

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

Request for Proposal No.: **194528**
Ordering Dept.: Office of the Mayor
Buyer: Deidre Keylon; e-mail: rfp@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)
Phone No.: 423-643-7236; Fax No.: 423-643-7244

Products and/or Services Being Purchased: **Regional Resiliency Plan**

**SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON FEBRUARY 4, 2020
ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON JANUARY 24, 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 Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_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.

PROVIDE THE FOLLOWING:

Company Name: _____
Mailing Address: _____
Phone/Toll-Free No.: _____
Fax No.: _____
Contact Person for RFP: _____
E-Mail Address for all RFP communications: _____
Proposal Signature: _____
Date of signature: _____

COMPLETED AND SIGNED COVER PAGE MUST BE RETURNED WITH PROPOSAL

City of Chattanooga, Tennessee

Office of the Mayor



Request for Proposals

Regional Resiliency Plan

January 21, 2020

The City of Chattanooga is seeking proposals from qualified suppliers to provide a Regional Resiliency Plan.

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1.0 General Information and Project Background

1.01 Introduction

Professional services obtained by the City of Chattanooga (“the City”) through this request for proposals will expand the City’s awareness of potential threats to regional systems, including utilities, transportation networks, waterways and natural ecology, as well as economic, cultural, and educational centers resulting from ongoing changes to the climate, including storms, floods, and other catastrophic weather events. The vendor chosen to provide these services will also guide the City, its regional government partners, and other stakeholders through the development of an action plan to proactively strengthen these systems and describe strategies to repair, recover, and re-operationalize them in the event of a catastrophe. This plan should also offer clear and realistic tactical recommendations for carbon reduction and renewable energy use targets for the City of Chattanooga and its partners.

This planning process will involve more thorough and consistent use of data about the effects of climate change in policy making decisions, such as the City’s annual budget planning process, land use planning, greenhouse gas inventories and improvements to our public transportation networks, among others.

1.02 Background

In his 2019 State of the City address, Chattanooga Mayor Andy Berke stated:

“Extreme weather isn’t going away. 2018 was the wettest year on record for this region, with over 67 inches of rain falling in the Tennessee Valley, resulting in substantial damage to public infrastructure and private property. And just since I’ve been Mayor, we’ve seen more tornadoes and forest fires.

Climate change and extreme weather affects us all. A fire that starts on Signal Mountain can spread to Marion County or Chattanooga. If the Olgiati Bridge is closed, that affects Dade County residents who drive in to our downtown for work. Weather recognizes no city, county, or state lines. While we may have a river, we aren’t on an island.”

These insights inspired the Berke administration to ask 18 other mayors and county executives from throughout the greater Chattanooga metropolitan area to join together on a new regional resiliency plan. This plan will tackle many of the issues we face regularly, such as enhancing our emergency planning and reducing our energy consumption.

This plan will also provide a platform for regional governments to work together on recovering from other effects of climate change, such as the loss of cultural resources when an area is devastated; supporting businesses seeking to become more resilient; and factoring climate impacts into our future land use plans and policy choices.

2.0 Scope of Work

2.01 Scope of Work

Through this RFP, the City of Chattanooga will select a vendor who can equip our municipal government and its partners with actionable information and analysis that will make our region more resilient and sustainable in the face of ongoing climate change.

Specifically, the City seeks professional expertise in climate-related resiliency planning for cities and counties. Preference will be shown to applicants who can demonstrate direct and recent expertise assisting local governments as well as sensitivity to the unique historical, economic, demographic, and ecological characteristics of this region. Exceptional and proven competence in communications, civic engagement, and public outreach to a variety of diverse and vulnerable urban, suburban, and rural populations will be highly favored.

The selected applicant (“vendor”) will work closely with a resiliency steering committee comprised of the City of Chattanooga’s Mayor, members of his senior staff including our Director of Sustainability; the Chattanooga-Hamilton County Regional Planning Agency (RPA); the Economic & Community Development Department, which includes the Land Development Office, the Office of Economic Development, and the Office of Workforce Development; Open Spaces division; law enforcement and first responders; other regional mayors and other elected officials; and philanthropic partners and corporate partners, among other community stakeholders to:

Develop an actionable, prioritized plan for both mitigating the risks associated with possible systems failure and recovering, repairing, and re-operationalizing in the event of a catastrophe, including:

Review of existing plans and data sets related to climate change and its effects;

Assessment of the specific condition of potentially vulnerable systems and prioritize them according to vulnerability and potential impact on regional populations’ health, quality of life, economy, and culture;

Make recommendations about how to integrate climate data and related risk assessments into intraregional communications and policy-making.

