

PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL

Request for Proposals for the City of Chattanooga, TN

Proposals will be received at 101 East 11th Street, Ste. G-13, Chattanooga, TN, 37402, until 4:00 p.m. E.S.T. on Friday, December 23, 2016.

Requisition No.: RFP – 146587
Ordering Dept.: Chattanooga-Hamilton County Regional Planning Agency (RPA)
Buyer: Deidre Keylon / dmkeylon@chattanooga.gov
Phone No.: 423- 643-7231
Fax No.: 423- 643-7244

Request for Proposals for a Web-Based Rideshare Matching, Transportation Mode Tracking, Air Pollution Emissions Reduction Calculator, and Integrated User Rewards/Incentives Program

******REQUEST FOR PROPOSALS MUST BE RECEIVED******
NO LATER THAN

4:00 PM E.S.T. on Friday, December 23rd , 2016

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 the Website are applicable:
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

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.

PLEASE PROVIDE US WITH THE FOLLOWING

Company Name: _____
Mailing Address: _____
City & Zip Code: _____
Phone/Toll-Free No.: _____
Fax No.: _____
E-Mail Address: _____
Contact Person: _____
Signature: _____

**REQUEST FOR PROPOSALS (RFP):
CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING AGENCY**

**WEB-BASED RIDESHARE MATCHING, TRANSPORTATION MODE TRACKING,
AIR POLLUTION EMISSIONS REDUCTION CALCULATOR AND INTEGRATED
USER REWARDS/INCENTIVES PROGRAM**

Please note that awarding the contract for services regarding the continuation of the three-year Green Trips program detailed in this RFP is contingent on CMAQ funding that has been applied for and receipt of which is expected to be confirmed (either positively or negatively) by early December 2016. The Chattanooga-Hamilton County Regional Planning Agency and Chattanooga-Hamilton County-North Georgia Transportation Planning Organization make no claim to continue with the Green Trips project should the funding request be denied. Interested parties should submit proposals accordingly.

Overview

Green Trips is a Transportation Demand Management strategy designed to shift demand from single-occupant vehicle trips to other modes of travel by incentivizing individuals' walking, bicycling, carpooling, public transportation trips and telework / compressed workweek schedules. The program encourages both the initial behavior change as well as a continued preference for taking Green Trips through a web-based transportation mode tracking, incentive and ride-matching platform. This request for proposals is for a continuation and expansion of the services offered through the existing Green Trips program as detailed below.

Lead Agency

The Chattanooga-Hamilton County Regional Planning Agency (RPA) will be the lead agency with support of the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization (CHCNGA TPO). The TPO is a federally designated Metropolitan Planning Organization (MPO).

MPOs such as the CHCNGA TPO which have a population greater than 200,000 are further classified as Transportation Management Areas (TMAs). These areas have additional federal requirements for monitoring and maintaining their transportation system. Air quality also plays an important role in the Chattanooga region's transportation planning activities. Effective October 24, 2016, the area is considered a formerly designated nonattainment area for particulate matter at the 2.5 micron and will no longer be subject to any air quality Transportation Conformity requirements. However, to avoid slipping back into poor air quality, the TPO continues all its efforts towards reducing emissions and encouraging environmentally friendly modes of travel.

Purpose

The RPA is inviting qualified consulting firms or individual consultants to provide a web-based real-time trip matching service with an education and incentivization platform to encourage more sustainable modes of transportation (walking, biking, carpooling, public transportation, working compressed workweeks and telework). The platform must track single-occupancy vehicle miles avoided and emissions reductions achieved through participation in the Chattanooga Green Trips three-year Congestion Mitigation Air Quality (CMAQ) Improvement Program. This Request for Proposals is for:

1. A platform allowing users to create a Green Trips membership account to track their reductions in single-occupant vehicle use and accompanying cost, health and environmental benefits. Trips

- recorded in this system will be the basis for earning incentives under the incentive program (2). Proposals that detail not only in-system trip logging but also integration with transportation services and activity trackers such as Fitbit, MapMyRun, Strava, etc. will receive higher ratings.
2. An incentive program to encourage the adoption and increased use of Green Trips (non single-occupant trips) as a preferred transportation choice over driving alone.
 3. A ride-sharing, social engagement component that will allow users to find carpools and other trip partners. Platforms that demonstrate the ability to support administration of carpool and vanpool matching as well as provide support for Emergency Ride home services will receive higher ratings.

