

Request for Qualifications

Professional Services For Greenway Farms New Conference Facility

Contract Number: R-17-004

**Chattanooga Parks Department
City of Chattanooga, Tennessee**

October 2017



Section 1

Introduction

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR
GREENWAY FARMS NEW CONFERENCE FACILITY

CONTRACT NO. R-17-004
CHATTANOOGA PARKS DEPARTMENT
CITY OF CHATTANOOGA, TENNESSEE

1.0 INTRODUCTION

1.1 BACKGROUND

Greenway Farms was purchased by the City of Chattanooga from Dr. Benton Spangler in 1990. The goal of this purchase was to create an area for use for passive recreation as well as promoting urban and suburban land preservation. As part of the purchase, the City acquired the former Spangler home. The home received basic remodeling, and is currently used for office space by both the City of Chattanooga Parks Department and the North Chickamauga Creek Conservancy. It also contains an event space that can be reserved by the public. In recent years the foundation of the house has begun to show its age, and due to the flood prone nature of the adjacent creek, the Parks Department has decided it would be best to remove the current building and build a new one nearby on the property, at a site to be determined later.

1.2 PURPOSE OF RFQ

The City plans to contract with a Consultant for professional services to provide design, bid/award and construction administration for the removal of the existing farm house and the construction of a new event and office space to be built at Greenway Farms. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

1.3 PROJECT OBJECTIVES

The Chattanooga Parks Department aims to rebuild the existing Greenway Farms Farmhouse as a more modern facility. The existing facility will be removed entirely, and a metal storage shed for Parks Department equipment will be constructed in the same area. In another site, to be determined at a later date, a new event and office space will be erected. The new facility will include office space for Parks Department personnel, as well as space for the North Chickamauga Creek Conservancy. Additionally, there should be indoor and possibly outdoor event space (like a picnic pavilion) as well as public restroom facilities. The new building should match the style of the nearby Outdoor Chattanooga building.

1.4 PROJECT SCOPE

A. General Scope of Work. The following design features are included in the project.

1. Demolition of the existing Greenway Farms Farmhouse and general restoration of the area
2. Installation of a metal storage shed in the area of the current building
3. Construction of a new building with office space, event space, and public restrooms. Potential construction of additional parking.
4. Maintain a budget of roughly \$50,000 for professional services and \$500,000 for construction.

B. Specific Scope of Work

1. The Consultant shall provide Basic Services that include Design, Bid/Award and Construction Administrative Services.

a. Design Phase Services shall include, but are not limited to, the following:

- i. Evaluating the project site for placement of new building
- ii. Coordinating with City and regional personnel (i.e. – Water Quality Group, RPA, LDO etc.), TDEC, utility companies, etc.
- iii. Designing the project in compliance with all Federal, State, and/or Local rules, regulations, laws and/or guidelines.
- iv. Preliminary Design review meeting at 20% completion with City and other identified stakeholders.
- v. Design Plans review meeting at 60% completion with City and other identified stakeholders.
- vi. Final Plans review meeting at 95% completion with City and other identified stakeholders.
- vii. Preparing Bid Documents for Bid Advertisement, twenty (20) sets.

b. Bid/Award Phase Services shall include, but are not limited to, the following:

- i. Providing review and comment services on Bidders' Request for Information.
- ii. Preparing addenda, as required.
- iii. Participating at the Bid Opening.
- iv. Evaluating the bids and determining if the bids are responsive to all the requirements of the Bid Documents.
- v. Tabulating the bids and drafting the recommendation letter for award of contract.

c. Construction Administration Phase Services shall include, but are not limited to, the following:

- i. Conducting a Pre-Construction Meeting.
- ii. Conducting onsite bi-weekly progress meetings.
- iii. Providing minutes of all meetings.
- iv. Review and approval of submittals, submittal logs.
- v. Review and approval of pay applications.
- vi. Respond to contractors RFI's and prepare CRF's as required.
- vii. Consultant shall walk the site bi-weekly to view the progress.

viii. Perform a Final Walk-Thru at the completion of the project and perform a Punchlist and provide a Substantial Completion Form to the City.

2. The Consultant may be required to perform Additional Services that may include, but are not limited to, the following:
 - a. Providing CEI / Resident Project Representative (RPR) services.
 - b. Consultant shall provide electronic as-built drawings at the conclusion of the project, to include location of all changes to the design, location of all utility lines, drainage pipes, etc.
 - c. Other services that may be required.

C. General Conditions for Work

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

Section 2

Qualifications Package Instructions

2.0 QUALIFICATIONS PACKAGE INSTRUCTIONS

2.1 GENERAL

Seven (7) bound copies, one (1) unbound original copy, and one electronic copy in PDF format of the QP shall be submitted. The QP should be limited to the requested content.

All QPs shall be marked **“R-17-004 -- Greenway Farms New Conference Facility”**.

All QPs shall be submitted no later than **4:00 p.m. EDT, on November 28, 2017** to the attention of:

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

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 Greenway Farms New Conference Facility 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 15, 2017**. 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 17, 2017**. After that time, no further requests for information will be received or responded to.

Requests for information or clarification shall be sent to:

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

The City specifically requests that any contact concerning this RFQ be made exclusively with Eric Booker, or designee, until selection has been completed.

2.5 PRE- RFQ CONFERENCE

No Pre-RFQ Conference is scheduled.

2.6 FACILITY VISIT

No onsite visit is planned. The facility is open daily if anyone so desires to visit prior to the RFQ submission.

2.7 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 PROJECT APPROACH

The Consultant shall provide the following regarding technical qualifications and experience dealing with **The Greenway Farms New Conference Facility**

- 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'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. Describe previous experience with similar Parks Department Projects.

D. Indicate experience working with similar projects for other organizations

E. Provide a list of three (3) to five (5) projects of similar type that the Consultant's Project Team has worked on independently or together. Include the name, description, and location of each project; dates work was performed; and name, address, and phone number of owner and/or contact person. Include design experience with projects that established or reestablished an urban street grid.

F. Describe in detail the overall approach that will be used by the project team to perform the scope of work described herein for the project.

G. Show proof of Public Works prequalification in the appropriate categories.

3.3 TERMS AND CONDITIONS

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

<http://www.chattanooga.gov/public-works/gis-mapping/city-engineer/sops>

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 length of the contract shall be determined with the chosen consultant as part of the scope and fee agreement.

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 – (No formal presentations for this RFQ)

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

4.3 SELECTION CRITERIA

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

- A. Past experience in projects similar in nature
- B. Qualification and availability of staff
- C. Breadth of training and experience in multi-disciplinary design team
- D. Demonstrated ability to meet schedules without compromising sound architectural and engineering practices.
- E. Evaluations on prior City projects, if applicable
- F. Evaluation proceedings shall be conducted within the established guidelines regarding equal employment opportunity and discriminatory action based upon the grounds of race, color, sex, creed, or national origin.

4.4 SELECTION OF FINALIST

After the review of the QPs by the Review Committee 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.