

Request for Qualifications

Professional Services For Downtown One-Way to Two-Way Conversion

Contract Number: T-15-013-101

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

October 2016



Section 1

Introduction

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR
Downtown One-Way to Two-Way Conversion

CONTRACT NO. T-15-013-101
CITY OF CHATTANOOGA, TENNESSEE

1.0 INTRODUCTION

1.1 BACKGROUND

From the 1950's to 1970's many cities in the US converted downtown streets from traditional two-way traffic flow to one-way movement in an effort achieve expedited traffic flow. This happened in the midst of demographic shifts from downtowns being places where people lived, worked and shopped, to becoming "Central Business Districts" that were simply commuted into in the mornings and commuted out of in the evenings. Downtown streets lost their value as places where people lived their daily lives, and became more utilitarian corridors to move traffic quickly.

Efforts in Chattanooga to recreate downtown as a vibrant district have been reversing that trend in order to reestablish the area as a livable center, including working to build walkable streetscapes, adopting codes for building forms that address the street, and taking measures to reestablish a fine-grained street grid. This project continues that effort to create livable and safer streets by seeking to convert the remaining one-way streets to two-way in the downtown core. Plans performed in the past decade recommend the conversion, including the Downtown Plan (2004) and the Center City Plan (2013). Following are the proposed benefits and expected outcomes of the project:

Beneficiaries

Converting one-way streets to two-way traffic:

- is customer-friendly and visitor-friendly by making wayfinding easier
- is resident-friendly; supports the youngest and oldest residents; supports low income residents and non-drivers by calming traffic to make downtown more walking and biking friendly
- supports redevelopment and revitalization of the district

Benefits

Cities have reported the following benefits after converting one-way streets to two-way traffic.

- Better distribution of traffic: traffic makes better use of available streets running in the direction of desired travel; bottlenecks at one-way routes is reduced.
- Improved wayfinding: every street is available for routing from every direction; routes correspond to simple map directions; missed turns are easy to correct.

- Increased retail visibility: removing blind spots and obstacles to access has allowed the worst-performing retail to keep pace with more visible locations.
- Increased commercial activity and tax base: changing commuting corridors to commercial main streets has improved the retail viability of corridors and nearby streets.
- Increased safety of pedestrians and drivers: slower travel speeds and more driver caution at intersections reduce accidents involving pedestrians and reduce fatalities;
- Increased pedestrian activity and comfort: safer streets encourage pedestrian activity; better distributed traffic distributes activity and “eyes-on-the-street” to surrounding streets.
- Increased use of alternate modes of transportation: Living and working on “complete streets” can change commuting habits and preferences, leading to increased mode share for bicycling and public transit.
- Resilient networks: a network of two-way streets can better accommodate planned and unplanned changes to traffic patterns.

Measurable Outcomes

Where cities have conducted follow-up studies, the following outcomes have been reported.

- Increased efficiency of the road network, as measured by local trip completion. (travel within the district is quicker.)
- Reduced vehicular speed. Excessive speeding on straightaways is reduced.
- Decreased incidence of crime, on corridors and adjoining streets.
- Increased property values, on the street and in nearby neighborhoods.

Cost Benefits

- With better distribution of traffic, the City may be able to replace some traffic signals with stop signs.
- Changes to the crossover at Warehouse Row may result in better utilization of land.
- Based on experience in other cities, Chattanooga can expect significant increases in tax revenues from increased economic vitality of the downtown.

1.2 PURPOSE OF RFQ

The City of Chattanooga Department of Transportation (CDOT) is seeking a qualified consultant to provide a transportation analysis report and construction documents for the conversion of select streets in Downtown Chattanooga from one-way to two-way traffic operation. The goal of this Request for Qualifications (RFQ) process is to select a Consultant that demonstrates the greatest capabilities and has relevant experience for the scope of work. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

