

Request for Qualifications

Professional Services For

The Amnicola Fleet Fueling Station

Contract Number: E-17-004-101

City of Chattanooga, Tennessee

October 2017



Section 1

Introduction

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR
THE AMNICOLA FLEET FUELING STATION

CONTRACT NO. E-17-004-101
CITY OF CHATTANOOGA, TENNESSEE

1.0 INTRODUCTION

1.1 BACKGROUND

The Fleet Management Division being a part of the Public Works Department of the City of Chattanooga is responsible for the fleet maintenance and fleet fueling for the City of Chattanooga. Currently the City maintains a fleet of 1472 vehicles, that range from 698 passenger cars/SUV's, 367 Light/Med/Heavy Trucks, 12 Motorcycles, 50 pieces of Fire Trucks, 27 Garbage Trucks, 27 Knucklebooms, 70 pieces of Heavy Off Road Equipment, etc.

These vehicles are serviced daily at three Fleet Fueling Stations for gas and diesel along with a mobile Fleet fueling truck. The location of the existing fueling stations are as follows; 1) 1001 E. 12th Street, which is the primary fueling station for most of the City's fleet; 2) Moccasin Bend Waste Water Treatment Plant which is primarily used by the Waste Resource Division; and 3) 909 Wisdom Street which has recently converted over to Police use only, because of security and safety concerns. These three facilities will continue serving the needs of the fleet in these locations. The yearly consumption of gas for the City is 527,250 gallons and for diesel is 370,810 gallons.

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 a new Fleet Fueling Station at the City's current Amnicola Campus, so as to provide fueling needs for both gas and diesel vehicles, for passenger vehicles as well as the entire array of fleet vehicles. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

1.3 DESCRIPTION OF PROJECT SCOPE

This Fleet Fueling Station will service both passenger vehicles and heavy trucks on a daily basis. The station should have multiple aisles with multiple pumps on each aisle. The Capacity of the underground fueling tanks should be designed to meet the need of the daily fueling load with the expectation of refueling on weekly or monthly basis based on the tanks being right sized. The design and specifications of the fuel pumps should be compatible with the City's existing Fuel Management System for dispensing and recording through electronic key means. The Station should also have an oil and fluid dispenser that is controlled by the use of the electronic key system as well. In addition, there shall be at least two air filling, two autovac systems and two water dispensing locations. The site shall have both male and female restrooms, and an IT Closet with HVAC to house the necessary IT equipment to manage the fueling system as well as security cameras, etc. The design shall include a backup power source. While the facility

shall be designed to accommodate WB60 and smaller vehicles, it should also be right sized to minimize the footprint and the Green Infrastructure requirements, as well as allow space as possible for the civilian parking needs of the Police Service Center and 911 Call Center. The project will be subject to all Federal, State and Local Permits and Regulations.

Below in **Figure 1** - shows the existing location of the civilian parking area at the corner of Amnicola Hwy, Wisdom Street and Elmendorf Circle. This site is expected to be the new Amnicola Fleet Fueling Station. This site is located in the middle of the Amnicola Campus, with the Police Service Center and 911 Call Center located just on the north side of Wisdom Street, with Fire Administration offices located to the immediate east across Elmendorf Circle, the Fire Facility Services building being at the end of Elmendorf Circle at Amnicola Hwy, just a half a block south, the Amnicola Fleet Maintenance Building located at 3102 Belle Arbor Avenue, just one block east on Wisdom Street, and the Fire Training Center located at 3200 Amnicola Hwy, just a block south on Amnicola.