These objectives should be reached through a public engagement process that recognizes and reflects our region’s diversity and prioritizes equity and inclusion in its approach. According to Wikipedia:

“The Chattanooga-Cleveland-Athens, TN-GA Combined Statistical Area is made up of six counties in southeast Tennessee and three counties in northwest Georgia. The statistical area includes the Chattanooga Metropolitan Statistical Area, Cleveland Metropolitan Statistical Area, and the Athens Micropolitan Statistical Area. As of the census of 2010, there were 528,143 people, 189,607 households, and 132,326 families residing within the MSA. The racial makeup of the MSA was 83.14% White, 13.90% African American, 0.30% Native American, 0.97% Asian, 0.05% Pacific Islander, 0.61% from other races, and 1.03% from two or more races.

Hispanic or Latino of any race were 1.49% of the population. The median income for a household in the MSA was \$44,197, and the median income for a family was \$40,841.”

The selected firm will be responsible for achieving several discrete outcomes during the course of this engagement. Specifically, the goals described above:

- Develop an actionable, prioritized plan for both mitigating the risks associated with possible systems failure and recovering, repairing, and re-operationalizing in the event of a catastrophe, including:
 - Review of existing plans and data sets related to climate change and its effects;
 - Assessment of the specific condition of potentially vulnerable systems and prioritize them according to vulnerability and potential impact on regional populations’ health, quality of life, economy, and culture;
 - Make recommendations about how to integrate climate data and related risk assessments into intraregional communications and policy-making.

The vendor’s proposed scope of work should state in detail how it will achieve the objectives described above, including the staff members responsible for completing each. Vendor may propose additional or revised tasks, but justification shall be required as to why each is necessary to deliver on the project’s overall goals.

Anticipated tasks to produce the outcomes sought by this request for proposals may include:

- review existing data and analyses for climate change impacts, including riverine, lacustrine and stormwater infrastructure flooding, extreme storms, drought and extreme heat and cold;
- identify vulnerabilities across selected criteria, including public health and safety, low-income and at-risk communities, natural systems, critical infrastructure, utilities, buildings and economic activity;
- identify gaps in existing data and vulnerability assessments and make recommendations for further analysis;
- compile strategies from existing resiliency and adaptation efforts in the region encompassed by the cities and counties which have signed on to join this effort.

At the conclusion of this engagement, the applicant shall be responsible for delivering to the regional resiliency steering committee a final Regional Resiliency Report that contains the outcomes of the activities and tasks described above. This report will include:

- An action plan that details data sets and models to be used for climate phenomena projection;
- Vulnerability assessment and resiliency strategies, including, where possible and appropriate, recommended assignments to specific departments and divisions; nonprofit agency partners; or other stakeholders who may be responsible for implementing its strategies;
- Recommendations on appropriate staffing to execute the strategies and interventions called for in the action plan;
- A project timeline and recommended schedule for ongoing meetings with staff and steering committee to provide accountability, transparency, and guidance; and

- An asset management climate risk integration plan for the City of Chattanooga’s Office of Performance Management & Open Data (OPMOD) and Office of Sustainability.

This report should include copy, data visualizations and other graphics, and any other material required to explain its recommendations and strategies to a variety of constituencies, including: mayors and elected officials comprising our steering committee; relevant City departments and divisions responsible for implementing its recommendations and strategies; philanthropic partners, corporate partners, and other stakeholders; and the general public.

This report and its findings will be published on the City of Chattanooga’s website and other digital properties. The Chattanooga mayor’s office will provide direction regarding content, tone, design, and other public-facing elements of the report and reserves final approval on its content and methods of release.

The desired contract term is 6 months. This is a very complex planning process which requires a consultant who is highly familiar with our region’s history, economy, culture, and ecology.

