

**Request for Qualifications**

**Professional Design Services for**

**Moccasin Bend Connector**  
**(Manufacturers Road & Hamm Road)**

**Project Identification Number (PIN#): 123398.00**

**Federal Project Number: STP-M-9202(127)**  
**TN-FLAP(16)**

**State Project Number: 33LPLM-F3-199**

**City Contract Number: T-15-010**

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

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**July 2018**



# **Section 1**

## **Introduction**

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## REQUEST FOR QUALIFICATIONS

### PROFESSIONAL SERVICES FOR MANUFACTURERS/HAMM ROAD GATEWAY EXTENSION

#### CONTRACT NO. T-15-010 CHATTANOOGA DEPARTMENT OF TRANSPORTATION CITY OF CHATTANOOGA, TENNESSEE

## 1.0 INTRODUCTION

### 1.1 BACKGROUND

The Chattanooga Department of Transportation (CDOT) aims to make safe and efficient transportation 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 – both of which encourage safe and viable choices for commuting - are key to strong neighborhoods, a growing economy, and safer streets.

Completed in 1985, the Tennessee River Park Master Plan describes a vision for a twenty-mile corridor of the Tennessee River through Chattanooga. This plan continues to serve as a general guide for industrial, commercial, residential and recreational development along our riverfront. The Tennessee River Park has grown to over 15 miles of trails. Known as the Riverwalk, these trails connect to parks, landmarks, multiple recreation facilities, restaurants, and downtown Chattanooga.

The City of Chattanooga is uniquely positioned to take advantage of many various forms of entertainment and recreation. Many of the residents of Chattanooga have begun exploring alternative modes of transportation other than the conventional automobile. Many of these other forms of transportation are based in physical activity. One of the goals of the Chattanooga Department of Transportation (CDOT) is to provide safe, productive, and efficient transportation alternatives supporting the multimodal lifestyle. The Moccasin Bend Connector is to be developed with this as its goal. Not only will the project add another spur to the Tennessee River Park system, but it also connects the nearby North Shore neighborhood with the future site of the Moccasin Bend National Archaeological District Interpretive Center.

Additionally, the project builds on the momentum of other planning efforts related to Moccasin Bend. Most recently, the National Park Service (NPS) completed its [General Management Plan](#) for the Moccasin Bend National Archeological District. This included the establishment of a visitor center along the project corridor. Prior to that, in 2016, the Moccasin Bend and Stringers Ridge Gateway Plan (adopted 2012) focuses on connectivity and circulation for the envisioned corridor as a distinctive and attractive travel route. Also in 2016, the Chattanooga-Hamilton Regional Planning Agency (RPA) completed the [North Shore Public Spaces Design Report](#). That effort resulted in a planning report and design work for a proposed Riverwalk route along Moccasin Bend, Manufacturers Park at US-27, street enhancements to Manufacturers and Hamm Roads, and a preliminary concept for a nearby connection from Manufacturers Road to Cherokee Boulevard.

The Moccasin Bend Connector that is part of Moccasin Bend Road from US-27 (SR-29) to Hamm Road, and Hamm Road from Manufacturers Road to Moccasin Bend Road, has several opportunities and challenges in respect to design and efficiency:

- Unrealized opportunities for growth along a largely industrial corridor
- Improved multimodal connection between Manufacturers Road and Hamm Road
- Improved connectivity to facilitate traffic flow and safety for pedestrians and cyclists
- Safety concerns for pedestrians and bicyclists
- Balancing freight with the needs of other travel modes
- Alignment with future Riverwalk development

## **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 100% engineering plans that will be implemented to construction bidding documents. The contract work includes professional services to develop environmental documents, construction plans, specifications, and ultimately assist in the selection of construction contractor. The City is using this Request for Qualifications (RFQ) as the mechanism for soliciting Qualifications Packages (QPs) from interested qualified consultants.

