

Request for Qualifications

Professional Services For

**The Washington Hills Youth and Family
Development Center**

Contract Number: Y-18-005-101

City of Chattanooga, Tennessee

August 2018



Section 1

Introduction

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR
THE WASHINGTON HILLS YOUTH AND FAMILY DEVELOPMENT CENTER
CONTRACT NO. Y-18-005-101
CITY OF CHATTANOOGA, TENNESSEE

1.0 INTRODUCTION

1.1 BACKGROUND

The Washington Hills Center located at 4628 Oakwood Drive has served the Washington Hills Community for nearly 45 years with the improvements of the current Multipurpose Room in the 1990's. The existing 12,380 SF facility, consisting of a Gymnasium, the Original building, and the Multipurpose Room, offering a variety of education, activities, rental space and more. The City of Chattanooga Department of Youth and Family Services in their evaluation of facilities has recommended improvements be made to the Center, to meet the modern day needs of the community.



Figure 1 – Current front elevation of existing Washington Hills YFD Center.

1.2 PURPOSE OF RFQ

The City plans to contract with a Consultant for professional services to provide design, bid/award and construction administration for a new Youth and Family Development Center to be built on the existing Washington Hills Center site. The City is using this

RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

1.3 DESCRIPTION OF PROJECT SCOPE

The Chattanooga Department of Youth and Family Development aims to make improvements to the existing facility and to create a new Multipurpose Space. Below in **Figure 2** - shows the existing location of the Washington Hills YFD Center within the Washington Hills Recreation Facilities.



Figure 2

Section 2
Qualifications Package Instructions

2.0 QUALIFICATIONS PACKAGE INSTRUCTIONS

2.1 GENERAL

Seven (7) bound copies, one (1) unbound original copy, and an electronic copy in Word or PDF format of the QP shall be submitted. The QP should be limited to the requested content.

All QPs shall be submitted in a sealed envelope or box marked “**Y-18-005-101 – The Washington Hills Youth and Family Development Center**”. The original and copies of the QP shall be indexed with tabs for each section.

All QPs shall be submitted no later than **4:00 p.m. EDT, on Friday, September 28, 2018** to the attention of:

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

NOTE: *QPs shall address only the information requested in the RFQ. The City is not interested in “fluff or filler.” It is interested in the resumes of the people that will be working on the project and descriptions of similar projects on which they have worked independently or together. Resumes of others who will not be working on the project or project descriptions that are not recent or not relevant to the RFQ are not wanted.*

2.2 QP WITHDRAWAL PROCEDURE

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

2.3 RESERVATION OF CITY RIGHTS

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more QPs.
- B. The City reserves the right to negotiate an Agreement/Contract for **The Washington Hills Youth and Family Development Center** 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 15 day written Notice of Award.

2.4 PRE- RFQ CONFERENCE

No Pre-RFQ Conference is scheduled.

2.5 FACILITY VISIT

- A. **No onsite visit is planned. The facility is open daily if anyone so desires to visit prior to the RFQ submission.**

2.6 ADDITIONAL REQUESTS FOR INFORMATION

Any additional requests for information must be directed in writing to the City by **2:00 p.m. EDT, on Wednesday, September 19, 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 Monday, September 24, 2018**. After that time, no further requests for information will be received or responded to.

Requests for information or clarification shall be sent to:

City of Chattanooga
Debbie Talley
Purchasing Department
101 E. 11th 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 Failure to honor this request will be negatively viewed in the selection process.

2.7 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

3.0 QUALIFICATIONS PACKAGE CONTENTS

3.1 GENERAL INFORMATION

The QP shall provide the following general information:

- A. The name, address, telephone and facsimile numbers, 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.

3.2 QUALIFICATIONS AND EXPERIENCE

The Consultant shall provide the following regarding technical qualifications and experience dealing with The Washington Hills YFD Center.

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 of each team member.

C. Previous Experience With Similar Projects

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.

3.3 PROPOSED SCOPE OF WORK

A. General Scope of Work

The Consultant shall describe in detail the overall approach that will be used by its Project Team to perform the scope of work described herein for The Washington Hills Youth and Family Development Center.

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 Washington Hills Youth and Family Development Center.

1. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to The Washington Hills Youth and Family Development Center. Furnish copies of all required permits and approvals to the City.
2. 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 Washington Hills Youth and Family Development Center. Furnish a copy of all required reports to the City in a timely manner.
3. The Consultant shall coordinate its work with the operating schedule of the City as required.
4. The Consultant shall conduct the work related to The Washington Hills Youth and Family Development Center in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
5. The Consultant shall provide adequate supervision, and technical and managerial oversight of the Consultant's employees, subcontractors, and agents.

B. Specific Scope of Work

The Consultant shall provide professional services for the development and delivery of The Washington Hills Youth and Family Development Center Project

(i.e. – plans, specifications, etc.) for the construction project described earlier in this RFQ.