Preference will be shown to companies (or companies and subcontractors) that can fulfill all the components of the purpose of the RFP (above), however, if an applicant is unable to provide all components, the applicant may expressly state intentions to address only one or two of the three components specified above. The TPO strongly encourages submittal from firms that are or have partnered with Disadvantaged Business Enterprises including small businesses, disabled veteran-owned businesses, women-owned businesses, and firms owned by underrepresented ethnic groups. For more information on the City of Chattanooga's Disadvantaged Business Enterprise program, please visit www.chattanooga.gov/purchasing/general-info.

RFP Schedule

RFP Publication Date	November 28, 2016
RFP Questions Deadline	December 16, 2016
Submittal Deadline	December 23, 2016
Selection of Proposal	Mid-January, 2017
Anticipated Contract Award	Mid-January, 2017
Anticipated Notice to Proceed	February 1, 2017

Scope of Services

The RPA is accepting proposals from firms and/or individuals professionally qualified and having full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Proposals must demonstrate capacity to implement features listed as required, and priority consideration will be given to proposals which include those listed as preferred. If a required or preferred feature is unable to be provided, but the firm has the ability to provide a comparable/similar feature that can reasonably fulfill the same purpose it should be clearly noted and explained in the proposal.

The contract will be awarded upon confirmation of funding in November / December, and project work will begin in January / February 2016 for a three year period. If the company is not able to provide service within this timeframe, it should be addressed in the proposal.

ALTERNATIVE TRANSPORTATION TRACKING

Provide a platform where users can track their reductions in single-occupant vehicle use and accompanying environmental, health, and cost benefits.

Required:

- A Green Trips-branded website where members can log regular commutes as well as single-occurrence walking, bicycling, carpooling, vanpooling, and public transportation trips starting or ending in the TPO area, as well as logging trips avoided through telecommuting and by working a compressed work schedule.
- Registration must be a quick, simple process. Information collected during sign up should be customizable to capture specific data relevant to the program (email, employer/organization, ZIP code). Under no circumstances will member data be shared with third party organizations not directly involved with the Green Trips program.
- The basis for the incentive points earned by members will be the number and frequency of Green Trips (trips taken by walking, bicycling, carpool, public transportation or trips avoided by telework or working a compressed workweek), and as such the provider of this component (if distinct from the provider of the incentive service) must agree to coordinate with the incentives provider to allow for a seamless user experience between the two systems.
- Functionality must be equally accessible and convenient on desktop computers and mobile devices.
- Employers or other organizational groups will receive (at no additional cost to them) customizable access sites for the Green Trips system. These sites must be visually tailored to the organization's existing brand identity, and provide functionality and reporting specific to the activities of their members.
- Users may log multiple trips per day, with a round trip counting as two trips, (e.g., to accommodate a carpooled commute to and from work, a shared ride to a meeting or lunch from work, and an errand taken after one arrives home by foot or bike).
- Trips must have specific and distinct starting and ending points for accurate mileage calculations, to verify that they are occurring within the TPO region and are transportation (as opposed to recreational) in nature.
 - A flagging mechanism or other method to verify the veracity of the self-reported information will be in place for the verification of suspicious activity, such as possible duplicate entries by people using more than one user ID or recreational 'trips' reported as transportation commutes.
- The platform must calculate and display a graphical representation of health, cost, and environmental benefits achieved through Green Trips.
- The system cannot permit logging of future trips or automatically populate recurring trips without user verification and approval.
- Individuals will be able to request deletion from the site with the ability to complete a short exit survey as part of the deletion process. Their trip data should be maintained in the system for program reporting indefinitely.
- The website and mobile supported site/application currently has or will develop the functionality to integrate with other transportation focused applications such as Strava, Map My Fitness, Fitbit, etc. Additionally, the website will integrate data from alternative transportation services active in the TPO area, such as Bike Chattanooga and CARTA. The data received must be filtered to remove recreational trips and only include transportation trips (commutes).
- The system will not count trips with both origin and destination points outside of the TPO area as Green Trips for points, and the system will be able to report exclusively on the trips logged with start and/or end points within the TPO area.
- The Regional Planning Agency (RPA) will be listed as the lead agency and the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization (TPO) will be listed prominently as a site/program sponsor.