## **1.3 PROJECT OBJECTIVES**

The overall objectives for the project include, but are not limited to:

- Improve multimodal circulation in the area
  - Establish a well-connected network of bicycle/pedestrian facilities
- Improve safety
  - Develop and implement a design that encourages safe traffic speeds
  - Generate a concept that is mindful of pedestrian and bicycle safety, and attracts use towards Moccasin Bend beyond US-27 at the east.
  - Enable better navigation for cyclists and pedestrians at the intersection of Manufacturers Road and Hamm Road
  - Establish crosswalks at locations that serve to connect other trails, landmarks, or other interpretive sites.
- Incorporate public input for the project design
- Address storm water BMP's
- Comply with TDOT Local Programs Guidelines the entirety of the project

## **1.4 PROJECT SCOPE**

A. General Project Scope. The following design features are included in the project.

1. The basic footprint includes a 10' wide minimum concrete path with an as of yet undetermined width of landscaped buffer zone between the roadway and the path
2. Possible features include street furniture such as bike racks, benches, and trash receptacles
3. Improved bicycle and pedestrian facilities and enhanced connectivity along Manufacturers and Hamm Roads
4. Potential to accommodate future transit stops and connections

5. Modification of storm water facilities to facilitate roadway changes
6. Possible landscaping and LID storm water improvements including street trees, understory plantings, infiltration basins, and permeable pavement
7. Possible traffic control devices such as rapid flashing beacons
8. Modifications related to railroad permits
9. Signage and/or interpretive wayfinding

**B. Specific Scope of Work**

1. The Consultant shall provide Basic Services that include Design and Bid/Award Services.
  - a. Design Phase Services shall include, but are not limited to, the following:
    - i. Follow TDOT Local Programs and FHWA Guidelines as required for Federally funded projects
    - ii. Evaluating the project site including the existing transportation, utility, drainage systems.
    - iii. Coordinating with CDOT and other City and regional personnel (i.e. – RPA, PW, TPO, LDO, CARTA etc.), TDOT, utility companies, etc.
    - iv. Design the project in compliance with all Federal, State, and/or Local rules, regulations, laws and/or guidelines
    - v. Conceptual Design review at 10% completion with City point of contact
    - vi. Preliminary Design review meeting at 30% completion with City and other identified stakeholders
    - vii. Right of Way (ROW) Plans review meeting at 60% completion with City and other identified stakeholders
    - viii. Submitting the Land Disturbing Permit
    - ix. Final Plans review meeting at 95% completion with City and other identified stakeholders
    - x. Preparing a Storm Water Pollution Prevention Plan (SWPPP)
    - xi. Preparing Bid Documents for Bid Advertisement
  - b. Bid/Award Phase Services shall include, but are not limited to, the following:
    - i. Submit design certification letter to TDOT along with the certified bid tab
    - ii. Providing review and comment services on Bidders' Request for Information
    - iii. Preparing addenda, as required
    - iv. Holding a pre-bid meeting, participating at the bid opening and preparing notes
    - v. Evaluating the bids, and determining if the bids are responsive to all the requirements of the Bid Documents
    - vi. Tabulating the bids and drafting the recommendation letter for award of contract
2. The Consultant may be required to perform Additional Services that may include, but are not limited to, the following:
  - a. Preparing ROW and easement documents.

- b. Providing Resident Project Representative (RPR) services.
- c. Geotechnical/Soil Science investigation and reports as needed
- d. Conduct public input sessions to compile information that will guide the design process including the Riverwalk Committee and/or other agencies/partners.
- e. Processing survey data. (Survey must be performed on State Plane Coordinates and data must be compatible with City of Chattanooga GIS system)
- f. Establishing Rights-of-Way and front property corners as needed
- g. Coordinating the railroad permitting submittal, including preparation and document submittal.

#### 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 the Moccasin Bend Connector.
- 2. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to the Moccasin Bend Connector. 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 design and construction of the Moccasin Bend Connector. Furnish a copy of all required reports to the City in a timely manner.
- 4. The Consultant is responsible for submitting all environmental, design, and bid documents to TDOT Local Programs for approval including responding to all comments and questions.
- 5. The Consultant shall coordinate its work with the operating schedule of the City as required.
- 6. The Consultant shall conduct value engineering at all phases of design review to ensure that the project estimate stays within budget.
- 7. The Consultant shall conduct the work for the Moccasin Bend Connector in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
- 8. The Consultant shall provide adequate supervision, and technical and managerial oversight of the Consultant's employees, subcontractors, and agents.
- 9. 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

