etc.
  18. Check ditches for positive flow through out project.

### **3.4 CITY SUPPLIED SERVICES**

The City will provide the following as part of the project:

- A. The City will provide a project manager as the single point of contact, who will be the responsible party for the City.
- B. The City will provide the Consultant access to all City records that will assist in this project including existing survey data, floodplain analysis, preferred models and stormwater structure descriptions, locations and assessments.

### **3.5 FINANCIAL RESOURCES**

The Consultant/Contractor shall provide documentation that the firm is of sound financial standing and have the financial ability to work in the capacity to supply the above listed Services.

### **3.6 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. Except for information and data protected under law as confidential, all reports, permits, applications, etc. filed in connection with the work will be available for public inspection.
- B. All records and documentation pertaining to the Consultant/Contractor shall be maintained for a period of five (5) years following expiration or termination of the Agreement.
- C. Audit Provisions
  1. The City or its assignee may audit all financial and related records (including digital) associated with the terms of the Contract or Agreement including timesheets, reimbursable out of pocket expenses, materials, goods, and/or equipment claimed by the Consultant/Contractor. The City may further audit any Consultant/Contractor records to conduct performance audits (to identify waste and abuse or to determine efficiency and effectiveness of the Contract or Agreement) or to identify conflicts of interest.
  2. The Consultant/Contractor 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/Contractor. Documents shall be maintained by the Consultant/Contractor necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Consultant/Contractor 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.

3. The obligations of this Section shall be explicitly included in any Subcontracts or Agreements formed between the Consultant/Contractor and any subcontractors or suppliers of goods or services to the extent that those Subcontracts or Agreements relate to fulfillment of the Consultant/Contractor's obligations to the City.
4. 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/Contractor shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
5. 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.

### **3.7 ALTERNATE APPROACHES**

This RFQ briefly describes the City's current or anticipated approach and deliverables for **On-Call Design and Plan Production** projects. Consultants are encouraged to prepare their project approach accordingly. However, alternate approaches are welcome, provided the Contractor/Consultant can demonstrate similar or additional benefits to the City. Alternate approaches may be mentioned briefly in the Contractor/Consultant's submittal; however, detailed consideration of alternate approaches should be deferred to workshops that Contractor/Consultant may propose as part of the Project Management task.

### **3.8 LENGTH OF CONTRACT**

The length of the Contract shall not exceed **three (3) years** unless otherwise approved by the City.



# **Section 4- Review and Evaluation of SOQs**

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#### **4.1 REVIEW COMMITTEE**

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

#### **4.2 FORMAL PRESENTATIONS**

After reviewing each SOQ submittal, the City may prepare a short list of up to five (5) qualified firms for formal presentations. The City reserves the right to invite more or less than this number if the quality of the SOQs so merits, or not to prepare a short list and require formal presentations.

#### **4.3 SELECTION CRITERIA**

Selection of Consultant/Contractor(s) for contract/agreement negotiations and/or formal presentations will be based on an objective evaluation of the following criteria:

##### **A. General**

1. Proposal and/or SOQ properly interpret the Request for Qualifications.
2. Proposal and/or SOQ contain no technical errors.
3. Proposal and/or SOQ contain no discrepancies, omissions, ambiguous, and/or misleading statements.

##### **B. Problem Statement and Background Summary.**

1. Proposal and/or SOQ demonstrate good understanding of the problem.

##### **C. Proposal Plan (Objectives and Tasks)**

1. Proposal and/or SOQ cite specific tasks clearly.
2. Difficult areas are identified and details for overcoming them are given.
3. Proposal and/or SOQ represent a novel idea or technical approach that is worth considering.

##### **D. Products and Implementation**

1. Proposal and/or SOQ clearly define products to be delivered at phase/project completion. SOQ includes a practical, realistic implementation plan, and schedule, showing a familiarity with City procedures and policies, as well as demonstrated ability to meet budgets and schedules without compromising sound engineering practice for similar projects.

