

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT**  
**101 EAST 11<sup>th</sup> STREET, CITY HALL, SUITE G-13**  
**CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: **191852**

Ordering Dept.: Chattanooga-Hamilton County Regional Planning Agency

Buyer: Deidre Keylon; e-mail: [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov) (NO E-MAILED PROPOSALS ACCEPTED)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

\*\*\*\*\*

Products or Services Being Purchased: **Zoning Code Assessment Services**

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**SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN**

**4:00 P.M. E.S.T. ON DECEMBER 18, 2019**

**ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN**

**4:00 P.M. E.S.T. ON NOVEMBER 27, 2019**

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The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

[http://www.chattanooga.gov/images/City\\_of\\_Chattanooga\\_-\\_Standard\\_Terms\\_and\\_Conditions\\_Revision\\_7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revision_7.18.2018.pdf)

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**NOTE: ALL PROPOSALS MUST BE SIGNED.**

**All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.**

\*\*\*\*\*

PLEASE PROVIDE THE FOLLOWING:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_ (for this line, please complete the Supplier Information Form) \_\_\_\_\_

City & Zip Code: \_\_\_\_ (for this line, please complete the Supplier Information Form) \_\_\_\_\_

Phone/Toll-Free No.: \_\_\_\_ (for this line, please complete the Supplier Information Form) \_\_\_\_\_

Fax No.: \_\_\_\_ (for this line, please complete the Supplier Information Form) \_\_\_\_\_

Contact Person for RFP: \_\_\_\_\_

E-Mail Address for all RFP communications: \_\_\_\_\_

**COMPLETED COVER PAGE MUST BE RETURNED WITH PROPOSAL**

City of Chattanooga, Tennessee  
on behalf of  
Chattanooga-Hamilton County Regional Planning Agency



Request for Proposals

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**Zoning Code Assessment Services**

## Purpose of RFP

The Chattanooga-Hamilton County Regional Planning Agency (RPA) is issuing this Request for Proposals for a consultant-led process to assess the Chattanooga Zoning Ordinance and provide recommendations for updates/improvements. The purpose of the zoning ordinance assessment is to: 1) identify needed improvements to the current regulations; 2) align the zoning districts with land use policy Place Types; and 3) help the City of Chattanooga and RPA staff set the stage for future ordinance updates.

The zoning assessment will build off of the public process behind the Comprehensive Plan, area plans, and the base of needed improvements and concerns already identified by staff and stakeholders. The process will involve input from City and RPA staff, Chattanooga-Hamilton County Regional Planning Commission members, City Council members and stakeholders in the development process (e.g., developers, business owners, and development professionals, such as engineers and planners).

The value of a consultant-led process is the benefit of a national firm's experience and perspective from working with communities throughout the southeast and elsewhere. The Project Lead Team is comprised of staff of the Chattanooga-Hamilton County Regional Planning Agency (RPA) and the City of Chattanooga Economic and Community Development Department (ECD).

\*\*\*This project will run concurrently with a City of Chattanooga Land Development Office Development Process Review project. The projects are complementary and will require some coordination regarding stakeholder input and recommendations. \*\*\*

## Background Information

The current zoning code- Chapter 38 of the Chattanooga City Code- is decades old and does not address or reflect present day issues, concerns, or terminology. The Regional Planning Agency has presented 38 individual zoning ordinance amendments to the Chattanooga-Hamilton County Regional Planning Commission and the Chattanooga City Council for adoption in the past five years. This zoning code assessment will allow the RPA and City of Chattanooga to holistically review the current code, identify issues, and come up with an implementation plan that will ultimately make the code easier to understand and easier to enforce.

### The purpose of this project is to:

- Identify outdated language
- Identify additional definitions that need to be added
- Determine better identified terms (definitions or other) to assist with enforcement
- Address historic problems and unclear language in the ordinance
- Review historic list of zoning conditions for possible inclusion in updated ordinance
- Review range of existing districts
- Review uses by right vs. uses by special permit (assessment of current and future special permits)
- Review common variance requests to see if amended language is required
- Identify gaps in ordinances and zones for deletion
- Conduct a review of peer cities to determine best practices and review the Chattanooga Zoning Ordinance for consistency with best practices
- Identify missing zoning districts/uses to accommodate new/emerging housing, commercial and industrial development trends
- Identify opportunities to improve the regulations to promote housing affordability

- Identify areas of consistency and inconsistency between existing City policies and practices, the adopted plans, and the existing ordinance language

The City of Chattanooga has a downtown Form-based Code. The Form-based Code is not being assessed for changes as part of this project. Additionally, the RPA is seeking zoning districts/tools to implement Place Types. Place Types are used in the area planning process. Place Types describe different types of places/community character with identified primary and secondary uses and a framework of the appropriate development form (building setback, coverage, frontage, placement, size and lot size, etc.) Lastly, understanding the need to streamline the development review period, reduce redundancies, and have appropriate staff at the appropriate time reviewing development proposals, RPA would like consultant feedback on the appropriate phase and staging of site plan review in respect to the zoning ordinance and the City of Chattanooga Land Development Office Development Process Review.