Preferred:

- Automated engagement strategy increasing communication intensity over time between active sessions to encourage behavioral change and continued use of the system.
- Location-based prompts and/or real-time location tracking of multimodal, transportation trips. Please note that this feature must be optional, easily toggled on/off, and a complementary (not the primary) method of reporting or logging trips.
- The ability to log multimodal trips, for which segments are counted collectively as one trip (for instance biking to a bus stop and then taking the bus to the final destination or a carpool trip with a drive alone segment to a carpool stop resulting in a route deviation).
- Trips that do not start or end in the TPO area can be logged for personal tracking but should be filtered/scrubbed out of the program accomplishments reporting.
- The ability to bulk upload trips not tied to a specific user, such as in the case of an employer's vanpool.
- If the trip tracking service is distinct from the rideshare matching service, both must agree to coordinate user data to allow for a seamless user experience between the two systems.

INCENTIVE REWARDS PROGRAM

An incentivization program to encourage taking Green Trips as a preferred transportation choice over driving alone.

Required:

- A method for offering and managing ongoing incentives/rewards.
- Provider will obtain incentives with priority made to include locally owned/operated businesses throughout the TPO area. Incentives shall be from a wide variety of food, entertainment, retail, service and other providers to appeal to a wide user base.
- Provider will manage the distribution of incentives via email or mail (postage will be covered by provider), with preference given to digital delivery.
- Provider will distribute incentives in a timely manner (delivery of rewards no more than 2-3 business days after the recipients are determined and notified).
- After every reward cycle, provider will supply supporting documentation detailing recipients' information (name and email at a minimum) with reward details and verification of the delivery method (email or mailing date, redemption status if available) to Green Trips coordinators at the Regional Planning Agency.
- Incentives must be awarded based on number, frequency and type of trips taken, and as such must integrate with the trip tracking platform.
- Platform must support special competitions / challenges, and be able to provide incentives to a subset of users (e.g. carpool drivers) for specific durations (e.g. the month of October).

Preferred:

- Multiple ways to obtain incentives (e.g. drawings/contests, immediate redemption/downloads, and earning from consistent use of the program).
- 100% electronic rewards distribution system, with a single communication announcing the winner and delivering the incentive.
- Incentive schemes will be designed to entice first-time Green Trip takers as well as encourage the continued, consistent taking of Green Trips in order to encourage a preference shift for Green Trips.
- Integrated referral rewards system for new member outreach.
- Social media integration for promotion of rewards earned.

RIDE/TRIP MATCHING SYSTEM

A ridesharing, social engagement component that will allow users to find carpools and other trip partners.

Required:

- Members will be able to search for ride matches to or from any address / place name / map pinpoint (longitude-latitude) within the TPO area with various start and leave times within a specified and adjustable timeframe.
- Rideshare matches will be displayed on a map generated by vendor software showing origins and destinations of matches both near the origin and destination points and along the route. Third party mapping integration (Google maps, Bing maps, OpenStreetMap, etc.) preferred.
- Users will be able to control the proximity radius to start and end points as a way to increase or decrease the number of available matches.
- Members will have control over sorting and filtering options for their results (e.g. distance to origin, distance to destination, closeness of schedule match, etc.).
- Map location search results will sort by locations in the TPO area first (with preference given to sites that can order search results by proximity to user).
- This component must allow for single-trip matching, as well as regularly occurring trips.
- Users can save their commutes to be private or searchable by other members. These saved public commutes will not immediately notify potential matches by default. Trip match searchers must initiate potential match communication; no users will be automatically placed into ridesharing arrangements.
- Users will be able to set search parameters to filter potential matches by parameters including but not limited to smoking preference, transportation mode, driver/ passenger preference, schedule, and whether the potential match is a co-worker.
- For those who carpool/vanpool, information must be gathered on the year/make/model of vehicle used for the trip, whether the individual is a driver or passenger, and how many people were in the automobile for each segment of a trip (for accuracy in calculating emissions reduction for reports and to be displayed on the users' dashboards).
- System must provide information detailing various transportation modes with approximate comparative travel times to take the same trip (carpool, walking, bike, bus routes, bike+bus, etc.)
- Match list will show nearest transportation stop and users will be able to plan transit routes.
- Potential users can preview limited information (e.g. number of possible matches) about potential trip matches without actually registering.
- Emergency Ride Home administration will be included in the total cost of the rideshare component.
- Ride/Trip Matching platform must communicate with the Trip Tracking platform to be able to easily and seamlessly share member accounts and commute data.
- Administration capabilities for vanpool services.