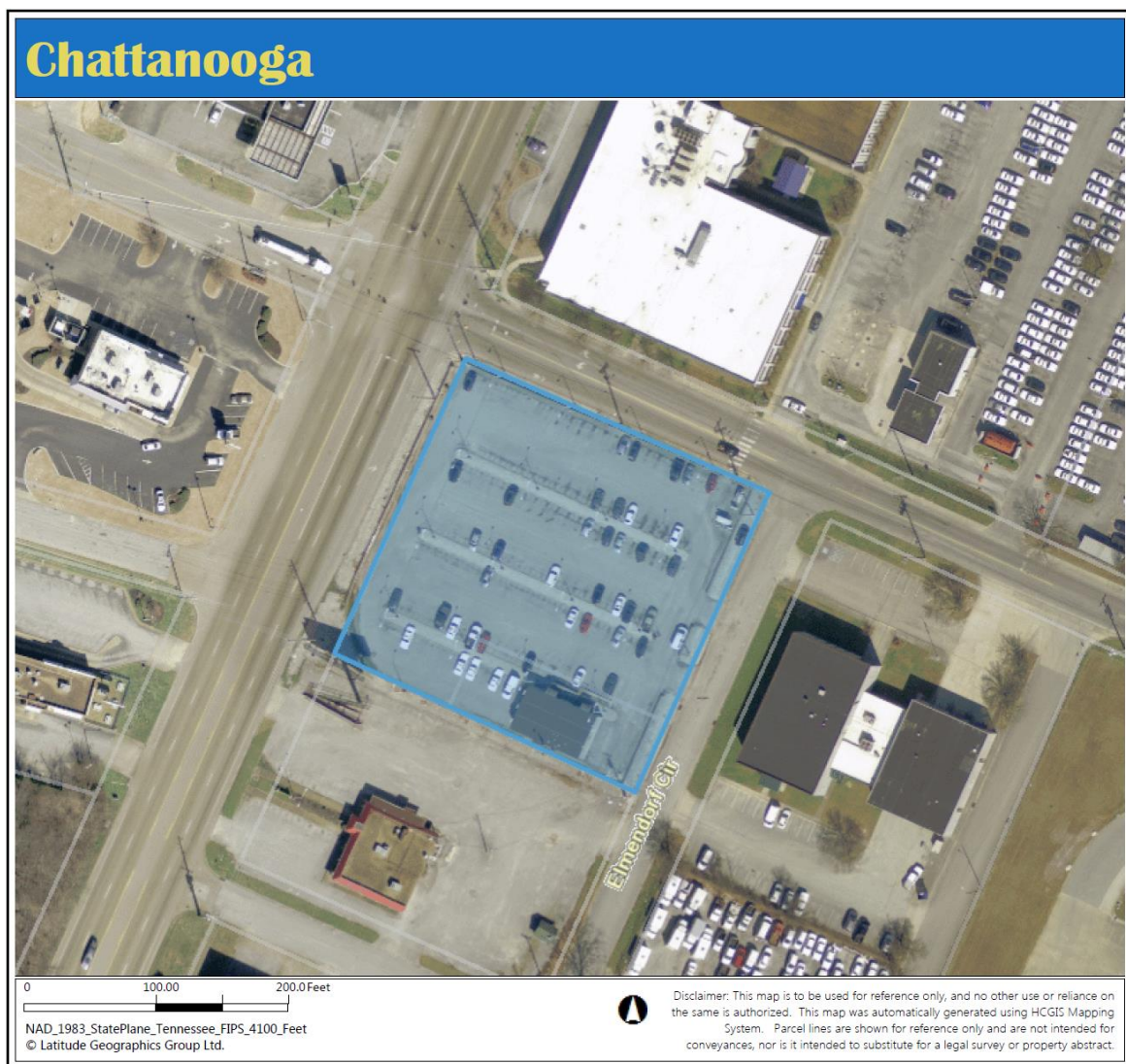


Figure 1 - Proposed site is located at the corner of Amnicola Hwy, Wisdom Street and Elmendorf Circle.

In addition to the existing needs for a fueling station in this area, it is also being driven by Public Works plans of relocating their Solid Waste operations from the Paul Clark

Service Center at 1004 E. 12th Street to the existing Brush Facilities at N. Hawthorne Street, just 1.5 miles northeast of the proposed site. This close proximity will still allow for the brush trucks, garbage trucks, knucklebooms, etc. to fuel either at the beginning or the end of their shifts without having to alter off of their designated routes.

