

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****August 30, 2018**

**The City of Chattanooga**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Modifications to Hamilton Place Boulevard, a federally funded project through the TDOT Local Programs office, to accommodate the I-75 Interchange Modifications project being conducted by TDOT in the same area.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

**Required Scope of Services**

- Coordinate schedule all planning and engineering with that being conducted by TDOT and their consultant for the I-75 Interchange Modification.
- Provide preliminary engineering services, including survey, to develop preliminary plans to support the TDOT Interchange Modifications that include pedestrian, bicycle, and vehicle facilities
- Provide environmental document preparation services (NEPA Document).
- Provide ROW easement and acquisition document services.
- Provide construction plan services to develop all plans and documents necessary for construction.
- Provide engineering support during the bundled letting of the construction of the Hamilton Place Boulevard Modifications and the I-75 Interchange Modification by TDOT.

**Estimated Schedule for Performance of Work**

- PE-N, PE-D: August 2018 – June 2020
- ROW: FY 2020
- CONST: September 2022

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Chattanooga, 101 E. 11<sup>th</sup> Street, Suite G13, Chattanooga, TN 37402 Attn: Debbie Talley, Purchasing Department.** All letters of interest must be received by **The City of Chattanooga** on or before **September 13, 2018 by noon.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **The method of payment shall be lump sum.**

**Phase I Evaluation**

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- **Experience as a consulting engineer to a municipality on a project that supports an Interstate Interchange Modification**
- **Professional licensure**

- **Staff capabilities of prime consultant**
- **TDOT prequalification status.**

From the letters of interest, **The City of Chattanooga** will select 3 or more qualified firms to submit Phase II qualification packages. The selected firms will be notified **September 21, 2018**. From this list the top ranked consultant will be selected.

### **Phase II Evaluation**

Any additional requests for information must be directed in writing to the City by **12:00 p.m. EDT, on Friday, September 28, 2018**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFQ by **4:00 pm on Friday, October 5, 2018**. **All QPs shall be submitted no later than 4:00 p.m. EDT, on Friday, October 12, 2018.**

**The City of Chattanooga** will evaluate the top 3 or more firms on the following criteria (relative weight):

- a. Past experience in projects similar in nature near this project location (25%)**
- b. Qualification and availability of staff (20%)**
- c. Breadth of training and experience in multi-disciplinary design team (15%)**
- d. Demonstrated ability to meet schedules without compromising sound engineering practice (20%)**
- e. Evaluations on prior City projects, if applicable (10%)**
- f. Other factors approved by the City of Chattanooga Department of Transportation (CDOT) (10%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by **The City of Chattanooga**. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.

# **Request for Qualifications**

## **Professional Services For Hamilton Place Boulevard Modifications**

**Contract Number: T-18-009-101**

**Chattanooga Department of Transportation  
City of Chattanooga, Tennessee**

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**August 30, 2018**



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# **Section 1**

## **Introduction**

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## **REQUEST FOR QUALIFICATIONS**

### **PROFESSIONAL SERVICES FOR Hamilton Place Boulevard Modifications**

#### **CONTRACT NO. T-18-009-101 CHATTANOOGA DEPARTMENT OF TRANSPORTATION CITY OF CHATTANOOGA, TENNESSEE**

## **1.0 INTRODUCTION**

### **1.1 BACKGROUND**

The Chattanooga Department of Transportation (CDOT) aims to make efficient transportation and access viable for everyone – cyclists, pedestrians, transit users and motorists, while enhancing multi-use public spaces for all people. We focus on increasing efficiency of the network through a combination of strategies, including creating new connectivity and focusing on travel mode choice, safety, and in the impact of our street network on neighborhoods and communities. We know that new connectivity and development form – both of which encourage safe and viable choices for getting around - are key to strong neighborhoods, a growing economy, and safer streets.

The swift growth of the suburban commercial area of Gunbarrel Road has corresponded with considerable congestion and development pressures on what was historically single-family housing neighborhoods surrounding this very busy commercial district. The Tennessee Department of Transportation (TDOT) is in the process of pursuing an interchange modification project to help ease congestion in this commercial district. The City of Chattanooga has committed to providing a connection between the end of the interstate exit and transition into and out of the existing traffic network along Hamilton Place Boulevard. While the City intends to one day complete a new connection between the interstate interchange and Gunbarrel Road, the current focus for this RFQ is for services related to only the modifications of Hamilton Place Boulevard in support of TDOT's interchange project.