Preferred:

- A rating system for carpool drivers and passengers.
- A route planning component allowing users to collaboratively plan their route using multiple alternative transportation modes.
- System should allow users to modify the route by preferred qualities such as quick, flat, bike-friendly, and fewest transfers (ex: <http://ride.trimet.org/#/>)
- The platform will allow Green Trips to provide administrative support for a potential vanpool service pilot project as a way to ascertain the efficacy of vanpools in the Chattanooga area. The platform for this vanpool service would need to be integrated with the Green Trips platform, so that users who were taking other Green Trips would be placed in the same community of users and able to participate in the incentive program.

- An emergency ride home service capable of arranging for and administering one-time, single-trip transportation. The Green Trips program does not wish to provide the transportation service, but will administer the service within the Green Trips system for ease of use for our members. This system must be capable of setting parameters for use (e.g. limited to one use per quarter, limited to users who three or more round-trip Green Trips per week).

ADDITIONAL SCOPE REQUIREMENTS

Data Collection, Accessibility and Reporting:

(All items required)

- For data analysis purposes, provider must collect registrants' sex, age bracket, home address with ZIP code, employer/organization (if applicable), and information on registrant's regular transportation mode(s).
- An email address must be collected in order to participate in the rideshare matching/trip logging service for contact and verification purposes.
- Data generated from the system will be based on users' self-reported information or reporting, and not based on extrapolation or deduction.
- Available reports will include, for specific timeframes (such as per year, per month, or per week) and for each mode of alternative transportation (i.e., carpooling/vanpooling, public transit riding, walking, cycling, telecommuting, and working a compressed weekly schedule):
 - Total number of active participants who have logged trips
 - Number of new participants
 - Number of participants who have not logged trips
 - Total number of trips logged
 - Miles traveled by alternative means
 - Vehicle miles avoided by alternative means
 - Route distance of users
 - Pounds of auto emissions avoided, including volatile organic compounds and nitrogen oxide.
 - The mandatory emissions to be quantified are CO, PM_{2.5}, VOC, and NOx. Preference will be given to systems that can capture reductions of other pollutants as well.
- RPA staff will be allowed to access the provider's alternative transportation data and generate reports listing the number of new participants signed up per month and other types of data.
- The information referred to above will be available by total users in the TPO region, by county in the region, by ZIP code, and by employer or organization.
- Trip origin and destination latitude and longitude must be available in reports provided; special consideration will be given to providers who can also supply travel route data.
- If available reports do not include necessary data for program's stakeholders, vendor shall create a customizable report and provide information in a timely manner at no additional cost.
- In addition to providing access to the data, the website's interface will allow for easy sorting along demographic (organization, profile characteristics, etc.) and geographic criteria.
- Website will have the capacity to create and customize surveys and the lead agency will be allowed to survey program members and access results in real time.
- Local Motor Vehicle Emission Simulator (MOVES) inputs will be used by service provider for calculating total area emission reductions in data provided, which may be updated with a new version if deemed appropriate by RPA-TPO. Bidders must provide their emission calculation methodologies, including how they determine emission factors, in their proposals.