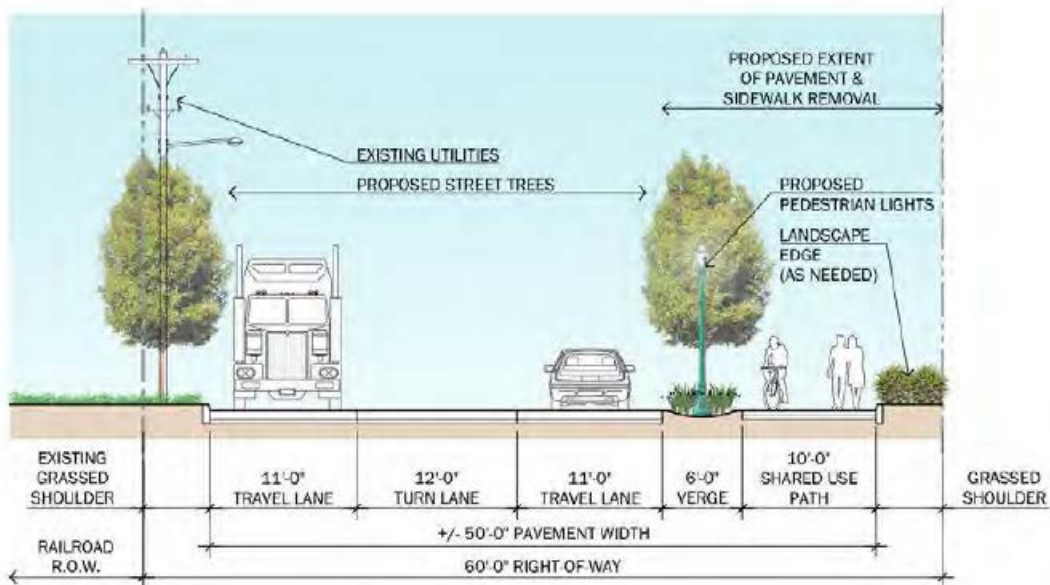
TDOT issued a memo on October 10, 2016 titled [Non-Motorized Transportation Facility Design Criteria \(Shared-Use Path\)](#). Design criteria established by this document shall be followed until they are superseded by newer Multimodal Design Guidelines adopted by the Department. For design guidance not covered in the memo or newer TDOT regulatory guidance, the following design guidelines must be adhered to during the

design of a non-motorized transportation facility: Guide for Planning, Design and Operation of Pedestrian Facilities, AASHTO; ADA Accessibility Guidelines 2013; 2010 ADA Standards for Accessible Design; Public Rights-of-Way Accessibility Guidelines; MUTCD; Guide for the Development of Bicycle Facilities, AASHTO; Roadway Standard Drawings.

As part of the Complete Streets Ordinance recently adopted by the City of Chattanooga, 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.

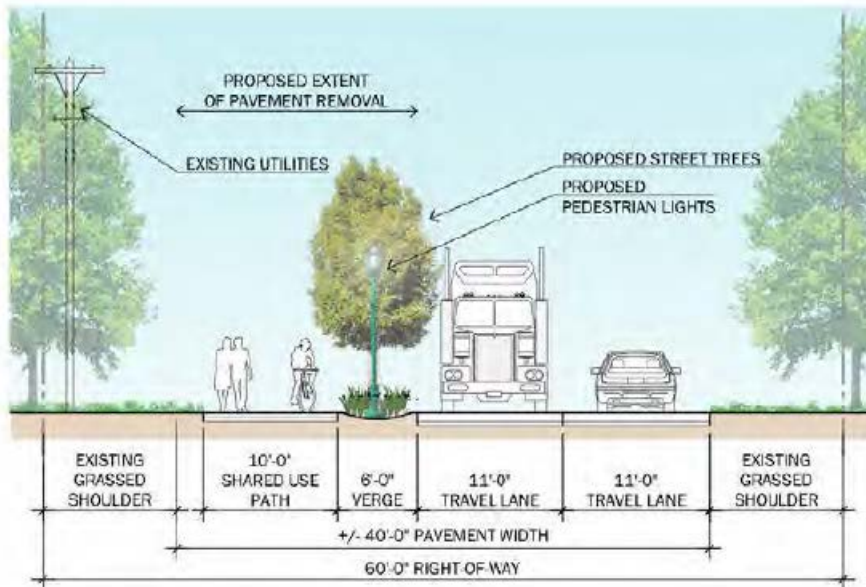
## **1.6 PRELIMINARY CORRIDOR CONCEPT**

The sections and plans shown on the following pages are a conceptual representation for the project on Manufacturers Road and Hamm Road.



