

**ADVERTISEMENT
REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL SERVICES FOR
Transit Signal Prioritization & Accessibility Project
Along SR 2/ US 11/ US 64/ Shallowford Rd/ Hamilton Place Blvd.**

Federal Project No.: CM-9202(130)

State Project No.: 33LPLM-F3-204

TDOT PIN: 125332.00

CONTRACT NUMBER T-17-008

CHATTANOOGA DEPARTMENT OF TRANSPORTATION

CITY OF CHATTANOOGA, TENNESSEE

The City of Chattanooga (City) is requesting Statement of Qualifications (SOQs) from qualified firms for the purpose of selecting a Consultant with which to negotiate a professional service contract for Professional Services for the Transit Signal Prioritization & Accessibility Project on SR 2/ US11/ US 64/ Shallowford Rd./ Hamilton Place Blvd. in Chattanooga, as described in the RFQ.

Qualifications must be submitted to the City of Chattanooga Purchasing Department at the address listed below by no later than 4:00 **p.m. EDT, on Monday, April 16, 2018**. Interested firms may also obtain a copy of a detailed Request for Qualifications at no charge from the same address:

City of Chattanooga Purchasing Department
101 E. 11th Street, Suite G13
Chattanooga, TN 37402
bidinfo@chattanooga.gov
Phone Number: (423) 643-7230
Fax Number: (423) 643-7244



Chattanooga Department of Transportation

By: Tommy Trotter
Traffic Signal Systems Engineer

By: Blythe Bailey
Administrator

Request for Qualifications

Professional Services for The Transit Signal Prioritization & Accessibility Project Along SR2/US 11/US 64/Shallowford Rd./ Hamilton Place Blvd.

Federal Const. #: CM-9202(103)

State Const. #: 33LPLM-F3-204

TDOT PIN: 125332.00

County: Hamilton

Contract Number: T-17-008

Chattanooga Department of Transportation
City of Chattanooga, Tennessee

March 2018



Section 1

Introduction

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES FOR Transit Signal Prioritization & Accessibility Project Along SR 2/ US 11/ US 64/ Shallowford Rd/ Hamilton Place Blvd.

FEDERAL PROJECT NO.: CM-9202(130)

STATE PROJECT NO.: 33LPLM-F3-204

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CHATTANOOGA DEPARTMENT OF TRANSPORTATION
CITY OF CHATTANOOGA, TENNESSEE

1.0 INTRODUCTION

1.1 BACKGROUND

The Chattanooga Department of Transportation (CDOT) aims to make efficient transportation and access viable for all commuters – cyclists, pedestrians, transit users and motorists, while enhancing multi-use public spaces for all people.

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 to provide design and construction engineering and inspection (CEI) services for the Transit Signal Prioritization and Accessibility Project funded with Federal and State dollars. The contract work includes professional services for design and production of construction plans and specifications, bid/award services, and CEI services including documentation associated with the design engineering and inspection services. 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 Transit Signal Prioritization Project include:

- Deploy static prioritization equipment at 34 signalized intersections and the on-vehicle equipment necessary to transmit the request packet for prioritization.
- Evaluation of the project to include “Before” and “After” studies for the corridor.
- Provide upgrades to traffic signal systems including countdown pedestrian signal, audible pushbuttons, detection, and upgrades to 6 controller cabinets
- Develop new signal timing plans for use with the Transit Signal Priority system.

1.4 PROPOSAL SCOPE OF WORK

A. General Scope of Work

The Consultant shall provide services to deploy the Transit Signal Prioritization System along a corridor that includes 34 signalized intersections. The project will also provide accessibility upgrades to 6 intersections that will include countdown pedestrian signals, audible pushbuttons, detection and cabinet upgrades.

B. Specific Scope of Work

1. The Consultant shall design the Transit Signal Prioritization System and Accessibility Upgrades and provide signal plans showing existing equipment and details of new equipment being added in accordance with TDOT standards. Plans will include new signal timing.
2. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to the Design and CEI Services for the Transit Signal Prioritization & Accessibility Project, and furnish copies of all required permits and approvals to the City.
3. The Consultant shall provide and submit separate reports and certifications as required by all applicable FHWA and/or State regulations in regards to the Transit Signal Prioritization & Accessibility Project and furnish a copy of all required separate reports to the City in a timely manner.
4. The Consultant shall provide services during the Advertisement/Bid Award process of the construction project on an as-needed basis. Bid/Award Phase Services shall include, but are not limited to the following:
 - Prepare Bid Documents for Bid Advertisement
 - Provide review and comment services on Bidder's Request for Information
 - Prepare Addenda, as required
 - Participate at Bid Opening
 - Evaluate the bids and determine if bids are responsive to all the requirements of the Bid Documents
 - Tabulate bids and draft recommendation letter of award of contract
5. The Consultant shall conduct the work for the CEI Services for the Transit Signal Prioritization & Accessibility Project in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
6. The Consultant shall coordinate its work with the General Contractor for the construction project. The Consultant shall provide adequate supervision and technical and managerial oversight of its employees, subcontractors, and agents.
7. The Consultant shall assist the City Department of Transportation and CARTA in determining the equipment that would work best for the Transit Signal Prioritization & Accessibility Project.