### **1.2 PURPOSE OF RFQ**

The City of Chattanooga (City) is seeking to contract with a planning and engineering consultant (Consultant) to translate the project objectives and concepts into preliminary engineering plans that meet the needs of TDOT's I-75 Interchange modifications, develop environmental documents for this project, develop right-of-way (ROW) acquisition and easement plans and support the ROW acquisition process as necessary, develop construction plans, and possibly provide construction support services as necessary. The Hamilton Place Boulevard construction letting will be bundled with TDOT's letting of their I-75 Hamilton Place interchange project. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants. Construction of the Hamilton Place Boulevard Modifications will be let by TDOT with their construction contract for the I-75 Interchange modification project.

### 1.3 PROJECT OBJECTIVES

The overall objectives for the project include:

- Support the implementation of TDOT's I-75 Interchange Modification project to effectively disperse traffic to and from the interchange into and out of the existing traffic network.
- Aim to complete all components of this RFQ following the project schedule TDOT is using for the I-75 Interchange Modification so both projects will be ready for construction letting bundled with TDOT's I-75 Interchange project.
- Improve safety
  - Develop and implement design that encourages safe traffic speeds
  - Provide bicycle and pedestrian facilities to help these modes of travel safely navigate through the traffic coming into and going out of the interchange
- Enable better wayfinding

### 1.4 PROJECT SCOPE

#### A. General Scope of Work.

1. Coordinate schedule of all planning and engineering with that being conducted by TDOT and their consultant for the I-75 Interchange Modification.
2. Provide preliminary engineering services, including survey, to develop preliminary plans to support the TDOT Interchange Modifications that include pedestrian, bicycle, and vehicle facilities
3. Provide environmental document preparation services (NEPA Document).
4. Provide ROW easement and acquisition document services.
5. Provide construction plan services to develop all plans and documents necessary for construction.
6. Provide engineering support during the bundled letting of the construction of the Hamilton Place Boulevard Modifications and the I-75 Interchange Modification by TDOT.

#### B. Specific Scope of Work

1. The Consultant shall provide Basic Services that include project management and coordination, completing preliminary engineering design, developing environmental documentation (NEPA Document), assembling documents necessary for the ROW easements and acquisition, and providing construction documents.
  - a. Project Management and Coordination
    - i. Coordinate with TDOT project personnel to ensure that the Hamilton Place Boulevard Modifications project is ready for construction at the same time as the I-75 Interchange Modification project.
    - ii. Identify and connect with key TDOT personnel assigned to the I-75 Interchange Modification project.
    - iii. Identify and connect with any consultants providing professional services for the I-75 Interchange Modification project.
    - iv. Develop and maintain a project schedule that closely follows the schedule developed by TDOT for the I-75 Interchange Modification project so both projects will be ready for letting as a bundled project by TDOT.



- b. Preliminary Engineering Services shall include, but are not limited to, the following:
  - i. Reviewing preliminary Hamilton Place Boulevard Modifications plan developed by TDOT and included in the Interchange Modification Study (IMS) submitted by TDOT to the Federal Highway Administration (FHWA) with their Interchange Access Request (IAR).
  - ii. Obtaining and processing survey data. (Survey must be performed on State Plane Coordinates and data must be compatible with City of Chattanooga GIS system).
  - iii. Geotechnical/Soil Science investigation and reports if needed.
  - iv. Evaluating the project site including the existing transportation and drainage systems.
  - v. Coordinating with CDOT and other City and regional personnel (i.e. – Stormwater, Water Quality Group, RPA, TPO etc.), TDOT, utility companies, etc.
  - vi. Establishing Rights-Of-Way and front property corners.
  - vii. Preliminary Engineering Design review meeting at 50% and 100% completion with City and other identified stakeholders.
  
- c. Environmental Document Preparation Services shall include, but are not limited to, the following:
  - i. Coordinate environmental document services with those being conducted by TDOT for their interchange modification project as proposed by the final IMS submitted by TDOT to FHWA.
  - ii. Determine the level of environmental documentation needed for this project. It is anticipated that a NEPA D-List Categorical Exclusion (CE) will be necessary. The scope of work also includes all technical studies needed for the CE and the City of Chattanooga with public outreach and involvement.
  - iii. Compliance with NEPA requirements related to connected actions and segmentation (i.e., the project must have independent utility, connect logical termini when applicable and not restrict further consideration of alternatives for other reasonably foreseeable transportation improvements). (FHWA Final Rule, “Background,” Federal Register Vol. 79, No. 8, January 13, 2014.)
  - iv. Compliance with all other federal and state statutes and regulations such as the Clean Water Act, Section 4(f), Section 106, FESA, CESA, CEQA, etc.
  - v. Submitting all environmental documents to required regulatory authorities (i.e. TDOT and FHWA), responding to comments during approval process, and seeing the NEPA document through final approval.
  