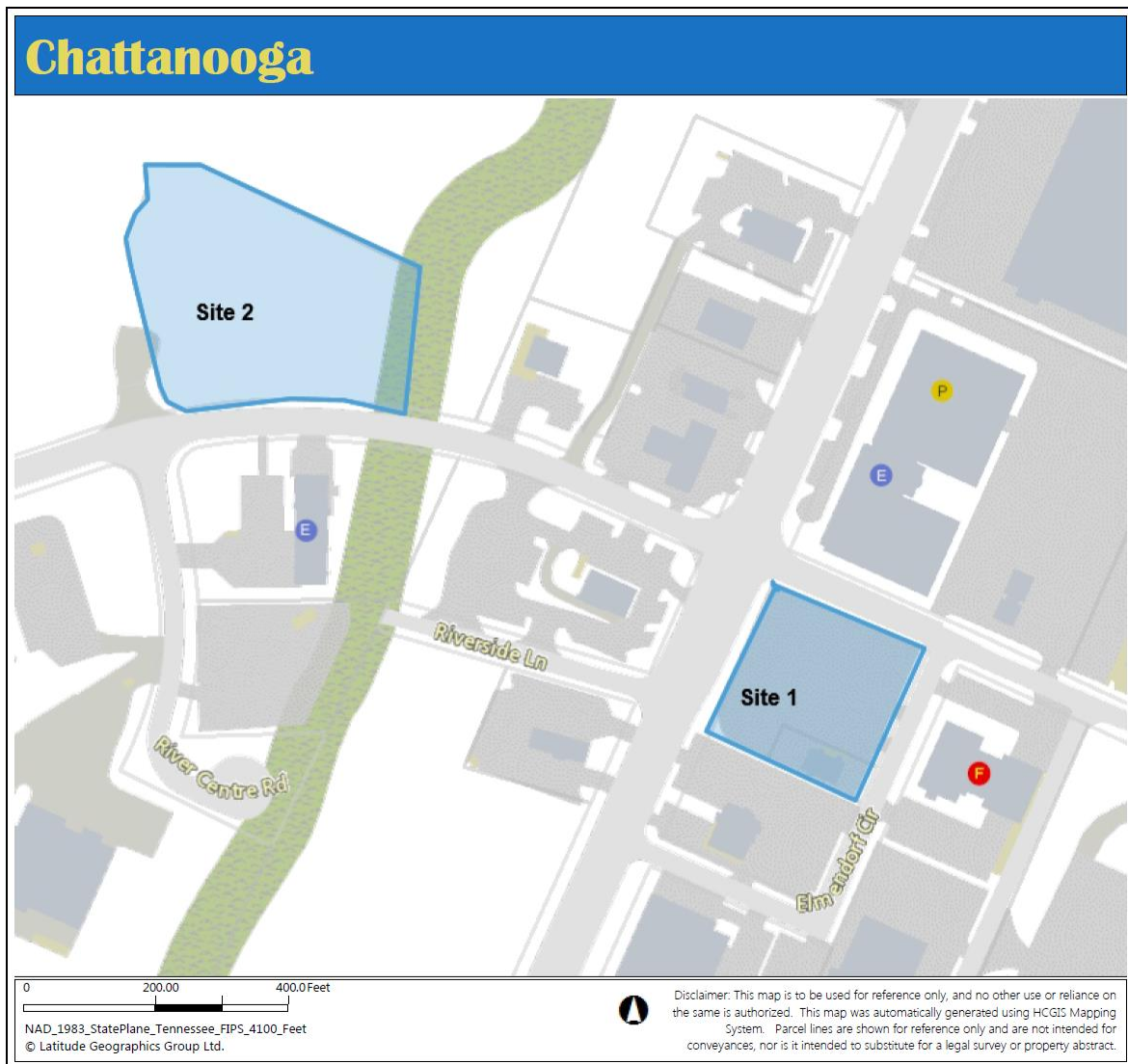


Figure 2 – The proximity of Site 2 to Site 1.

The City has identified a second site as a potential location for the Amnicola Fleet Fueling Station. The site is currently owned by the City and County and if chosen would require a Mandatory Referral process to change title into the City's sole ownership. In addition, expectation is the site may be subdivide to right size the site for its intended use, or potentially acquired in whole and purposed for a future secondary use.