## **Scope of Services**

Consultant is to provide an assessment of the Chattanooga Zoning Ordinance. Consultant will review zoning and planning background materials and provide an initial assessment of strengths and weaknesses of the existing ordinance in its ability to address land development and implement planning policy. Consultant will conduct a series of stakeholder interviews to get feedback on the zoning ordinance. Using the review, stakeholder interviews and knowledge of best practices, the consultant will develop a draft Zoning Code Assessment. Based on feedback compiled by the RPA, the consultant will finalize the Assessment and draft up to three high-priority needed amendments. Consultant will give presentations after the initial assessment and upon completion of the final Zoning Code Assessment. The zoning code assessment and report will not be going through a public review process.

## Scope of Services - Five Tasks with Activities, General

### **Task 1: Project kick-off call**

Activity: An initial kick-off conference call will orient consultants to the information listed below in Task 2 and identify any additional information needed for the initial assessment.

### **Task 2: Initial Review and Assessment**

Activity: Consultant reviews zoning, planning and development background materials

### **Task 3: On-site Visit and Stakeholder Meetings**

Activity:

- The consultant will meet in person with the RPA/ECD team.
- Consultant will conduct a series (6-8) of focus group interviews or one-on-one interviews to determine strengths/weaknesses in the zoning code. RPA/ECD team will identify stakeholders and set up meetings.
- \*\*\*These small focus group and individual interviews will be schooled in conjunction with the City of Chattanooga Land Development Office Development Process Review project.\*\*\*

### **Task 4: Develop Draft Zoning Code Assessment**

Activity: Based on the information gathered in Task 2 and Task 3, the consultant will provide a draft detailed written Zoning Code Assessment capturing the main issues and opportunities that should be addressed by zoning code and process amendments.

Deliverable #1: The Assessment will specifically address the following:

- Summary of best practices from peer cities (from provided list or based on consultant's experience).
- Recommendations/approach for zoning ordinance amendments

The RPA will provide the consultant a compiled list of comments/input on the draft. The RPA will provide direction to consultant as to what high priority amendments to focus on for Task 5.

### **Task 5: Finalize the Zoning Code Assessment and Conduct Outreach**

Activity: Based on the RPA-compiled feedback in Task 4, the consultant will finalize the assessment.

In addition to the Deliverable #1 in Task 4, the consultant is expected to develop up to three high-priority needed amendments.

## Scope of Services - Same Five Tasks with Timeline and Deliverables

**Task 1: Project kick-off call** (*Month 1- Project to kick off within one month of Chattanooga City Council approval for the RPA to enter into contract with the selected consultant*). Deliverable: None specified.

**Task 2: Initial Review and Assessment** (*Month 2*)

Deliverable: Written initial assessment detailing:

- Analysis of the current zoning ordinance and policy gap analysis

**Task 3: On-site Visit and Stakeholder Meetings** (*Month 3*)

Deliverable:

- Develop finalized work plan
- Hold on-site stakeholder meetings

**Task 4: Develop Draft Zoning Code Assessment** (*Months 4-6*)

Deliverable #1: The Assessment will specifically address the following:

- Summary of best practices from peer cities (from provided list or based on consultant's experience).
- Recommendations/approach for potential zoning ordinance amendments

Deliverable #2: Consultant provides in-person high-level overview of the project to date and summary of initial findings at two different meetings.

**Task 5: Finalize the Zoning Code Assessment and Conduct Outreach** (*Month 7*)

Deliverable #1: Finalize Zoning Code Assessment

Deliverable #2: Develop up to three high-priority needed amendments

Deliverable #3: Consultant provides in-person final overview of the project and its findings at two different meetings.

## Scope of Services - Same Five Tasks with Detailed Activities and Deliverables

### Task 1: Project kick-off call

Activity: An initial kick-off conference call will orient consultants to the information listed below in Task 2 and identify any additional information needed for the initial assessment.