- d. Right-of-way and Easement Acquisition Document Preparation Services shall include, but are not limited to, the following:
  - i. Coordination with utilities as needed to support ROW and easement acquisitions.
  - ii. Preparation of ROW Plans to be submitted for approval from TDOT, responding to comments from TDOT on the ROW plans and seeing the plans through to final approval.
  - iii. Prepare ROW Documentation (legal descriptions, etc.)
  - iv. Provide support through ROW and Easement acquisition process as needed.

- e. Construction Plan Preparation Services shall include, but are not limited to, the following:
  - i. Prepare final roadway construction plans following approval of all preliminary plans, and submit to TDOT for approval
  - ii. Provide all necessary documents including Storm Water Pollution Prevention Plan (SWPP).
  - iii. Prepare pavement design that includes appropriate materials for both vehicular and pedestrian surfaces including travel lanes, bicycle lanes, curbing and sidewalks based on the City Of Chattanooga standards.
  - iv. Prepare sidewalk design based on the City of Chattanooga standards and ensures all ADA guidelines are met.
  - v. Prepare roadway signing and pavement parking in accordance with and conforming to MUTCD regulations.
  - vi. Prepare plan for maintenance of traffic that is coordinated with maintenance of traffic plans developed by TDOT.
- 2. The Consultant may be required to perform Additional Services that may include, but are not limited to, the following:
  - a. Providing Resident Project Representative (RPR) services on behalf of the City Of Chattanooga during the TDOT-let construction of the Hamilton Place Boulevard Modifications.

#### C. General Conditions for Work

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

### 1.5 PROJECT DESIGN STANDARDS

As part of the Complete Streets Ordinance adopted by the City, the NACTO Urban Street Design Guide, NACTO Urban Bikeway Design Guide, and the ITE Designing

Walkable Urban Thoroughfares Manual were established as official design standards for use in designing transportation projects. These and other established city standards will govern design decisions in this project, and firms submitting Qualification Packages should be able to demonstrate project experience utilizing the standards.

## **1.6 PRELIMINARY HAMILTON PLACE BOULEVARD DESIGN**

During the Interchange Access Request process, preliminary plans were developed by TDOT showing the proposed layout for a modified Hamilton Place Boulevard. Sheets 1 and 2 from the IAR are shown on the following pages and shall be used as the basis for design of the Hamilton Place Boulevard Modification project.

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LIMITS OF GOODWIN ROAD EXTENSION

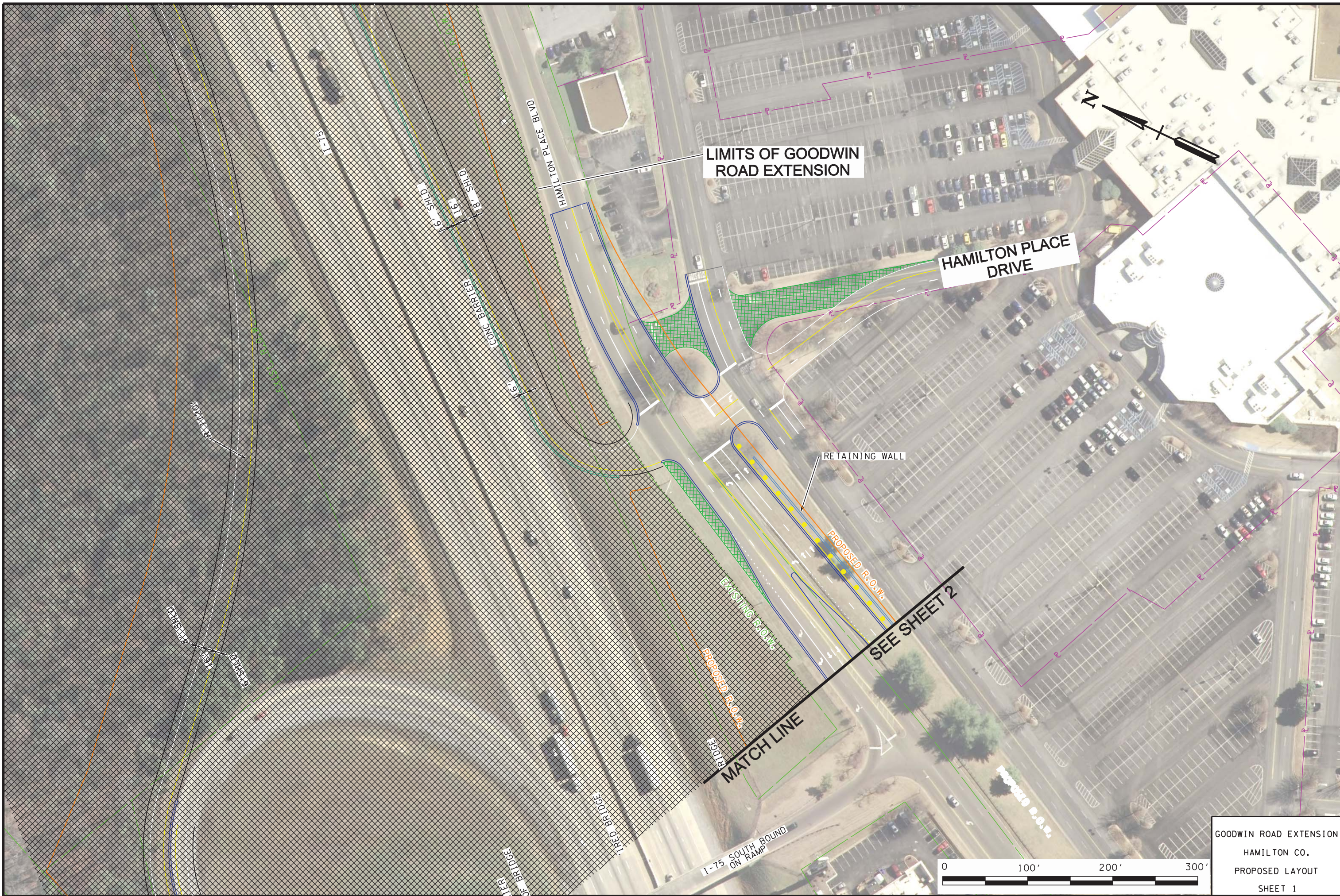
HAMILTON PLACE DRIVE

RETAINING WALL

SEE SHEET 2

MATCH LINE

GOODWIN ROAD EXTENSION  
HAMILTON CO.  
PROPOSED LAYOUT  
SHEET 1



PROPOSED  
EXISTING

HAMILTON PLACE BLVD  
10' SLOPE  
16' SLOPE  
19' SLOPE

CONC. BARRIER

EXISTING R.O.W.  
PROPOSED R.O.W.

1-75 SOUTH BOUND  
ON RAMP

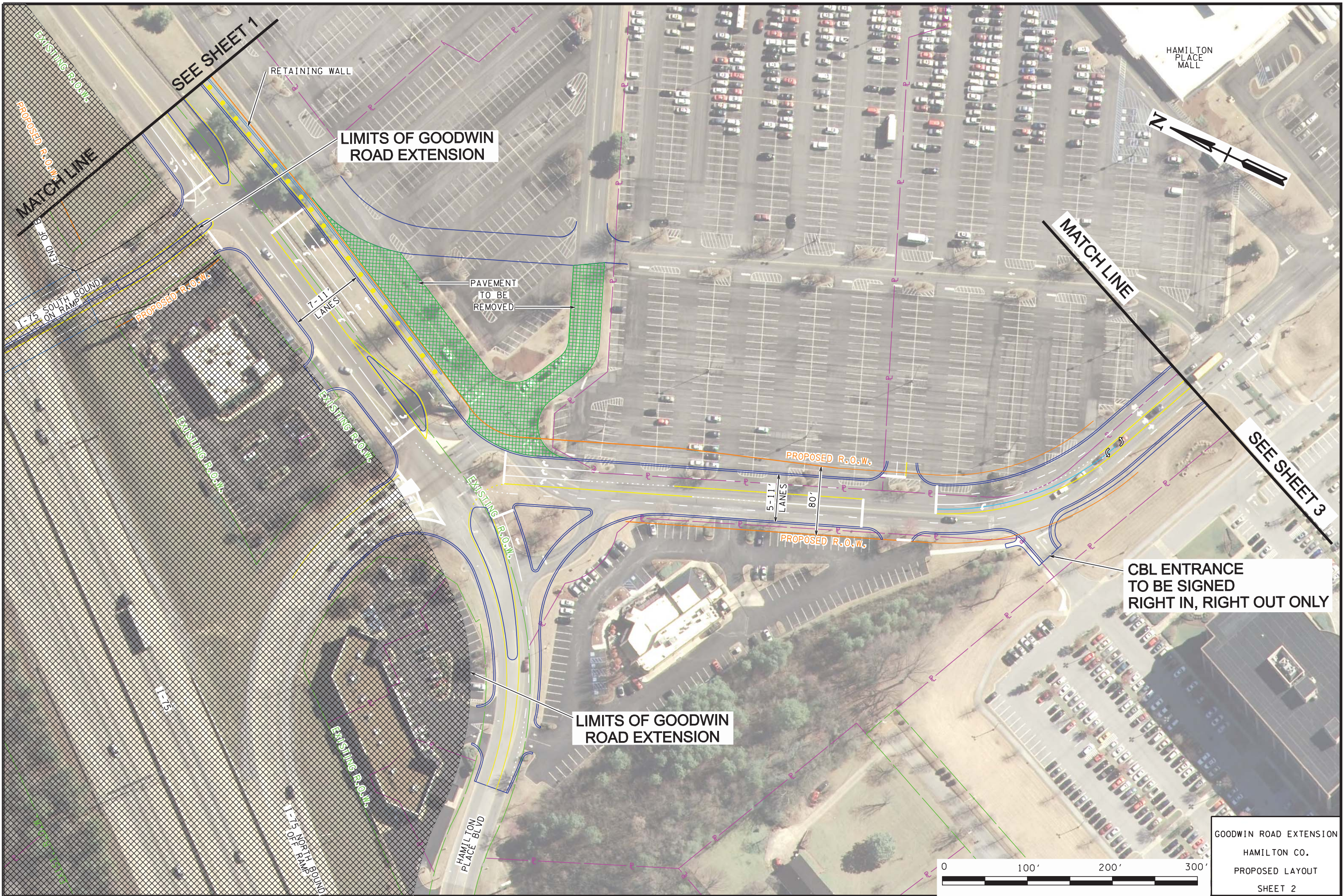
EDGE OF  
SIDEWALK

EDGE OF  
SIDEWALK



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SEE SHEET 1

RETAINING WALL

LIMITS OF GOODWIN ROAD EXTENSION

PAVEMENT TO BE REMOVED

7-11' LANES

PROPOSED R.O.W.

5-11' LANES

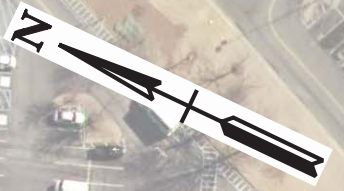
80'

PROPOSED R.O.W.

CBL ENTRANCE TO BE SIGNED RIGHT IN, RIGHT OUT ONLY

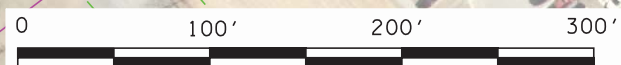
LIMITS OF GOODWIN ROAD EXTENSION

HAMILTON PLACE MALL



MATCH LINE

SEE SHEET 3



GOODWIN ROAD EXTENSION  
HAMILTON CO.  
PROPOSED LAYOUT  
SHEET 2



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**Section 2**  
**Qualifications Package Instructions**

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## **2.0 QUALIFICATIONS PACKAGE INSTRUCTIONS**

### **2.1 GENERAL**

**One (1) unbound original copy and an electronic copy in PDF format** of the QP shall be submitted. The QP should be limited to the requested content.

All QPs shall be submitted in a sealed envelope or box marked Goodwin Road Extension. 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, October 12, 2018** to the attention of:

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

### **2.2 QP WITHDRAWAL PROCEDURE**

QPs may be withdrawn up until the date and time set above for opening of QPs. Any QP not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of (90) days to provide the services set forth in the QP or until one of the QPs has been accepted and a contract has been executed between the City and the successful QP submitter.