Section 2

Qualifications Package Instructions

2.0 QUALIFICATIONS PACKAGE INSTRUCTIONS

2.1 GENERAL

Seven (7) bound copies, one (1) unbound original copy, and an electronic copy in Word or 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 **“E-17-004-101 – The Amnicola Fleet Fueling Station.”** The original and copies of the QP shall be indexed with tabs for each section.

All QPs shall be submitted no later than **4:00 p.m. EDT, on Friday, December 1, 2017** to the attention of:

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

NOTE: QPs shall address only the information requested in the RFQ. The City is not interested in “fluff or filler.” It is interested in the resumes of the people that will be working on the project and descriptions of similar projects on which they have worked independently or together. Resumes of others who will not be working on the project or project descriptions that are not recent or not relevant to the RFQ are not wanted.

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 Amnicola Fleet Fueling Station** 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 15 day written Notice of Award.

2.4 PRE- RFQ CONFERENCE

No Pre-RFQ Conference is scheduled.

2.5 FACILITY VISIT

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

2.6 ADDITIONAL REQUESTS FOR INFORMATION

Any additional requests for information must be directed in writing to the City by **4:00 p.m. EDT, on Friday, November 17, 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 Monday, November 27, 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
Purchasing@chattanooga.gov
Phone: (423) 643-7230
FAX: (423) 643-7244

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

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 facsimile numbers, 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.

3.2 QUALIFICATIONS AND EXPERIENCE

The Consultant shall provide the following regarding technical qualifications and experience dealing with The East Lake YFD Center.

- 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 of each team member.

C. Previous Experience With Similar Projects

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.

3.3 PROPOSED SCOPE OF WORK

A. General Scope of Work

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 Amnicola Fleet Fueling Station**.

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 Avondale Youth and Family Development Center.

1. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to The Avondale Youth and Family Development Center. Furnish copies of all required permits and approvals to the City.
2. 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 Avondale Youth and Family Development Center. Furnish a copy of all required reports to the City in a timely manner.
3. The Consultant shall coordinate its work with the operating schedule of the City as required.
4. The Consultant shall conduct the work related to The Avondale Youth and Family Development Center in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
5. The Consultant shall provide adequate supervision, and technical and managerial oversight of the Consultant's employees, subcontractors, and agents.

B. Specific Scope of Work

The Consultant shall provide professional services for the development and delivery of **The Amnicola Fleet Fueling Station**. (i.e. – plans, specifications, etc.) for the construction project described earlier in this RFQ.

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 proposed project sites to determine pros and cons for selection of the future site. To include a conceptual layout for each site for placement of the new facility.
- ii. Coordinating with City and regional personnel (i.e. –Water Quality Group, LDO, TDEC, utility companies, etc.)
- iii. Establishing Rights-Of-Way and front property corners.
- iv. Designing the project in compliance with all Federal, State, and/or Local rules, regulations, laws and/or guidelines.
- v. Preliminary Design review meeting at 30% completion with City and other identified stakeholders.
- vi. Design Plans review meeting at 60% completion with City and other identified stakeholders.
- vii. Final Plans review meeting at 95% completion with City and other identified stakeholders.
- viii. Preparing Bid Documents for Bid Advertisement.

- 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. Provide Geotechnical Services for investigation of rock and soil determination, perform Environmental Site Assessments (ESA's) Phase 1 and 2 for both sites.
 - b. Provide Professional Surveying Services for establishing property corners, property lines and platting requirements.
 - c. Provide services related to the Mandatory Referral process.
 - d. Providing CEI / Resident Project Representative (RPR) services.
 - e. 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.
 - f. Other services that may be required.
1. The design of the new facility should utilize building systems that are durable, energy efficient, vandalism free, security mindful, while at the same time providing minimal maintenance requirements. In addition to the design of the physical building layout and materials, the other building systems such as HVAC, Electrical and Plumbing should utilize energy efficient systems that promote sustainability, energy efficiency, while also providing future lower maintenance cost and promoting the use of natural lighting to its best extent.
 2. Consultant may be asked to provide up to three conceptual layouts of the proposed facility in a site plan view and elevations of each for the City to review and select at a design review meeting within 3 weeks of the Notice To Proceed.
 3. Provided as **Attachment A - Proposed Project Timeline for Amnicola Fleet Fueling Station.**
 - a. Expectation is to perform ESA's Phase 1 and 2, within the first 45 days.
 - b. Once the conceptual layout has been approved, the consultant shall proceed with 30% plans, at which time a second design review meeting will be held, within 30 days of the conceptual approval.
 - c. Once the 30% plan has been approved, the consultant shall proceed with 60% plans, at which time a third design review meeting will be held, within 30 days of the 30% approval.
 - d. Once the 60% plan has been approved, the consultant shall proceed with 95% plans, at which time a forth design review meeting will be held, within 30 days of the 60% approval.
 - e. Once the 95% plan has been approved, the consultant shall proceed with Bid Documents to be ready within 14 days. Anticipated Advertisement date June 28, 2017.
 4. Consultant shall perform Bid/Award Services, to include but not limited to a Pre-Bid Meeting, answering bidder questions, preparing addendums as required, participation at the Bid Opening, preparing the Bid Tabulation and submitting a Letter of Recommendation.