**Deliverable:** None specified.

### Task 2: Initial Review and Assessment

Activity: Consultant reviews background materials, including but not limited to:

- Chattanooga Zoning Ordinance
- Chattanooga Form-based Code
- Chattanooga Zoning Map
- Area/community plans
- Chattanooga Board of Zoning Appeals agendas/list of cases (interpretation, special permits and variances- past five years)
- List of zoning amendments approved by Chattanooga City Council (past five years)
- Regional Planning Agency Place Types palette
- Draft/proposed zoning ordinance amendments
- List of known issues related to enforcement of the zoning ordinance
- List of common zoning conditions
- List of peer cities

**Deliverable:** Consultant will provide a written initial assessment detailing:

- Analysis of the current zoning ordinance
- Comparison between policies and plans (Comprehensive Plan, area plans and Place Types) and the zoning ordinance to identify potential gaps between policy and implementation tools.

### Task 3: On-site Visit and Stakeholder Meetings

Activity:

- The consultant will meet in person with the RPA/ECD team to discuss the project, discuss the initial assessment (Task 2 deliverable) and finalize the work plan/schedule.
- Consultant will conduct a series of focus group interviews to determine strengths/weaknesses in the zoning code:
  - Chattanooga-Hamilton County Regional Planning Agency



- City of Chattanooga Land Development Office
- 3-5 small focus group interviews with stakeholder groups as identified and schedule by the RPA/ECD
- 1-3 individual interviews, if determined necessary
- \*\*\*These small focus group and individual interviews will be schooled in conjunction with the City of Chattanooga Land Development Office Development Process Review project.\*\*\*

**Deliverable:**

- Develop finalized work plan/schedule
- Written notes/summaries for each interview documenting main themes.

**Task 4: Develop Draft Zoning Code Assessment**

Activity: Based on the information gathered in Task 2 and Task 3, the consultant will provide a draft detailed written Zoning Code Assessment capturing the main issues and opportunities that should be addressed by zoning code and process amendments.

**Deliverable #1:** The Assessment will specifically address the following:

- Summary of best practices from peer cities (from provided list or based on consultant's experience).
- Recommendations/approach for:
  - Identify outdated language
  - Identify additional definitions that need to be added
  - Identify better identified terms (definitions or other) to assist with enforcement
  - Address historic problems and unclear language in the ordinance
  - Review historic list of zoning conditions for possible inclusion in updated ordinance
  - Review range of existing districts
  - Review uses by right vs. uses by special permit (assessment of current and future special permits)
  - Review common variance requests to see if amended language is required
  - Identify gaps in ordinances and zones for deletion
- Conduct a review of peer cities to determine best practices and review the Chattanooga Zoning Ordinance for consistency with best practices.
- Identify missing zoning districts/uses to accommodate new/emerging housing, commercial and industrial development trends;
- Identify opportunities to improve the regulations to promote housing affordability;
- Areas of consistency and inconsistency between existing City policies and practices, the adopted plans, and the existing ordinance language

The draft assessment is for internal RPA and City of Chattanooga review only. The RPA will provide the consultant a compiled list of comments/input on the draft. The RPA will provide direction to consultant as to what high priority projects to focus on for Task 5.

**Deliverable #2:** Consultant provides in-person high-level overview of the project to date and summary of initial findings to Chattanooga City Council (this meeting will be held on a Tuesday afternoon). Consultant provides RPA a copy of the presentation for agency use at other meetings.

### **Task 5: Finalize the Zoning Code Assessment and Conduct Outreach**

Activity: Based on the RPA-compiled feedback in Task 4, the consultant will finalize the assessment.

In addition to the Deliverable #1 in Task 4, the consultant is expected to develop up to three high-priority needed amendments.

**Deliverable #1:** Finalize Zoning Code Assessment

**Deliverable #2:** Develop up to three high-priority needed amendments

**Deliverable #3:** Consultant provides in-person final overview of the project and its findings Chattanooga City Council (this meeting will be held on a Tuesday afternoon). Consultant provides RPA a copy of the presentation for agency use at other meetings.

### **Successful performance will be measured during the process partially by:**

- 1) Consultant and RPA develop a project scope of work and schedule confirming all work will be completed within the contract time with identified milestones/timelines for tasks and deliverables.
- 2) Consultant is conducting tasks and providing deliverable(s) as required by the scope of work attached to the contract.
- 3) Consultant provides monthly progress reports with invoice.
- 4) Consultant identifies early when level of effort is more than expected as part of the scope of work and is willing to discuss whether services in question are part of the scope of work prior to initiating the task.
- 5) Consultant provides quality written and verbal (presentations) products requiring little to no content editing by staff.