- If the provider is not the previously established Green Trips platform provider, the new provider must incorporate all previously collected trip data since the beginning of the Green Trips program (June 2013 through present), retain all membership information, and accurately associate members with their corresponding trip data.
- A baseline report will be supplied that shows the integrated data before the launch of the new platform. This report will show the total number of participants in the region who have previously logged trips, the number of participants who have not logged trips, total number of trips logged, miles traveled by alternative means, vehicle miles avoided by alternative means, average route distance of users, pounds of volatile organic compounds avoided, and pounds of nitrogen oxide avoided. It will also provide this information by mode of alternative transportation, and by county in the region, by zip code, and by employer, organization, or school.
- In the event that the service provider's contract is not renewed following the termination or completion of the initial contract, the provider will supply a download of all trip data/information collected and a current listing of email addresses for all active users so that RPA may contact them to let them know about other rideshare and alternative transportation trip logging services.
 - If the information cannot be shared, provider will contact users on RPA's behalf to announce the new services.
- Website will support Google Analytics integration.

Communications:

Required:

- The website(s) must include text and/or graphic links to the lead agency's informational website, sponsors, partners, and various local transportation-related agencies (e.g. Chattanooga Area Transit Authority, Bike Chattanooga Bicycle Transit System, and Air Pollution Control Bureau).
- RPA staff must be able to update the landing page content, as well as provide users with announcements regarding upcoming community events that are related to alternative transportation. The provider shall assist the RPA with website design/code updates if needed.
- The system will have the ability to send customizable messages to all or a subset of members.
- An online tutorial/video, introductory step-by-step instructions, and a "help" function will be available to users. User assistance will be offered by the provider, by phone or email.

Preferred:

- Re-engagement emails will be sent automatically and with increasing frequency based on duration of inactivity to remind users who are no longer regularly logging trips to do so.
- Social Media integration for:
 - Single sign on
 - Identifying other Green Trips members already connected to new users on social media networks (note: users must be able to toggle their visibility relative to this feature)
 - Sharing receipt of incentives and availability for ride sharing.

Privacy / Security Measures:

(All items required)

- Safeguards will be in place to protect users' anonymity (for example, passwords, user names, inability for others to access users' home/work addresses without permission).
- Users will have a way to contact potential matches electronically without gaining access to their name, street address, or personal email addresses. However, email notifications are required.
- Users will have a way to report inappropriate behavior by other users.

- Users will have a way to filter their visibility to specific users or groups of users (e.g., smokers, users not in their employer-specific pool).
- While approximate user commute start and end locations will be displayed on maps of potential ride matches, this information will not be sufficiently detailed as to identify users' specific addresses.

Accessibility Considerations:

Required:

- American Disability Act (ADA) compliant. Website services will be open to all residents of the previously described TPO area who adhere to the terms of the user agreement.
- Users may view content and interact with the system in various languages with English and Spanish required.
- The program must be mobile friendly, providing full functionality on both desktop and mobile interfaces.

Preferred:

- Non-web based alternative for users without regular computer access (text or touchtone).

Technical and Hosting Requirements:

Required:

- Provider must include a description of all hardware, software, equipment and supporting maintenance required, and the professional services that are proposed (e.g., user assistance or summary reports).
- Provider must make an online demo version of their system available for review and testing.
- Provider must include a user guide, training plan and schedule for RPA employees.
- No special software will be necessary for enrollment in the program or for use of this service. Service must be available and accessible across a variety of web browsers, including but not limited to Microsoft Internet Explorer/ Edge, Google Chrome, Mozilla Firefox and Apple Safari.
- Provider will host the platform(s) using the iGreenTrip.org domain. Domain, SSL certificate, maintenance and hosting costs and routine website maintenance will be covered and provided by vendor.
- Timely response to website functionality issues will be provided.
- Provider must submit with proposal a data backup plan and schedule that ensures very little downtime.

Statement of Qualifications, Interest, and Experience

Statements of Qualifications will need to include the following:

1. General Experience Summary: The summary will need to emphasize the consultant's education and experience with implementing programs/services consistent with the requested Scope of Services as presented above.
2. Project References: References will need to include a brief project description, contact name, address, and telephone number, email address, and provide evidence of similar work completed within the last five (5) years.
3. General Information: A profile of the process used to fully implement the program including a realistic implementation schedule and description of current projects being implemented with the described process. This section can also be used to provide additional information the firm feels

would be useful during the evaluation process (e.g. Demonstration of securing CMAQ matching funds through incentives of firm's implemented programs elsewhere).