## A MANUFACTURERS ROAD

Proposed Conditions



## B HAMM ROAD

Proposed Conditions



## **Section 2**

# **Qualifications Package Instructions**

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## **2.0 QUALIFICATIONS PACKAGE INSTRUCTIONS**

Interested firms shall **submit a Letter of Interest**. All **Letters of Interest** shall be submitted no later than **4:00 p.m. EDT, on August 17th, 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

Selected firms shall then be asked to submit a Qualifications Package (QP).

## **2.1 GENERAL**

**One (1) unbound original copy, and an electronic copy in PDF format** of the Qualifications Package (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 Moccasin Bend Connector no later than September 7 at 4:30 EST. The original and copies of the QP shall be indexed with tabs for each section.

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 Moccasin Bend Connector 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 August 22, 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 **end of day on August 24, 2018**. After that time, no further requests for information will be received or responded to. RFQ packages submittals due to the City no later than **12:00 p.m. EDT, on August 31, 2018**

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.

## **Section 3**

# **Qualifications Package Contents**

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### **3.0 QUALIFICATIONS PACKAGE CONTENTS**

#### **3.1 GENERAL INFORMATION – Limit 2 pages**

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 **Moccasin Bend Connector**.

- 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. Resumes should not be greater than one (1) page per person.

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. Project descriptions should not exceed one page in length.

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.

<http://www.chattanooga.gov/public-works-files/StandardEngineeringAgreementr7.pdf>

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 6 months after Notice of Award for the design and bid/award services.

## **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. General Experience
  - 1. Proposal properly interprets the Request for Qualifications.
  - 2. Proposal contains no technical errors.
  - 3. Proposal contains no discrepancies, omissions, ambiguous, and/or misleading statements.
- B. Project team members procedure experience
  - 1. Proposal demonstrates good understanding of TDOT Local Programs and City of Chattanooga procedure.
- C. Proposal Plan (Objectives and Tasks)
  - 1. Proposal cites specific tasks clearly.
  - 2. Difficult areas are identified and details for overcoming them are given.
  - 3. Proposal represents a novel idea or technical approach that is worth considering.
- D. Products and Implementation
  - 1. Proposal clearly defines deliverables at phase/project completion. Includes a practical, realistic implementation plan, and schedule, showing a familiarity with City procedures and policies, as well as demonstrated ability to meet budgets and schedules without compromising sound practices for similar projects.
- E. Staffing and Facilities
  - 1. Availability of personnel is clearly defined.
  - 2. Proposal shows a depth of qualified personnel.
  - 3. Personal qualifications and education are directly related to the project requirements.
  - 4. Key personnel have direct experience and accomplishments with this type of project.
  - 5. Proposal shows ability to manage a project of this size.
  - 6. Proposal includes plans for specific key personnel assignment.
  - 7. Project does not depend excessively on Sub consultants/Subcontractors or recruited personnel.
  - 8. Submitter's location will not hinder project completion.
  - 9. Sub consultants/subcontractor's location will not hinder project completion.
- F. City Involvement and Record of Past Accomplishments for the City
  - 1. City involvement is clearly described and quantified.
  - 2. City involvement is not excessive.
  - 3. Submitter satisfactorily completed past projects.
  - 4. Submitter met scheduled commitments.
  - 5. Submitter was cooperative and flexible.

- A. General Experience - 20%
- B. Project Team Members Experience - 20%
- C. Proposal Plan (Objectives and Tasks) - 25%
- D. Products and Implementation - 20%
- E. Staffing and Facilities - 5%
- F. City Involvement and Submitter's Record of Past Accomplishments for the City - 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. 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.

#### **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.