### **Performance Location(s):**

The RPA expects much of the project coordination to occur via conference call. All in-person/local meetings will be held at the Development Resource Center, 1250 Market Street, Chattanooga, TN 37402 or elsewhere in the city of Chattanooga.

## **RESOURCES**

The following applicable resources may be found online:

- City of Chattanooga Zoning Ordinance (Chapter 38 of the Chattanooga City Code- note that the Downtown Form-based Code is contained in this ordinance):  
[https://library.municode.com/tn/chattanooga/codes/code\\_of\\_ordinances](https://library.municode.com/tn/chattanooga/codes/code_of_ordinances)
- Regional Planning Agency Comprehensive Plan:  
<https://chcrpa.org/index.php/planning-projects/comprehensive-plan/>

## **Additional resources**

RPA Place Types Framework

<https://chcrpa.org/>

## **CONTRACT TERM**

Any blanket contract resulting from this RFP is expected to be for a duration of one (1) year with two (2) optional one (1) year renewals.

## **Experience and Qualifications**

The following are preferred:

1. Consultant is expected to have nationwide expertise in both conventional/Euclidean and form-based zoning ordinance/code assessment and development.
2. Consultant firm is expected to have a thorough grounding in Tennessee state law regarding zoning, planning commissions and boards of zoning appeals and the processes related to each.

## **PROPOSED COMPENSATION**

Respondent must submit a clear, detailed, all-inclusive cost proposal.

# RFP PROCESS

## Initial Screening

The initial screening of submitted proposals will occur as soon as practical following the opening. The initial screening process will involve evaluating all proposals for completeness, clarity, and conformity to all RFP requirements.

**Proposals not meeting minimum requirements may not receive further consideration.** The City, at its sole judgment will determine if a proposal is viable.

For a list of required submission materials, **see the CHECKLIST OF REQUIRED SUBMISSION MATERIALS.**

**Proposals missing required submission materials generally will not receive further consideration.**

## Proposal Evaluation

Viable proposals will be evaluated by an Evaluation Committee.

## Evaluation Committee

A committee consisting of individuals selected by the City will receive and evaluate all viable Proposals. Each Proposal will be awarded a maximum of 5 points based on the evaluation criteria.

A Proposer may be selected based solely on evaluation of viable written Proposals. The City reserves the right to determine whether or not a Proposer can be selected based solely on the viable written Proposals submitted.

## Selection of Finalist(s) and Formal Presentations

In the event that a Recommended Awardee cannot be selected solely on the Proposals submitted, the City may invite any number of qualified firms for formal presentations. Selection of Proposers for Finalist formal presentations (if any) and for contract negotiations will be determined based on an objective evaluation of the criteria listed above. Formal presentations provide an opportunity for clarification of the proposal submitted and an opportunity to ensure that a thorough, mutual understanding exists. A presentation may not be required, and therefore, **complete information must be submitted with a proposer's proposal.**

The Evaluation Team may revise the initial scores based upon clarification of proposal(s) received in this phase. If your company is invited to give a presentation, the offered dates may not be flexible. After review of the proposals and formal presentations (if any), the Evaluation Team will make a recommendation. The City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City may select the highest ranked Offeror(s) as finalist(s) if it is in the best interest of the City. The City may negotiate an agreement.

The City reserves the right to invite any number of Proposers if the quality of the Proposal(s) so merit(s) or other circumstances justify doing so.

Presentation costs are not compensable.

## Selection of Awardee(s)

After review of the Proposals by the Evaluation Committee and after Formal Presentations, if any occur, the City may, at its sole option, elect to reject all proposals 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) or the proposal(s) that is(are) in the best interest of the City to negotiate agreement.

## Evaluation Criteria and Scoring

In preparing responses, Proposers should describe in detail how they propose to be the best possible Agent for the City.

The minimum categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposer for the contract, are as follows:

- **60 percent: Competence and Approach**
  - **30 percent: Competence to Perform the Scope of Work**
  - **30 percent: Approach to the Scope of Work**

Includes an understanding of the RFP, the Scope of Work, and knowledge of applicable laws and regulations related to the scope of work.