Evaluation Process

The selected consultant(s) will be evaluated on the basis of information that is submitted in response to the RFP and the criteria/scoring outlined below. Submitted proposals will be evaluated by a selection committee including, but not limited to, representatives of the RPA, TPO, its partner agencies and the Chattanooga Green Trips Program Advisory Committee. The winning proposal will result from the predetermined point ranking method designed to ascertain which proposal best meets the needs of the RPA's desired Program.

Evaluation Criteria

RFP Compliance
Capacity to address Scope of Project
Soundness of Work Plan/Approach
Useful features offered beyond Scope of Project
Background and previous experience (work samples)
Organization and staffing
References
Cost (and/or value for the price)
Total

Scoring

Pass/Fail
30 points
15 points
10 points
10 points
10 points
5 points
20 points
100 points

The proposal shall also address the ability to maintain during the life of a contract with the RPA appropriate insurance which shall generally be sufficient to protect the RPA from liability as a result of this program. This coverage may not be cancelled, reduced or allowed to lapse without written notification to the RPA. In addition, the selected consultant(s) shall maintain professional licensure, where applicable to the work product, during the life of a contract with the RPA.

Submittal

Submittals of no more than twenty (20) pages (one-sided) labeled "Chattanooga-Hamilton County Regional Planning Agency Green Trips Continuation " shall be submitted to the City of Chattanooga Purchasing contact person listed at the bottom of the last page of this RFP. The proposal should include the following and be organized in the manner specified in order to obtain the maximum degree of comparability between proposals:

A. Title Page

List the RFP subject, the name of the proposer's firm, local address, telephone number, fax number, email address, name of contact person, and date.

B. Table of Contents

Clearly identify the material by section and page number.

C. Letter of Intent

Limit to one or two pages.

1. Briefly state understanding of the service to be provided and make a positive commitment to perform the work in a timely manner.
2. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, fax numbers, email addresses, and telephone numbers.

D. Consultant Profile, Service Proposal, and Qualifications

Limit to no more than 10 pages.

1. State whether your organization is national, regional, or local.
2. Indicate the number of people (by level) located within the local office (if applicable) that will be involved in the program, and include their email addresses and telephone numbers.
3. Provide a list of the local office's current and prior governmental clients indicating the type(s) of service performed and the year(s) of engagement.
4. Indicate the local office's experience in providing additional services to governmental entities by listing the name of each entity, the type(s) of service performed and the year(s) of engagement.
5. Provide a detailed service proposal that clearly addresses the requirements outlined in the Scope of Services section, and include explanations of any preferred services being offered or alternate services for those requirements that cannot be met as described in the Scope.
6. Describe professional experience and certifications of each person involved in the program, including years on each job and their position while on each assignment.
7. Provide technician(s)' technical certifications (ASE or equivalent) required for employment with proposer.

Seven (7) hard copies of the submittal and one (1) copy in digital format (either Microsoft Word or Adobe Portable Document Format) shall be submitted in an 8 1/2" x 11" format, typed. No submittals will be accepted after the deadline of close of business (4:00 PM) December 23, 2016.

Method of Compensation

This service will be provided under contract with the Chattanooga-Hamilton County Regional Planning Agency. The lump sum fee provided by the offeror in the bid document will be the contractual cost. These services will be structured over a three-year period similar to the outline for such services in the accompanying Green Trips program application.

City Contact Information

Questions regarding this RFP must be received no later than 4:00 PM December 16, 2016, to Deidre Keylon, Purchasing Department (email or faxed versions are acceptable; no phone calls). Based on questions received, The Purchasing Department will provide all interested parties with the information in a form of an addendum with clarification or further information, if needed.

Please submit information to:

Deidre Keylon
Purchasing Department
City of Chattanooga
Suite G13
101 East 11th St.
Chattanooga, TN 37402

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 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 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, or 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. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor 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 Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. 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 Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

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

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)

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

Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder 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 bidder is not on the list created pursuant to § 12-12-106.

(SIGNED)

(PRINTED NAME)

(BUSINESS NAME)

(DATE)

REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence