

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

Request for Proposal No.: 196684
Ordering Dept.: Economic and Community Development
Buyer: Deidre Keylon; e-mail: dmkeylon@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)
Phone No.: 423-643-7231; Fax No.: 423-643-7244

Products or Services Being Purchased: Dance Studio at Patten Arts Center

SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN 4:00 P.M., E.S.T. ON MARCH 31, 2020
ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN 4:00 P.M. E.S.T. ON MARCH 16, 2020

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

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revise_d_7.18.2018.pdf

NOTE: ALL PROPOSALS MUST BE SIGNED.

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

PLEASE PROVIDE THE FOLLOWING:

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

THIS PAGE, COMPLETED AND SIGNED, IS TO BE RETURNED WITH THE PROPOSAL

City of Chattanooga, Tennessee
Department of Economic and Community Development



Request for Proposals

Dance Studio at Patten Arts Center

March 9, 2020

The City of Chattanooga is seeking proposals from qualified firms to conduct Dance Studio Operations at Patten Arts Center.

Information

Youth and Family Development of the City of Chattanooga, through the Office of Economic and Community Development, is offering a portion of the John A. Patten Arts Center for use as a dance studio. The lease of the property will be managed by Real Property of Economic and Community Development; programming and property management will be through the oversight of Youth and Family Development.

The City desires to enter into a Lease Agreement for an approximately 29,500 square foot wing of the John A. Patten Arts Center to be utilized as a dance studio. The premises will be used for no purpose other than for offices, meetings, storage, classrooms, and dance education activities for the dance studio. The lessee will be responsible for all labor and materials related to any cosmetic improvements to the premises. During the term of the lease, any requested improvements to the facility will require review and approval by the City prior to the commencement of any work.

General Scope and Work

The lessee shall keep and maintain the premises in good repair and shall keep and maintain any improvements. Dance lessons may be made available for a fee; however, the lessee shall provide at least five (5) full and five (5) partial scholarships to recreation center youth jointly identified by the Lessor and Lessee. The scholarships will be awarded for dance instruction during the school year months of September through May.

- * Provide qualifications and references regarding ability to run a successful dance studio.
- * Provide fee compensation you are offering to pay for the lease of the approximately 29,500 square feet in a wing of John A. Patten Arts Center.
- * Provide detailed information regarding the components of a full dance scholarship and a partial dance scholarship.
- * Provide a list of additional summer programs or camps that will be offered.
- * Lessee will be required to provide liability insurance at limits stated in the Lease Agreement; additional coverage will be required for sexual abuse and molestation.

Upon award, the City will enter into a negotiated Lease Agreement with the Lessee for the use of the space at the John A. Patten Arts Center. Programming and scholarships will be coordinated with the Youth and Family Development division of the City of Chattanooga. Renewals to the Lease Agreement will be coordinated with the Real Property Office of Economic and Community Development.

The Lease Agreement is expected to be for a term of two (2) years, with the option to renew for two additional terms of one (1) year each.

Youth and Family Development will manage the daily operations of the dance studio. If performance is not satisfactory, the Office of Youth and Family Development will have the option for early termination of the Lease Agreement.

Proposed Compensation

Provide an analysis of your proposed compensation for the services you will offer to the City. As details of the Lease and Management Agreement are finalized, the City reserves the right for there to be negotiations in the compensation package.

RFP Lifecycle

Initial Screening

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

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

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

*******Proposals missing required materials may not receive further consideration.*******

Proposal Evaluation

Viable proposals will be evaluated by an Evaluation Committee.

Evaluation Committee

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

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

Selection of Finalist(s) and Formal Presentations

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

The Evaluation Team may revise the initial scores based upon clarification of proposal(s) received in this phase. If your company is invited to give a presentation, the offered dates may not be flexible.

After review of the proposals and formal presentations (if any), the Evaluation Team will make a recommendation. The City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City may select the highest ranked Offeror(s) as finalist(s) if it is in the best interest of the City. The City may negotiate an agreement.

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

Presentation costs are not compensable.

Selection of Awardee(s)

After review of the Proposals by the Evaluation Committee and after Formal Presentations, if any occur, the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) or the proposal(s) that is(are) in the best interest of the City to negotiate agreement.

Evaluation Criteria

In preparing responses, Offerors should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

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

Component	Percent
Competence to Perform the Scope of Work	30
Proposer's ability to perform the Scope of Work. Also includes Proposer's demonstration of its understanding of the Scope of Work and of its knowledge of any applicable laws and regulations related to the scope of work.	
Approach to the Scope of Work	25
Proposer's plan for the performance of the scope of work. Includes assignment of personnel, work plan, etc.	
Qualifications of Organization and Key Personnel	30
Includes qualifications of personnel assigned to do the work, financial capacity of the Proposer, and recent experience conducting work of a similar scope.	
Compensation Proposal	15
How much monetary compensation does the Proposer offer the City?	