- **30 percent: Qualifications, Experience, Reference Projects, and References**

Includes the ability to provide the requested scope of services, financial capacity, and experience, including that of conducting work of a similar scope for a region of similar size.

- **10 percent: Price Proposal (Price/Cost/Value)**

Selection of Proposals for any reason will be determined based on an objective evaluation of the criteria listed above.

## Tentative Timeline for RFP

The following represents a tentative outline of the process currently anticipated by the City:

- |  |  |
|--|--|
| • <b>Written Questions Deadline</b>    | <b>November 27, 2019, 4:00 pm, est</b> |
| • <b>Sealed Proposals Due</b>          | <b>December 18, 2019, 4:00 pm, est</b> |
| • Evaluation and Contract Award Period | December/January, 2020                 |
| • Contract Execution (if any)          | February, 2020, or later               |

## GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in the format specified in this document for time-stamping to the Purchasing Division, City of Chattanooga, by **no later than 4:00 p.m., e.s.t., on December 18, 2019**, to the attention of:

City of Chattanooga/Purchasing  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7231

**Late or misdirected proposals shall be rejected and offered for return at the expense of the Offeror. Postmarks are not accepted. E-mailed proposals are not accepted. Incomplete proposals are not accepted.**

## REQUESTS FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing as specified here, and will be accepted **until 4:00 pm, est, on November 27, 2019**, and shall be sent to:

Preferred method: email to [rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) with Subject line reading: **QUESTION: RFP No. 191852 Zoning Code Assessment Services**

Alternative method: mail or fax with clear marking on outside of package or cover sheet **QUESTION: RFP No. 191852 Zoning Code Assessment Services**

City of Chattanooga Purchasing Division  
101 East 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402

Phone: (423) 643-7231  
Fax: (423) 643-7244

**Questions will be answered by Addendum to be posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> as soon as possible after the deadline for questions.**

Communication During The Entire RFP Process Until a Contract Is Issued

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

Number of Copies and Format

Proposer shall submit three (3) complete copies of the proposal as follows: **one (1) original - unbound; one (1) copy - bound; and one (1) electronic copy in PDF format** on a flash drive or jump drive. Discs will not be accepted. All proposals shall be submitted in a sealed, non-transparent envelope or box clearly labelled with the issuer's name, address, and phone number, and "**RFP No. 191852 Zoning Code Assessment Services**" on the label or outside of box or envelope.

**ALL COPIES MUST BE COMPLETE AND IDENTICAL TO THE ORIGINAL, INCLUDING COPIES OF SIGNATURES, NOTARY STAMPS, ETC.**

Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurred Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.



### Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

### Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

### Proposal Expiration

A Proposal shall be valid for four (4) months from the RFP due date. A proposal that is accepted by award will be incorporated into the contract.

### General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

### General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions posted at:

[http://www.chattanooga.gov/images/City\\_of\\_Chattanooga\\_-\\_Standard\\_Terms\\_and\\_Conditions\\_Revised\\_7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

### **Exceptions to City of Chattanooga Standard Terms and Conditions**

Label a separate response section detailing any exceptions to the (a) RFP and/or to the (b) City of Chattanooga Standard Terms and Conditions as posted at:

[http://www.chattanooga.gov/images/City\\_of\\_Chattanooga\\_-\\_Standard\\_Terms\\_and\\_Conditions\\_Revised\\_7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

The City of Chattanooga Standard Terms and Conditions will apply to any agreement resulting from this solicitation. Only exceptions that are specified within a solicitation response submission packet will be considered for potential negotiation by the City. Negotiation is not guaranteed.

Format Required: Please isolate and reference the specific Section of the City of Chattanooga Standard Terms and Conditions to which an exception is taken, and provide alternative language for that specific section. Please do not simply provide a full replacement Terms and Conditions document.

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response.

Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response.

Solicitation preparation costs are not compensable.

**Contract Administration Activity**

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings as described in this document or as otherwise required by the City Purchasing Division.

## CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

Upon opening, proposals will be examined for the presence of these required materials and **may be rejected** if **all** items, completed as asked, are not included:

1. **Sealed Envelope or Box** - exterior surface MUST be labelled with “**RFP 191852 Zoning Code Assessment Services**” and proposer name, address, and phone #
2. Complete Proposal Response Narrative - must address Scope of Work and Proposal Response portions of this document.
3. **TABBED sections as follows:**

TAB 1 Firm’s Cover Letter, Signed by Authorized Person

TAB 2 Any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; MUST be submitted with response to be considered

TAB 3 PROPOSAL RESPONSE NARRATIVE

TAB 4 Pricing/Proposal Cost Summary

TAB 5 VENDOR INFORMATION requested on pages 3-5

TAB 6 ALL Forms below under #4:

4. **Completed, dated, and signed forms that **MUST** be present with submittal:**

Completed and signed RFP cover page providing contact for RFP

Proposer Qualification Data Form

W-9

Supplier Information Form

Experience Reference Form(s)

Iran Divestment Act Form

Affirmative Action Plan Form

No Contact/No Advocacy Affidavit

Any and all signed **Addenda cover pages** from Addenda documents posted to [www.chattanooga.gov](http://www.chattanooga.gov), then Bids Solicitations, related to this solicitation item. These postings may occur up to 48 hours before the RFP due date/time. For addenda posted in the last ninety-six (96) hours before the due date/time, properly identified, signed addenda cover pages to accompany proposals that have already been shipped will be accepted by e-mail to [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov).

**OMISSION OR INCOMPLETE SUBMISSION OF ANY REQUIRED FORMS MAY  
RESULT IN THE DETERMINATION THAT THE PROPOSAL IS UNRESPONSIVE  
AND  
IN SUBSEQUENT REJECTION OF THE PROPOSAL.**

## PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures, after contract execution.
2. Invoices
  - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

Cc: [lledford@chattanooga.gov](mailto:lledford@chattanooga.gov)

- b. Contractor's Invoice must list a valid Email Address for billing questions and inquiries.
    - c. Contractor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
    - d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Contractor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
    - e. Invoices to the City shall reference the Purchase Order number.
    - f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
    - g. Any Contractor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
    - h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

## PROPOSER QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all "doing business as" names, if any, associated with the company):

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2. Proposers federal tax identification number: \_\_\_\_\_ (Attach Form W-9)

3. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

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4. The date the proposer was organized in its current form:

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5. If a corporation or limited liability company, the state where it is formed:

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6. Is your company registered with the Tennessee Secretary of State?

- a.  YES  
b.  NO - Please explain

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7. How many years have you been engaged in the business described in this solicitation, under your present firm or trade name:

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8. Describe any pending plans to reorganize or merge your organization.

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9. Have you or any officers and/or directors of your company ever been debarred or suspended by a government from consideration for the award of contracts?

a.  YES - Please list the contract party, and explain

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b.  NO

10. Have you or any officers and/or directors of your company ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a.  YES - Please list the contract party, and explain

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b.  NO

11. Have you or any officers and/or directors of your company ever been charged with liquidated damages on a contract?

a.  YES - Please list the contract party, and explain

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b.  NO



## City of Chattanooga Supplier Information Form

Business Name: \_\_\_\_\_

PO Address: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

If your business Tax Filing Status is Individual/Sole Proprietor or a Partnership and you provide a service to the City of Chattanooga, you will be issued a 1099 Form for the preceding Tax year. Please indicate which address you wish your document sent to if applicable:

1099 Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Primary Fax Number: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Are you Providing: (Check All That Apply)

Service	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Goods	<input type="checkbox"/>		
Both	<input type="checkbox"/>		

Vendor Type (Must be Marked-Check All That Apply)

MBE-Minority Business Enterprise	<input type="checkbox"/>
WBE-Woman Business Enterprise	<input type="checkbox"/>
SDVBE-Service Disabled Vet Business Enterprise	<input type="checkbox"/>
LGBTE-LGBT Business Enterprise	<input type="checkbox"/>
None of the Above	<input type="checkbox"/>

Preferred Payment Method

Check	<input type="checkbox"/>
ACH	<input type="checkbox"/>

ACH-Please provide remittance notice email and complete Separate City ACH Authorization Form:

\_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## Experience Reference Form

**Bidder/Offeror:** \_\_\_\_\_

*(Attach as many copies of this form as may be needed)*

### Reference

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Service Date Range:

\_\_\_\_\_

Firm Name for Contact Person: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone Number for Contact Person: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

### Reference

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Service Date Range:

\_\_\_\_\_

Firm Name for Contact Person: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone Number for Contact Person: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

**Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.**

**Vendor Disclosure and Acknowledgement**

**By submission of this bid, each proposer and each person signing on behalf of any proposer 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 proposer 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>

## **Affirmative Action Plan**

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals 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 the 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 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, 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 workers' 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. 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. Seek and maintain contracts with minority groups and human relations organizations as available.

- 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.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)

**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: \_\_\_\_\_