

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****November 6, 2018**

The City of Chattanooga, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of project CM/HSIP-9202(125), State Project No. 33LPLM-F3-181, City Project No. T-15-027-201 the **installation of CCTV Cameras at various locations in the Chattanooga MPO area**. This **federally funded project includes the furnishing and installing of 34 CCTV cameras, luminaire arms for cameras, and associated hardware and software for the Transportation Video Monitoring System**. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- **Project Administration**
- **Project Management**
- **Utility Coordination:**
- **Maintain Project Documentation:**
- **Inspection of Work:**
- **Request for Information Responses:**
- **Change Orders:**
- **Revisions to the Contract Plans:**
- **Progress Payments:**
- **Contractor's Payrolls, Employee Interviews and Contract Compliance:**
- **Quality Assurance and Acceptance Testing:**
- **Final Records**
- **Project Claims:**

Estimated Schedule for Performance of Work

- **365 calendar days from the Notice of Award**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Chattanooga, 101 E. 11th Street, Suite G13, Chattanooga, TN 37402 Attn: Debbie Talley, Purchasing Department**. All letters of interest must be received by **The City of Chattanooga** on or before **November 20, 2018**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment shall be lump sum.

A more detailed scope of work can be obtained from the City of Chattanooga website at <http://www.chattanooga.gov/purchasing/bidssolicitations> or by contacting The City of Chattanooga Purchasing Department at (423) 643-7230.

Phase I Evaluation

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

- **Work experience in the required disciplines with TDOT, the City of Chattanooga, and/or other clients**
- **Experience with signal installations including video detection and communications.**
- **Professional Licensure**
- **Staff capabilities of the prime consultant**
- **TDOT prequalification status**

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

Phase II Evaluation

The City of Chattanooga will evaluate the top 3 or more firms on the following criteria (relative weight):

- a. **Past experience in ITS projects similar in nature (20%)**
- b. **Past performance on City projects, if applicable (20%)**
- c. **Demonstrated ability to meet schedules, identify issues and support resolution in a timely manner (25%)**
- d. **Demonstrated understanding of the project goals and functionality (25%)**
- e. **Demonstrated understanding of the TDOT Local Programs Guidelines and process (10%)**

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

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

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **The City of Chattanooga**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.

Request for Qualifications

**Construction Engineering and
Inspection Services (CEI) for
TDOT PIN 114321.03
Federal Project No. CM-9202(125)
State Project No. 33LPLMF3-181
City Contract Number T-15-027-201
CCTV Cameras – Various Locations in the
Chattanooga MPO Area**

**Chattanooga Department of Transportation
City of Chattanooga, Tennessee**

November 2018



Section 1

Introduction

**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR
TDOT PIN 114321.03
FEDERAL PROJECT NO. CM-9202(125)
STATE PROJECT NO. 33LPLMF3-181
CITY CONTRACT NUMBER T-15-027-201
CCTV CAMERAS – VARIOUS LOCATIONS IN THE
CHATTANOOGA MPO AREA**

1.0 INTRODUCTION

1.1 BACKGROUND

This construction project includes furnishing and installing 34 CCTV Cameras, luminaires arms for cameras, and associated hardware and software for the Transportation Video Monitoring System. Cameras to be installed at various locations in the Central Business District.

1.2 PURPOSE OF RFQ

The City of Chattanooga (City) is seeking to contract with an engineering consultant (Consultant) that is pre-qualified with the Tennessee Department of Transportation (TDOT) to provide construction engineering and inspection (CEI) services. This Consultant will provide construction engineering and inspection services, project administration and management for the installation of CCTV cameras at various locations in the Chattanooga MPO area, a project funded with Federal dollars. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

1.3 PROJECT OBJECTIVES

The overall objectives for the CCTV Camera Project include:

- Provide video detection for selected intersections.
- Provide video connectivity to the City's Traffic Operations Center (TOC).
- Provide a platform for traffic monitoring, remote detection configuration and data collection.

1.4 PROPOSAL SCOPE OF WORK

A. General Scope of Work

The Consultant shall provide construction engineering and inspection services to support the deployment of CCTV cameras at selected intersections within the Central Business District in the City of Chattanooga.