The vendor is required to participate in bi-weekly check-in conference calls with designated steering committee members and staff liaisons. Interruptions to the project timeline must be proactively communicated to the staff liaison.

3.0 Information for Offerors

3.01 RFP Schedule of Events*

RFP Issued	Tuesday, January 21, 2020
Deadline for Questions From Offerors	Friday, January 24, 2020 at 4PM EST
Addendum for Questions Published	Monday, January 27, 2020
Deadline for Proposal Submissions	Tuesday, February 4, 2020 at 4PM EST
Short List Offerors notified	Week of February 10, 2020
Short List Offeror Presentations	Week of February 17, 2020

**RFP Schedule subject to change*

3.02 Package Labelling and RFP Due Date/Time

Sealed Proposals must be in a clearly labelled package (a non-transparent envelope or box) and submitted as otherwise specified to the Purchasing Department, City of Chattanooga, for time-stamping by the RFP due date/time stated on the RFP cover page to the attention of:

Chattanooga Purchasing Dept/**RFP**
 101 East 11th Street, Suite G13
 Chattanooga, TN 37402

Phone number if needed:

(423) 643-7230

Late or misdirected proposals shall be rejected and offered for return at the expense of the supplier or destroyed without exception. Postmarks are not accepted. E-mailed proposals are not accepted.

Clear labelling includes:

- the business name, address, and phone number **on the exterior (or on the label)**
- the name and number of the RFP **on the exterior (or on the label)**

The purpose of exterior labelling is to allow handling of the proposal without opening it.

3.03 Number of Copies and Identical Copies

Proposer shall submit two (2) complete copies of the proposal as follows: one (1) original - unbound; and one (1) electronic copy in PDF format on a USB flash drive or jump drive. Discs will not be accepted.

Whether electronic or paper, all copies must be exactly the same as the original except for the original ink signature.

3.04 Questions or Requests for Information and Answers By Addendum

All questions and requests for information or clarification must be submitted in writing, and will be accepted until the deadline for questions stated on the RFP cover page, and shall be submitted as follows:

Preferred method: email to rfp@chattanooga.gov with subject line: **QUESTION for RFP 194528 Regional Resiliency Plan.**

Alternative method: mail or fax with clear marking on outside of package or cover sheet **QUESTION for RFP 194528 Regional Resiliency Plan.**

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Fax: (423) 643-7244

All answers will be provided by addendum posted at <http://www.chattanooga.gov/purchasing/bidssolicitations>, as soon as possible after the deadline for questions.

3.05 Withdrawal Procedure

With a written notice, proposals may be withdrawn at any time up until the date and time set above for opening of proposals. Any Proposal not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days, or until the successful proposal(s) is/are accepted and the contract(s) have been executed between the City and the successful Proposer(s).

3.06 Communication Procedure

Any communication concerning this RFP must be conducted exclusively with the City of Chattanooga Purchasing Division Buyer until the evaluation and award process has been completed. Failure to follow this procedure may have negative consequences in the selection process.

3.07 Response Content In General

Offerors are not precluded from submitting proposals that recommend a solution that differs from the provided specifications as long as the required response format is followed.

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

3.08 Implied Requirements

All products and services not specifically mentioned in this RFP but which are necessary to provide the complete recommended solution described by the Offeror shall be included in the Proposal.

3.09 Incurring Costs

The City shall not be liable for any cost incurred by the Offeror prior to the issuance of a contract purchase agreement and will not pay for any information solicited or obtained. Offeror shall not include or integrate any such expense as part of its proposal. Response preparation costs, shipment costs, presentation costs, travel costs, and any other costs incurred, are also not compensable. No submission or supporting documentation will be returned to Offeror.

3.10 Economy of Preparation

Proposals may be prepared simply and economically. Proposals should provide a straightforward and concise description of the goods or services proposed. Emphasis should be placed on clarity and content. Excessively long or disorganized proposals may be viewed as attempts to obfuscate issues with possible negative consequences.