1. The new facility is planned to be built within close proximity of the existing facility within the existing park site. Demolition plans of existing facility to be provided by the owner, see Section 3.4.C.
2. The new facility is expected to be enlarged in size to provide adequate space for the new modernized center.
3. The design of the new facility should utilize building systems that are durable, energy efficient, vandalism free, security mindful, while at the same time providing minimal maintenance requirements. In addition to the design of the physical building layout and materials, the other building systems such as HVAC, Electrical and Plumbing should utilize energy efficient systems that promote sustainability, energy efficiency, while also providing future lower maintenance cost and promoting the use of natural lighting to its best extent.
4. Consultant may be asked to provide up to three conceptual layouts of the proposed building in a floor plan view and elevations of each for the City to review and select at a design review meeting.
5. The Consultant shall utilize the information collected by the City from the community to the elements of programming the center that they desire, as they prepare conceptual plans to present to the community during a Community Meeting to be scheduled at the appointed times.
6. Provided as **Attachment A - Proposed Project Timeline for Washington Hills YFD.**
 - a. Once the conceptual layout has been approved, the consultant shall proceed with 30% plans, at which time a second design review meeting will be held, within 30 days of the conceptual approval.
 - b. Once the 30% plan has been approved, the consultant shall proceed with 60% plans, at which time a third design review meeting will be held, within 45 days of the 30% approval.
 - c. Once the 60% plan has been approved, the consultant shall proceed with 90% plans, at which time a forth design review meeting will be held, within 45 days of the 60% approval.
 - d. Once the 90% plan has been approved, the consultant shall proceed with Bid Documents to be ready within 14 days. Anticipated Advertisement date April 2019.
7. Consultant shall perform Bid/Award Services, to include but not limited to a Pre-Bid Meeting, answering bidder questions, preparing addendums as

required, participation at the Bid Opening, preparing the Bid Tabulation and submitting a Letter of Recommendation.

8. Consultant shall perform Construction Administration Services, to include but not limited to a Pre-Construction Meeting, onsite bi-weekly progress meetings, minutes of all meetings, review and approval of submittals, submittal logs, review and approval of pay applications, respond to contractors RFI's and prepare CRF's as required. Consultant shall walk the site bi-weekly to view the progress and perform a Final Walk-Thru at the completion of the project and perform a Punchlist and provide a Substantial Completion Form to the City.

9. Consultant shall provide electronic as-built drawings at the conclusion of the project, to include location of all utility lines, drainage pipes, etc. within the 10 foot limits of the building footprint as described in Section 3.4.C City Supplied Services.

3.4 CITY SUPPLIED SERVICES

- A. 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.
- B. The City has already completed a full site survey of the project location to be given to the consultant to use for the horizontal and vertical control for the project.

3.5 FINANCIAL RESOURCES

The Consultant shall provide documentation that the firm is of sound financial standing and have the financial ability to work in the capacity of professional services.

3.6 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/gis-mapping/city-engineer/sops>

- 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.

3.7 LENGTH OF CONTRACT

The length of contract is expected to be in accordance with **the project scope and negotiated with the selected consultant.**

Section 4

Review and Evaluation of QPs

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

Selection of Consultants for formal presentations and the selection of one (1) consultant for contract/agreement negotiation will be based on an objective evaluation of the following criteria:

A. General

- a. Proposal and/or SOQ properly interpret the Request for Qualifications.
- b. Proposal and/or SOQ contain no technical errors.
- c. Proposal and/or SOQ contain no discrepancies, omissions, ambiguous, and/or misleading statements.

B. Problem Statement and Background Summary

- a. Proposal and/or SOQ demonstrate good understanding of the problem.

C. Proposal Plan (Objectives and Tasks)

- a. Proposal and/or SOQ cite specific tasks clearly.
- b. Difficult areas are identified and details for overcoming them are given.
- c. Proposal and/or SOQ represent a novel idea or technical approach that is worth considering.

D. Products and Implementation

- a. Proposal and/or SOQ clearly define products to be delivered at phase/project completion.
- b. SOQ 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 engineering practice for similar projects.

E. Staffing and Facilities

- a. Availability of personnel is clearly defined.
- b. Proposal and/or SOQ show a depth of qualified personnel.
- c. Personal qualifications and education are directly related to the requirements of the project.
- d. Key personnel have direct experience and accomplishments with this type of project.
- e. Proposal and/or SOQ show ability to manage a project of this size.
- f. Proposal and/or SOQ include plans for specific key personnel assignment.

- g. Project does not depend excessively on Sub consultants/Subcontractors or recruited personnel.
- h. Submitter's location will not hinder project completion.
- i. Sub consultants/subcontractor's location will not hinder project completion.

F. City Involvement

- a. City involvement is clearly described and quantified.
- b. City involvement is not excessive.

c. Submitter's Record of Past Accomplishments for the City

- d. Submitter satisfactorily completed past projects.
- e. Submitter met scheduled commitments.
- f. Submitter was cooperative and flexible.

G. Evaluation proceedings shall be conducted within the established guidelines regarding equal employment opportunity and discriminatory action based upon the grounds of race, color, sex, creed, or national origin.

4.4 SELECTION OF FINALIST

After the review of the QPs by the Review Committee and possibly formal presentations, the City may, at its sole option, elect to reject all QPs or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist to negotiate an Agreement.