B. Specific Scope of Work

1. **Project Administration:** Provide project administration and coordinate with the City's Project Manager for this project. Prepare agendas and provide record of minutes for pre-construction conference, progress meetings, or other meetings related to the project. Prepare for and attend any periodic or in-depth inspections that may be conducted on the project related to project work, progress, or records. Prepare for, cooperate with and assist any auditors that may be assigned to review project records, payments, reports, etc. Provide a list of emergency contacts to be available at any time in case of an emergency. Provide a list of the Contractor's personnel that will be responsible for any occurrence that may arise during the life of the project. Numerous reports, documents, and other paperwork are required in the process of Project Administration. Copies of these documents shall be maintained as required by TDOT and any correspondence between the Consultant, contractor, subcontractor, the City or others concerning this project shall be maintained and distributed as required by TDOT and the City.
2. **Project Management activities,** including: Attend meetings and coordinate with the City in order to transition project management and inspection services and to address Consultant management roles and procedures. Coordinate pre-construction conference involving all parties; Coordinate and attend regularly scheduled progress meetings; record significant information and distribute typed minutes to appropriate parties. Facilitate communications with the City's Project Manager, the Contractor and any relevant parties to coordinate project scheduling, administration, construction and to resolve any project related issues.
3. **Utility Coordination:** Facilitate utility coordination as a part of this project. The Consultant shall coordinate with the Contractor and the affected utility to ensure and support coordination of construction activities. The Consultant shall communicate with the Contractor to provide updates on the progress and any problems and shall maintain records of communications.
4. **Maintain Project Documentation:** Maintain project correspondence and required documentation. Receive and maintain documentation for equipment and materials from Contractor. Receive and approve project submittals. Maintain project logs concerning construction activities. Maintain inspection records. Maintain record of deficiencies and corrective actions. Maintain Contractor's employee documentation.
5. **Inspection of Work:** Provide inspection services for conformance to Plans and Specifications for all items being incorporated into the project. Observe, measure, and record all quantities for payment. Record field measurements in project records as required by TDOT records management. Check traffic control daily and as required or requested. Notify contractor of deficiencies or problems immediately. Inspect equipment and check acceptance quality of equipment and related items. Document weekly (or as necessary) project traffic control on forms supplied by TDOT and distribute as required.
6. **Request for Information Responses:** Record and provide answers to any requests for information (RFI) as needed

7. **Change Orders:** Evaluate any change orders requested; Prepare, process and monitor change orders as needed
8. **Revisions to the Contract Plans:** Any revisions to the contract plans shall be submitted for approval to the City's Project Manager for this project. Once approved, the Consultant will process any records or plan sheets.
9. **Progress Payments:** Document and assemble accurate quantities for Monthly Progress Payments to the prime Contractor from actual project field records, as directed by the special provisions in the contract, from change orders or force accounts. The quantities for payment will be referenced to field records prior to submission of payment. Any test reports will be on file prior to payment. Payment documentation to be submitted to the City's Project Manager for this project. Copies of approved contracts subcontracts as well as copies of actual DBE subcontractor contracts should be on file prior to first Progress Payment.
10. **Contractor's Payrolls, Employee Interviews and Contract Compliance:** Receive and check the contractor's payrolls for conformance to state wages as defined in the contract. Conduct interviews on the forms submitted by the department and compare to the submitted payrolls for accuracy. Notify prime contractor of any inaccuracies and resolve discrepancies. Adhere to Special Provisions concerning reports to be submitted to the Contract Compliance Office.
11. **Quality Assurance and Acceptance Testing:** Monitor and document performance acceptance testing as needed.
12. **Final Records:** Submit a compilation of project records in TDOT's standard format to the City's Project Manager for this project. Make corrections as necessary and resubmit records and a final estimate for the project as required. Prepare and submit all final forms with the final records.
13. **Project Claims:** Prepare documentation and assist in the defense of TDOT and the City, when requested, in preparation for claims or possible claims resulting in the execution of the contract.

1.5 CITY SUPPLIED SERVICES

The City will provide the following:

- A. The City will provide a project manager as the single point of contact, who will be the responsible party for the City.

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Section 2
Qualifications Package Instructions

2.0 QUALIFICATIONS PACKAGE INSTRUCTIONS

2.1 GENERAL

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

All QPs shall be submitted in a sealed envelope or box marked "**T-15-021: CCTV Camera Installation Project: CEI Services**"

All QPs shall be submitted no later than **4:00 p.m. EDT, on November 28, 2018** to the attention of:

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

2.2 QP WITHDRAWAL PROCEDURE

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

2.3 RESERVATION OF CITY RIGHTS

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

2.4 ADDITIONAL REQUESTS FOR INFORMATION

Any additional requests for information must be directed in writing to the City by **12:00 p.m. EDT, on November 23, 2018**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFQ by **end of day on November 26, 2018**. After that time, no further requests for information will be received or responded to.

Requests for information or clarification shall be sent to:

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

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

2.5 AFFIRMATIVE ACTION PLAN

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

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

the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

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

Section 3
Qualifications Package Contents

3.0 QUALIFICATIONS PACKAGE CONTENTS

3.1 GENERAL INFORMATION

The QP shall provide the following general information:

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

3.2 QUALIFICATIONS AND EXPERIENCE

The Consultant shall provide the following regarding technical qualifications and detail experience dealing with Design, Bidding, and Construction Engineering and Inspection (CEI) services for Federally funded projects relevant to Intelligent Transportation System (ITS) deployment as scoped in the **CEI Services for the CCTV Camera Installation Project**.

A. General Experience

Provide a summary of the experience of the Consultant's Project Team.

B. Project Team Members Experience

Provide resumes of the Consultant/Contractor's Project Team including the Project Manager and all key technical personnel that will be used. Resumes should include information on professional registrations and certifications and experience directly related to the proposed project for each team member.

C. Previous Experience With Similar Projects

Provide a list of three (3) to five (5) similar type projects the Consultant's Project Team has worked on together or singularly. A similar project would include all or some facet of ITS deployment design services, CEI services and Contract Administration (Bid/Award services). Include name of each project, description of each project, location of each project, dates and times work was performed, and name, address and phone number of owner and/or contact person.

In addition to being TDOT prequalified, prospective CEI's for Local Programs Projects are also required to have taken the Local Programs CEI Training Course and their Certificates of Completion from said training course must be provided with this RFQ response (TDOT CEI Training Certificates are good for 5 years from the original date of completion).

D. Demonstration of knowledge ITS components relevant to CCTV Camera Installation Project, including equipment, communications, and the Systems Engineering process.

E. Indicate experience working with the TDOT Local Programs Projects

F. Approach to CEI Services

The Consultant shall describe in detail, the overall approach that will be used by its Project Team to perform the scope of work described herein for the CEI services for the CCTV Camera Installation Project

3.3 TERMS AND CONDITIONS

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

- A. The Consultant shall at all times during the term of the Contract or agreement and for a period of five (5) years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Consultant. Documents shall be maintained by the Consultant necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Consultant shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.
- B. The obligations of this Section shall be explicitly included in any Subcontracts or Agreements formed between the Consultant and any subcontractors or suppliers of goods or services to the extent that those Subcontracts or Agreements relate to fulfillment of the Consultant's obligations to the City.
- C. Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Consultant shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
- D. This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by Federal, State, or Municipal law, whether those rights, powers, or obligations are express or implied.

3.4 LENGTH OF CONTRACT

The end of the Contract shall be 365 days from the Notice of Award.

Section 4

Review and Evaluation of QPs

4.0 REVIEW AND EVALUATION OF QPs

4.1 REVIEW COMMITTEE

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

4.2 FORMAL PRESENTATIONS

After reviewing each QP submittal, the City may prepare a short list of up to three (3) qualified firms for formal presentations. The City reserves the right to invite more or less than this number if the quality of the QPs so merits, or not to prepare a short list and require formal presentations. No formal presentations for this RFQ are foreseen at this time.

4.3 SELECTION CRITERIA

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

- A. Past experience in projects similar in nature (20%)
- B. Past performance on City projects, if applicable (20%)
- C. Demonstrated ability to meet schedules, identify issues and support resolution in a timely manner (25%)
- D. Demonstrated understanding of the project goals and functionality (25%)
- E. Demonstrated understanding of the TDOT Local Programs Guidelines and process (10%)

4.4 SELECTION OF FINALIST

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