8. The Consultant shall provide services for the project relative to TDOT CEI Scope of Services as found on the State of Tennessee website. The services shall be all inclusive of Construction Administration, Construction Inspection, Quality Assurance, Testing for Acceptance, Training, and all related Reporting and Documentation in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals per TDOT's Local Programs guidelines.

1.5 CITY SUPPLIED SERVICES

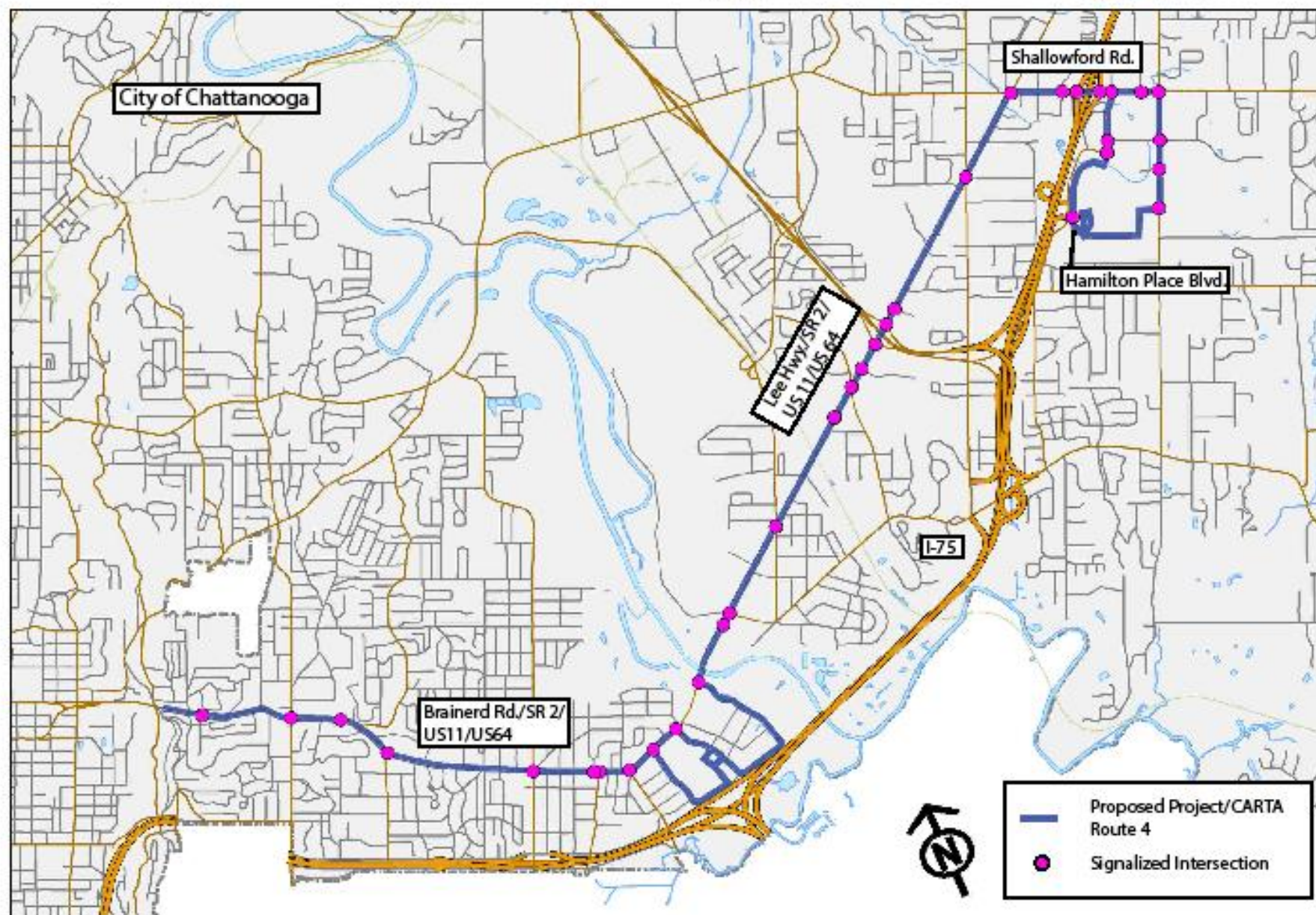
The City will provide the following:

- A. The City will provide a project manager as the single point of contact, who will be the responsible party for the City.
- B. The City will provide existing signal plans and timing plans.

2015 Congestion Mitigation and Air Quality Grant Application

Chattanooga Department of Transportation

SR 2/US 11/US 64/Shallowford Rd./Hamilton Place Blvd.
Transit Signal Prioritization & Accessibility Project



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-17-008: Transit Signal Prioritization and Accessibility”**.

All QPs shall be submitted no later than **4:00 p.m. EDT, on April 16, 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 **Transit Signal Prioritization and Accessibility 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 April 4, 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 April 11, 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 and Accessibility as scoped in the **Transit Signal Prioritization and Accessibility 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 Transit Signal Prioritization, including equipment, communications, and the Systems Engineering process.

E. Indicate experience working with the NACTO and ITE Urban Thoroughfares design manuals.

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 Transit Signal Prioritization and Accessibility 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 24 months after Notice of Award for the design, bid/award, and CEI services.

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
- 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 engineering practice
- E. Evaluations on prior City projects, if applicable
- F. Other factors approved by CDOT
- G. 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.

No Contact/No Advocacy Affidavit

City of Chattanooga
Purchasing Division

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: _____