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

Tentative Timeline for RFP

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

- Request for Proposals March 9, 2020
- Written Questions Submission Deadline March 16, 2020, 4:00 p.m., e.s.t.
- Sealed Proposals Due March 31, 2020, 4:00 p.m., e.s.t.
- Evaluation and Contract Award Period April, 2020
- Contract Execution (expected) April / May, 2020

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in the format specified in this document for time-stamping to the Purchasing Division, City of Chattanooga, by **no later than 4:00 p.m., e.s.t., on March 31, 2020**, to the attention of:

City of Chattanooga/Purchasing, City Hall building
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7230

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

REQUESTS FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing as specified here, and will be accepted **until 4:00 pm, est, on March 16, 2020**, and shall be sent to:

Preferred method of asking questions: email to rfp@chattanooga.gov with Subject line reading: **QUESTION: RFP 196684 Dance Studio**

Alternative method: mail or fax with clear marking on outside of package or cover sheet
QUESTION: RFP 196684 Dance Studio

City of Chattanooga Purchasing Division
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

*******Questions will be answered by Addendum to be posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> as soon as possible after the deadline for questions. Responders must include a signed Addendum cover page in their proposal submission. *******

Communication During The Entire RFP Process Until a Contract Is Issued

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named until the evaluation and award process has been completed. Failure to

honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

Number of Copies and Format

Proposer shall submit three (3) complete copies of the proposal as follows: one (1) original - unbound; one (1) hard copy - bound; and one (1) electronic copy in PDF format on a flash drive or jump drive. Discs will not be accepted. All proposals shall be submitted in a sealed, non-transparent envelope or box clearly labelled with the issuer's name and address and “ **RFP 196684 Dance Studio**” on the label or outside of box or envelope.

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

Detailed Technical Proposals

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

Implied Requirements

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

Proposer-Supplied Materials

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

Incurred Costs

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

Economy of Preparation

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

Proposal Withdrawal Procedure

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

Proposal Expiration

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

General Reservation of City Rights

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

General Terms

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

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf

Exceptions to City of Chattanooga Standard Terms and Conditions

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

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf

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

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

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response. Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response. Solicitation preparation costs are not compensable.

Contract Administration Activity

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

CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

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

1. **Sealed Envelope or Box** - exterior surface MUST be labelled with “**RFP 196684 Dance Studio**” and proposer name, address, and phone #
2. **Complete Proposal Response Narrative** - must address Scope of Work and Proposal Response portions of this document.
3. **TABBED sections as follows:**
 - a. **TAB 1** Firm’s Cover Letter (Letter of Interest), signed
 - b. **TAB 2** Any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; MUST be submitted with response to be considered
 - c. **TAB 3** PROPOSAL RESPONSE
 - d. **TAB 4** Compensation Proposal
 - e. **TAB 5** ALL Forms below:
4. **Completed, dated, and signed forms that **MUST** be present with submittal:**
 - a. Completed and signed RFP cover page (1st page of this document)
 - b. Proposer Qualification Data Form
 - c. W-9 (provide company information only - no personal information)
 - d. Supplier Information Form (no ACH form is included - omit ACH form)
 - e. Experience Reference Form(s) for firm’s two references
 - f. Iran Divestment Act Form
 - g. Affirmative Action Plan Form
 - h. No Contact/No Advocacy Affidavit
 - i. Any and all signed Addenda cover pages from Addenda documents posted to the address below, related to this solicitation item. These postings may occur up to 48 hours before the RFP due date/time. For addenda posted in the last ninety-six (96) hours before the due date/time, properly identified, signed addenda cover pages to accompany proposals that have already been shipped will be accepted by e-mail to dmkeylon@chattanooga.gov.

<http://www.chattanooga.gov/purchasing/bidssolicitations>

PAYMENT OF SERVICES

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

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

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

Compensation Proposal Form

The summary below reflects all projected compensation to The City.

Item	Compensation
Total Compensation	

PROPOSER QUALIFICATION DATA

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

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

2. Proposers federal tax identification number: _____ (*Attach Form W-9*)

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

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

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

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

- a. YES
b. NO - Please explain

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

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

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

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

b. NO

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

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

b. NO

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

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

b. NO



City of Chattanooga Supplier Information Form

Business Name: _____

PO Address: _____

Remittance Address: _____

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

1099 Address: _____

Contact Name: _____

Primary Phone Number: _____

Primary Fax Number: _____

Primary Email: _____

Are you Providing: (Check All That Apply)

- Service Construction
- Goods
- Both

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

- MBE-Minority Business Enterprise
- WBE-Woman Business Enterprise
- SDVBE-Service Disabled Vet Business Enterprise
- LGBTE-LGBT Business Enterprise
- None of the Above

Preferred Payment Method

- Check
- ACH

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

Authorized Representative Signature

Print Name

Date

Experience Reference Form

Bidder/Offeror: _____

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

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

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

Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For more information, please contact the State of Tennessee Central Procurement Office,

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Affirmative Action Plan

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

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities

- d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
- 5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
- 6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

No Contact/No Advocacy Statement
City of Chattanooga, Purchasing Division

State of _____
County of _____

_____ (agent name) 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: _____