

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES FOR

SKATEPARK FEASIBILITY STUDY

CITY OF CHATTANOOGA, TENNESSEE
DIVISION OF OPEN SPACES
AUGUST 2018



INTRODUCTION

OVERVIEW OF THE PROJECT

The City of Chattanooga's Open Spaces Division is seeking the services of a qualified architecture, engineering, landscape architecture, planning, or similar firm to prepare a skatepark feasibility study. The Open Spaces Division maintains a skatepark facility and is seeking professional guidance regarding the long-term viability of improving, maintaining, and/or relocating it. The Open Spaces Division is interested in determining the size of facility our community could support, the optimal location for a skatepark, and the desired elements of a skatepark in Chattanooga.

The Open Spaces Division is the lead division on this project. There will be input needed from other Divisions as well. Hamilton County also helps the city maintain the skatepark and will need to be included in the conversations.

PURPOSE OF THE RFQ

The City plans to contract with a Consultant for professional services to determine the future use and economic impact of a skatepark. This project is for a feasibility study only, and is the first phase of information needed prior to proceeding with any plans for design or construction. Once the need and the optimal location is established, the second phase would be to explore appropriate design concepts that achieve the desired effect of the community, and the long term viability that the City can maintain the asset. The City is using this RFQ as the mechanism for soliciting Qualification Packages from interested consultants.

SCOPE OF SERVICES

The project approach is for you to determine. As experts in the field we are looking for innovative ways to capture stakeholder input. We are looking to select the Consultant that demonstrates an overall understanding of the project, can prove they have to ability to perform market research, and can effectively communicate the results. With that in mind, there are some components that must be studied outlined below:

- Evaluate existing skatepark
- Inventory analysis of existing open spaces/city-owned property
- Population analysis of skatepark community
- Economic impact analysis
- Review of Municipal protocol, permits, and approvals
- Recommended design elements with implementation strategy
- Analysis of industry average costs
- Case Studies
- Final Feasibility Report and Presentations to City Council

Additional items to be included in the analysis and design are as follows:

- Identify and estimate the potential impact of the skatepark on adjacent land uses (public, agricultural, industrial, school facilities, businesses, residences, etc.). Consultant will be required to pay for any parcel information requested from a data source.
- Funding sources such as state and federal funds, non-profit organizations and volunteer groups should be identified.
- Recommendations on how to maximize the economic benefits of the skatepark facilities through tourism, marketing, promotion, etc.
- Facilities necessary to meet the needs of persons with disabilities.

GENERAL

One (1) unbound original and an electronic copy in Word or PDF format on flash drive of the QP shall be submitted. The QP should be limited to the requested content.

All QP's shall be submitted in a fully sealed (secured in a manner which does not allow for examination of the contents) envelope of box marked Skatepark Feasibility Study.

All QP's shall be submitted no later than 4:00 p.m. EDT, Friday, September 28, 2018 to the attention of:

City of Chattanooga Purchasing Division
Attn: Debbie Talley
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7230
Fax: (423) 643-7244

Late or misdirected QP's shall be rejected and returned unopened without exception. Postmarks are not accepted.

All Firms submitting qualifications are responsible for verification that such package submitted is in full compliance with all laws, rules and regulations which may be applicable on the date of submittal.

QP WITHDRAWAL PROCEDURE

QP's may be withdrawn until the date and time set above for opening of QP's. Any QP not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety (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.

RESERVATION OF CITY RIGHTS

- I. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more QP's.
- II. The City reserves the right to negotiate an Agreement/Contract for the **Skatepark Feasibility Study** 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.
- III. The City reserves the right, after opening the QP's or at any other point during the selection process, to reject any or all QP's, modify or postpone the proposed project, evaluate any alternatives offered or accept the Proposal that, in the City's sole judgement, is in its best interest.
- IV. The City reserves the right to terminate the Agreement if the Consultant fails to commence the work described herein upon giving the Consultant a fifteen (15) day written Notice of Award.

ADDITIONAL REQUEST FOR INFORMATION

All questions and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 pm, EST, on September 11, 2018, and shall be sent to:

City of Chattanooga Purchasing Division
Attn: Debbie Talley
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7230
Fax: (423) 643-7244
Email: dtalley@chattanooga.gov

The City specifically request that any contact concerning the 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.

TERMS AND CONDITIONS

Terms and Conditions shall be those addressed in the City Standard Terms and Conditions unless otherwise listed below. <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

The Consultant shall at all times during the term of the Contract or Agreement and for a period of seven (7) 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, 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. 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. All records, documents and information collected and/or maintained by others during the course of administration of the agreement shall be made accessible to the City for purposes of inspection, reproduction and audit without restriction.

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.

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 finds 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.

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.

Requirements in this RFQ become part of the contract unless the proposer specifically defines any variances in its response. If accepted, the variance becomes part of the contract. The City reserves the right to modify the requirements of the RFQ by Addendum.

AFFIRMATIVE ACTION PLAN

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

- I. 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 the 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, demotions or transfer, recruit 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 wetting forth the provisions of this nondiscrimination clause.
- II. The Consultant will, in all solicitations or advertisements for employees places by or on behalf of the Consultant, state that ll qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
- III. 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.

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 the equal opportunity provisions.

DIVERSE BUSINESS ENTERPRISES

The City of Chattanooga maintains a database of certified Diverse Business Enterprise (DBE) vendors. To be established as DBE, a vendor must be certified under the authority of an entity recognized by the City. The listing of acceptable certifications is posted on the Purchasing Division's website: <http://www.chattanooga.gov/purchasing/general-info>.

REVIEW AND EVALUATION OF PROPOSAL

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.

FORMAL PRESENTATIONS

After review 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 required formal presentations.

- **Project Team**
- **Firm Capabilities**
- **Prior Experience**
- **Project Approach**
- **Work Location**

SELECTION OF FINALIST

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

RESPONSE FORMAT

Following are elements that will be used to evaluate each firm's qualifications:

A. **PROJECT TEAM [15 POINTS]**

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

The response should be limited to the project team performing the work. 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 relevant to the RFQ should not be included.

B. **FIRM CAPABILITIES [35 POINTS]**

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)
- Experience with population and economic impact analysis.
- Experience with GIS.
- Experience with skatepark design and implementation protocol.
- Experience with funding sources.

- Experience working with and designing for persons with disabilities.
- Current and projected work load.

Organization charts and graphs depicting your capacity are recommended and may be included.

C. PRIOR EXPERIENCE [20 POINTS]

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- Demonstrated experience in skatepark design.
- Demonstrated experience in skatepark analysis.
- Demonstrated experience in economic impact analysis.
- References.

Include the name and current telephone number of the owner's project manager for every project listed.

D. PROJECT APPROACH [25 POINTS]

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Describe how you will engage the community and reach the intended target audience.
- Describe what elements you intend to explore regarding the economic impact analysis and how you will present the findings.
- Describe your intended process and expected timeline.

E. WORK LOCATION [5 POINTS]

Describe where the prime and sub-consultants will do the key work elements of this project.

- Proximity of firm's office as it may affect coordination with Open Spaces Project Manager, community leaders, and community members.
- Firm's familiarity with the project area and city of Chattanooga.

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: _____