5. Consultant shall perform Construction Administration Services, to include but not limited to a Pre-Construction Meeting, onsite bi-weekly progress meetings, minutes of all meetings, review and approval of submittals, submittal logs, review and approval of pay applications, respond to contractors RFI's and prepare CRF's as required. Consultant shall walk the site bi-weekly to view the progress and perform a Final Walk-Thru at the completion of the project and perform a Punchlist and provide a Substantial Completion Form to the City.
6. Consultant shall provide electronic as-built drawings at the conclusion of the project, to include location of all utility lines, drainage pipes, etc. within the 10 foot limits of the building footprint as described in Section 3.4.C City Supplied Services.

3.4 CITY SUPPLIED SERVICES

- A. 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.
- B. The City has already completed a full site survey of the project location to be given to the consultant to use for the horizontal and vertical control for the project.

3.5 FINANCIAL RESOURCES

The Consultant shall provide documentation that the firm is of sound financial standing and have the financial ability to work in the capacity of professional services.

3.6 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.

3.7 LENGTH OF CONTRACT

The length of contract is expected to be for the duration of the project.

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.

4.3 SELECTION CRITERIA

Selection of Consultants for formal presentations and the selection of one (1) consultant for contract/agreement negotiation will be based on an objective evaluation of the following criteria:

A. General

- a. Proposal and/or SOQ properly interpret the Request for Qualifications.
- b. Proposal and/or SOQ contain no technical errors.
- c. Proposal and/or SOQ contain no discrepancies, omissions, ambiguous, and/or misleading statements.

B. Problem Statement and Background Summary

- a. Proposal and/or SOQ demonstrate good understanding of the problem.

C. Proposal Plan (Objectives and Tasks)

- a. Proposal and/or SOQ cite specific tasks clearly.
- b. Difficult areas are identified and details for overcoming them are given.
- c. Proposal and/or SOQ represent a novel idea or technical approach that is worth considering.

D. Products and Implementation

- a. Proposal and/or SOQ clearly define products to be delivered at phase/project completion.
- b. SOQ includes a practical, realistic implementation plan, and schedule, showing a familiarity with City procedures and policies, as well as demonstrated ability to meet budgets and schedules without compromising sound engineering practice for similar projects.

E. Staffing and Facilities

- a. Availability of personnel is clearly defined.
- b. Proposal and/or SOQ show a depth of qualified personnel.
- c. Personal qualifications and education are directly related to the requirements of the project.
- d. Key personnel have direct experience and accomplishments with this type of project.
- e. Proposal and/or SOQ show ability to manage a project of this size.
- f. Proposal and/or SOQ include plans for specific key personnel assignment.

- g. Project does not depend excessively on Sub consultants/Subcontractors or recruited personnel.
- h. Submitter's location will not hinder project completion.
- i. Sub consultants/subcontractor's location will not hinder project completion.

F. City Involvement

- a. City involvement is clearly described and quantified.
- b. City involvement is not excessive.

c. Submitter's Record of Past Accomplishments for the City

- d. Submitter satisfactorily completed past projects.
- e. Submitter met scheduled commitments.
- f. Submitter was cooperative and flexible.

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 and possibly formal presentations, 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.