3.11 Reservation of City of Chattanooga Rights

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more Offeror(s).
- B. The City reserves the right to negotiate this Agreement/Contract for work covered by this RFP with the next most qualified Offeror if the successful Offeror does not execute a contract within seven (7) days after submission of an Agreement/Contract by the City. The City reserves the right to negotiate all elements of work that comprise the selected Proposal.
- C. The City reserves the right, after opening the Proposals or at any other point during the selection process, to reject any or all Proposals, modify or postpone the proposed project, evaluate any alternatives offered or accept the Proposal that, in the City's sole judgment, is in its best interest.
- D. The City reserves the right to terminate the Agreement/Contract if a successful Offeror fails to commence the work described herein upon giving the Offeror a thirty (30) day written Notice.
- E. **Proposer-Supplied Materials - Open Records**
All proposals, responses, inquiries, correspondence, and any other material submitted by an Offeror shall become the property of the City of Chattanooga. All records submitted to the City of Chattanooga with limited bases for exclusion are subject to review through the Tennessee Public Records Act. **Any firm (Offeror) submitting a proposal should assume the information included in the proposal is subject to the Act, regardless of submitter designation, including that of confidentiality.** The City of Chattanooga assumes no liability for the disclosure of any information as required by law.
- F. The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification of submitted material.
- G. Offerors, by submitting a Proposal, represent themselves to have a thorough knowledge of municipal and regional government Regional Resiliency Plan and all related elements.
- H. Offerors should understand that adherence to all vendor-proposed dates and timelines may become part of Offeror's contractual obligation should their proposal be selected by the City for the Regional Resiliency Plan.
- I. The City guarantees no minimum or maximum purchase to be made during the lifetime of any contract resulting from this RFP.

3.12 RFP, Terms and Conditions of Agreement, and Exceptions

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

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

With the Proposal, Offeror(s) shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where Offeror wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

The City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. The City reserves the right to reject excepted or conditional proposals at its sole discretion.

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: 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. Do not 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.

3.13 Resulting Contract

Conditions of Agreement

The successful Offeror(s) will be expected to enter into contract negotiations with the City that may result in formal purchase agreement(s) between the parties.

Contract Administration Activity

The Offeror will be expected to provide periodic reporting and/or attend contract administration meetings, as requested by the City or as otherwise required by the City Purchasing Division.

3.14 Data Sharing and Open Data

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future projects, the awarded Offeror's/s' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

In addition, the City of Chattanooga makes data available for public viewing through its Open Data Portal and other avenues. <https://www.chattadata.org/>

3.15 Payment of Services

1. The City will make payment according to the City's policies and procedures.
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

With a copy to:
alowdermilk@chattanooga.gov

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor'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 Vendor 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 Vendor 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.

4.0 RFP Lifecycle, Evaluation and Award

4.01 RFP Lifecycle

Initial Examination - Responsible/Responsive/Viable

All proposals received and time-stamped in the Purchasing Department by the due date and time specified will be examined initially for *responsiveness*, that is conformity in all material respects to the requirements of the RFP. All required content and forms must be completed and signed as requested in order for a proposal to be responsive.

All Proposers will also be screened for their *responsibleness*, that is the Proposer's ability to perform the scope of work and to meet the City's needs. At the discretion of the City, any proposal found to be non-responsive or any proposal by a Proposer deemed non-responsible will be eliminated from further consideration.

In addition, the City, at its sole judgment, will decide if a proposal is viable, including its completeness and clarity.

Evaluation Committee

A committee consisting of individuals selected by the City will receive and evaluate all viable Proposals, and, if applicable, Finalist Presentations.

Proposal Evaluation by the Committee

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.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite qualified firms for formal presentations. Such presentations provide an opportunity for clarification of the proposal submitted and an opportunity to ensure that a thorough, mutual understanding exists.

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.

The Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a formal presentation to the City, the offered dates may not be flexible.

A formal presentation may not be required, and therefore, **complete information must be submitted with a proposer's proposal.**

Selection of Awardee/Awardees

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 proposal(s) or the proposal(s) that is(are) in the best interest of the City to negotiate agreement.

4.02 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 Offeror(s) for contract(s), are as follows:

Competence	30%
Approach	30%
Qualifications	30%
Price	10%

Selection of Short Listed Offeror(s)

Selection of Short Listed Offeror(s) for formal presentation(s) (if any) and for contract negotiation will be determined based on an objective evaluation of the criteria listed above.