### **2.3 RESERVATION OF CITY RIGHTS**

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more QPs.
- B. The City reserves the right to negotiate an Agreement/Contract for the Hamilton Place Boulevard Modifications with the next most qualified finalist if the successful finalist does not execute an Agreement/Contract within seven (7) days after submission of an Agreement to such offer. The City reserves the right to negotiate all elements of work that comprise the selected QP submitter.
- C. The City reserves the right, after opening the QPs or at any other point during the selection process, to reject any or all QPs, modify or postpone the proposed project, evaluate any alternatives offered or accept the QP that, in the City's sole judgment, is in its best interest.
- D. The City reserves the right to terminate the Agreement if the Consultant fails to commence the work described herein upon giving the Consultant a 30 day written Notice of Award

## 2.4 ADDITIONAL REQUESTS FOR INFORMATION

Any additional requests for information must be directed in writing to the City by 12:00 **p.m. EDT, on Friday, September 28, 2018**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFQ by **4:00 pm on Friday, October 5, 2018**. 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. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7230  
FAX: (423) 643-7244

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

## 2.5 AFFIRMATIVE ACTION PLAN

The City is an equal opportunity employer and during the performance of this Contract, the Consultant agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

- A. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
- C. The Consultant will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- D. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City, any Consultant and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Consultant's goals for minority and women utilization as a percentage of the work force on this project.
- E. This Plan, or any attachments thereto, shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan, or attachment thereto, shall further describe the methods by which the Consultant and/or subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

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

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**Section 3**  
**Qualifications Package Contents**

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### **3.0 QUALIFICATIONS PACKAGE CONTENTS**

#### **3.1 GENERAL INFORMATION**

The QP shall provide the following general information:

- A. The name, address, telephone, and email address of the Consultant and principal contact person
- B. Identify the type of firm or organization (corporation, partnership, joint venture, etc.) and describe the entity that will serve as the contracting party.
- C. Submit a project organization chart.
- D. QP shall identify the portions of the work that will be undertaken directly by the Consultant and what portions of the work will be subcontracted. At a minimum, QPs must identify the lead parties that will undertake the various roles for the various phases.
- E. Describe the proposed contractual relationships between the Consultant and all major partners and subcontractors relative to the various phases of the project.
- F. Describe the history of the relationships among the Project Team members, including a description of past working relationships.
- G. Provide the history, ownership, organization, and background of the Consultant. If the Consultant is a joint venture, the required information must be submitted for each member of the joint venture firm. Include the following:
  - 1. Names of partners, and company officers who own 10 percent or more of the shares.
  - 2. If the Consultant or joint venture is a subsidiary of a parent company, state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to this RFQ, the reasons for this action must be fully disclosed.
  - 3. Identify any lawsuits or litigation, permit violations, and/or contract disputes for other projects by the Consultant.
- H. Provide documentation that the firm is of sound financial standing and has the financial ability to work in the capacity of professional services.

#### **3.2 QUALIFICATIONS AND PROJECT APPROACH**

The Consultant shall provide the following regarding technical qualifications and experience dealing with **Hamilton Place Boulevard Modifications**.

- A. General Experience

Provide a summary of the experience of the Consultant's Project Team.

B. Project Team Members Experience

Provide resumes of the Consultant's Project Team including the Project Manager and all key technical personnel that will be used. Resumes should include information on professional registrations and certifications and experience directly related to the proposed project for each team member.

C. Describe previous experience with similar TDOT Local Programs (LP) Projects.

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

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

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

G. Show proof of TDOT prequalification in the appropriate categories.

### 3.3 TERMS AND CONDITIONS

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

A. The Consultant shall at all times during the term of the Contract or agreement and for a period of five (5) years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Consultant. Documents shall be maintained by the Consultant necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Consultant shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.

B. The obligations of this Section shall be explicitly included in any Subcontracts or Agreements formed between the Consultant and any subcontractors or suppliers of goods or services to the extent that those Subcontracts or Agreements relate to fulfillment of the Consultant's obligations to the City.

C. Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Consultant shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.

D. This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by Federal,

State, or Municipal law, whether those rights, powers, or obligations are express or implied.

#### **3.4 LENGTH OF CONTRACT**

The end of the Contract shall be 48 months after Notice of Award for professional services.

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## **Section 4**

# **Review and Evaluation of QPs**

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## **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**

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

- A. Past experience in projects similar in nature near this project location (25%)
- B. Qualification and availability of staff (20%)
- C. Breadth of training and experience in multi-disciplinary design team (15%)
- D. Demonstrated ability to meet schedules without compromising sound engineering practice (20%)
- E. Evaluations on prior City projects, if applicable (10%)
- F. Other factors approved by CDOT (10%)

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.

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**No Contact/No Advocacy Affidavit**

City of Chattanooga  
Purchasing Division

**For Submission with Sealed RFP or RFQ Responses:**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says that:

- (1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_  
\_\_\_\_\_ (business name), the Submitter of the attached sealed solicitation  
response to Solicitation # \_\_\_\_\_;
- (2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter  
has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

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