##### **E. Staffing and Facilities**

1. Availability of personnel is clearly defined.
2. Proposal and/or SOQ show a depth of qualified personnel.
3. Personal qualifications and education are directly related to the project requirements.
4. Key personnel have direct experience and accomplishments with this type of project.
5. Proposal and/or SOQ show ability to manage a project of this size.
6. Proposal and/or SOQ include plans for specific key personnel assignment.
7. Project does not depend excessively on Sub consultants/Subcontractors or recruited personnel.
8. Submitter's location will not hinder project completion.
9. Sub consultants/subcontractor's location will not hinder project completion.

##### **F. City Involvement**

1. City involvement is clearly described and quantified.
2. City involvement is not excessive.

- G. Submitter's Record of Past Accomplishments for the City
  - 1. Submitter's should be experienced submitting successful construction drawings and or studies through the City of Chattanooga Land Development Office.
  - 2. Submitter satisfactorily completed past projects.
  - 3. Submitter met scheduled commitments.
  - 4. Submitter was cooperative and flexible.
- H. Other factors approved by the City Engineer.
- I. Evaluation proceedings shall be conducted within the established guidelines regarding equal employment opportunity and discriminatory action based upon the grounds of race, color, sex, religion, or national origin.

#### **4.4 SELECTION OF FINALIST**

After the review of the SOQs by the Review Committee and possibly formal presentations, the City may, at its sole option, elect to reject all SOQs 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(s) to negotiate an Agreement.

**Affirmative Action Plan  
For  
City of Chattanooga S-18-005**

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**(Name of Contractor)**

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor 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 of training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor 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 the said labor union or works' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The DBE goal for this project has been set at 0%.
5. 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.
6. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:

- a. All help wanted ads placed in newspapers or other publications shall contain the phrase “Equal Employment Opportunity Employer”.
  - b. Maintain systematic contracts with minority groups and human relations organizations.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
7. During the term of this contract, the Contractor, upon request of the City of Chattanooga Office of Economic and Community Development, will make available for inspection by the City of Chattanooga Office of Economic and Community Development, copies of payroll records, personnel records, documents and other records that may be used to verify Contractor compliance with these equal opportunity provisions.
8. The Contractor agrees to notify the City of Chattanooga Office of Economic and Community Development of any failure or refusal on the part of the contractor or any subcontractors to comply with the equal opportunity provisions set forth. Any failure or refusal to comply with the aforementioned provisions by the Contractor and/or Subcontractors shall be a breach of this contract.

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(Signature of Contractor)

---

(Title and Name of Construction Company)

---

(Date)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.  
Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

(BUSINESS NAME) \_\_\_\_\_

(DATE) \_\_\_\_\_

For more information, please contact the State of Tennessee, Central Procurement Office  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

**SECTION 00486**

**DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Comes the affiant after having first been duly sworn and testifies as follows:

1. My name is \_\_\_\_\_ I hold the principal office of \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_  
(Name of Principal Office) (Name of Bidding Entity)

2. \_\_\_\_\_ has submitted a bid to the  
(Name of Bidding Entity)  
City of Chattanooga for the construction of Contract S-18-005.

3. \_\_\_\_\_ employs more than five (5) employees.  
(Name of Bidding Entity)

4. In accordance with Tenn. Code Ann. §50-9-113, this is to certify that  
\_\_\_\_\_ has in effect at the time of its submission of  
(Name of Bidding Entity)  
a bid to perform the construction of the City of Chattanooga project identified above,  
a drug-free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code.

5. This affidavit is made on personal knowledge.

Further the affiant saith not this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
(Date)

(SEAL)

END OF DOCUMENT

**No Contact/No Advocacy Affidavit**

City of Chattanooga  
Purchasing Division

**For Submission with Sealed RFP or RFQ Responses:**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says that:

- (1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_  
\_\_\_\_\_ (business name), the Submitter of the attached sealed solicitation response to Solicitation # \_\_\_\_\_;
- (2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_