Note: factors considered

Factors not specifically named are incorporated into the above general criteria.

5.0 Response Format and Content

5.01 General Instructions

This RFP is intended to describe The City's minimum requirements and response format in sufficient detail to secure comparable proposals.

5.02 Proposal Organization Guidelines

To assist the Evaluation Committee in its effort, it is asked that Offerors adhere to the requests for tabbed sections.

5.03 Tab 1 – Cover Letter, Exceptions, and Company Information

- Firm's Cover Letter signed by authorized person
- RFP Cover Sheet completed and signed by authorized person
- Company Information
 - Description of organization
 - e.g., Philosophy of organization
 - e.g., Size of organization
 - e.g., Number of years in business providing similar services
 - Proposer Qualification Data (see Appendix) including public financial records from the past two years, if applicable

5.04 Tab 2 – Solution Narrative

The response to requirements and/or preferences, see pages 5-8.

5.05 Tab 3 – Project Approach

Offeror should include at a minimum:

- Description of roles and responsibilities, including deliverables
- Proposed project plan
- Proposed schedule
- Availability

5.06 Tab 4 – Key Personnel

Offeror should include at a minimum:

- Assigned Team and/or Individual(s)
 - Resume(s) of assigned personnel

5.07 Tab 5 – References

- Offeror must provide a list of governments that have experience using the services recommended
- Offeror must provide three references to be contacted. The City may contact others, in addition. Offeror must use Experience Reference Form(s) or the equivalent and must provide current contact information.

5.08 Tab 6 – Price Proposal

Refer to Appendix, Proposal Cost Summary Form.

5.09 Tab 7 – Additional Required Forms

- Affirmative Action Plan Form (Appendix)
- Iran Divestment Act Form (Appendix)
- No Contact/No Advocacy Statement (Appendix)
- Supplier Information Form (Appendix)
- To acknowledge receipt of information provided by Addendum, Offeror is required to submit with the Proposal a signed Addendum cover page for each Addendum posted
 - Any and all signed Addenda cover pages from Addenda documents posted to www.chattanooga.gov, then “Doing Business With The City,” then “Open Bids,” 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 seventy-two (72) 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 rfp@chattanooga.gov.
 - Internet Address: <http://www.chattanooga.gov/purchasing/bidssolicitations>

Appendix A: Proposal Cost Summary Form

An Offeror must present the cost to the City for complete delivery of the proposed solution for the life of the contract. Applicable supporting documentation should be attached. The Offeror's expected fee payment terms should also be presented for consideration. Pricing should be based upon all proposed goods and services. This form or a similar substitute is acceptable.

	Unit of Measure Quoted	Price
Line Item		
Meetings, in-person: hourly rate/daily rate/per job		
Conference calls: hourly rate/daily rate/per job		
Research		
Report preparation		
Report Presentation(s)		
Travel, transportation, and lodging costs, if applicable		
TOTAL Cost		

Appendix B: Offeror Qualification Data Form

OFFEROR QUALIFICATION DATA

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

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

2. Main office address:

3. Phone: _____ Fax: _____

a. Email Address: _____

4. Proposers federal tax identification number: _____
(Please attach Form W-9)

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

6. The date the Offeror was organized in its current form:

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

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

a. YES

b. NO - Please explain

9. How many years have you served the population described in this solicitation:

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

11. 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

12. 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

13. 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

14. Bonding, as applicable

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

Appendix C: Experience Reference Form

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): _____

Appendix D: Affirmative Action Plan Form

City of Chattanooga, Purchasing Division

July 2016

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)

Appendix E: Iran Divestment Act Form

**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>

Appendix F: No Contact/No Advocacy Statement

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: _____

Date: _____

Appendix G: Supplier Information Form



City of Chattanooga Supplier Information Form

Business Name: _____

PO Address: _____

Remittance Address: _____

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

1099 Address: _____

Contact Name: _____

Primary Phone Number: _____

Primary Fax Number: _____

Primary Email: _____

Are you Providing: (Check All That Apply)

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

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

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

Preferred Payment Method

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

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

Authorized Representative Signature

Print Name

Date