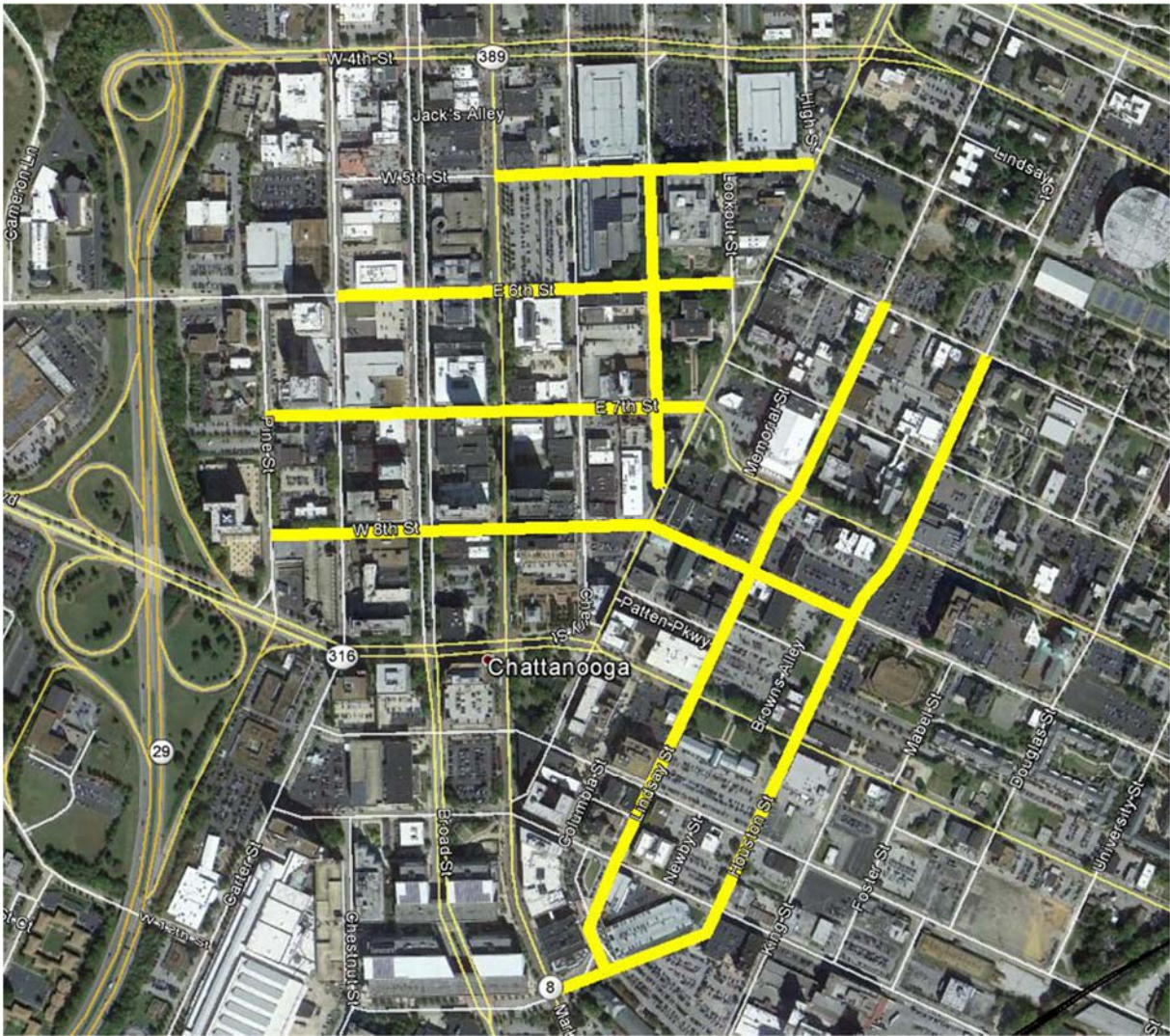
1.3 PROJECT OVERVIEW

A. SCOPE

The Consultant shall provide construction documents for all work items necessary to convert the street segments indicated in Figure 1.1 from one-way operation to two-way operation, and or to revise the street configuration to add bike/ped facilities or on-street parking.

Figure 1.1

Street	From	To
8th St.	Chestnut St.	Houston St.
7th St.	Pine St.	Georgia Ave.
6th St.	Chestnut St.	Lookout St.
5th St.	Market St.	Georgia Ave.
Walnut St.	5th St.	Georgia Ave.
Lindsay St.	Vine St.	Houston St.
Houston St.	Vine St.	Market St.



The work for this project shall include the following work items:

1. Prepare a base map from existing aerials that indicates existing curb lines, building and ROW edges, and locations of traffic lights, street lights and other appurtenances
2. Compile and/or conduct traffic counts at all appropriate intersections
3. Perform analysis of traffic flow of the downtown network including traffic capacity studies with existing conditions and proposed scenarios, including signal warrant analysis at lower volume intersections
4. Produce a report presenting the results of the traffic analysis and exhibiting the rationale for the improvements
5. Crash analysis in the project area
6. Conduct public outreach meetings to present the project and gather input
7. Design all striping adjustments for removal and new applications, including determination of which striping should remain and which should be refurbished
8. All necessary signage adjustments
9. Changes and adjustments necessary to existing traffic equipment, facilities, and control devices and specification of new equipment necessary to achieve the project scope including but not limited to the following:
 - a. New mast arms and poles with signalization
 - b. New signalization on existing poles
 - c. Identification of camera or traffic loop installations
 - d. New conduit, wiring and other equipment necessary for signal installation/adaptation
10. Updated traffic signal timing plan based on model analysis for the downtown area affected by the conversion
11. Construction phasing and traffic control plan, including plan for public notice
12. The Consultant shall identify all overhead and underground utilities conflicts, develop a solution to eliminate the conflicts, and present this solution to CDOT for approval.
13. The Consultant shall provide specifications for all materials and equipment.
14. The Consultant shall be responsible for receiving governmental approvals.
15. The Consultant shall be responsible for the design and documentation to reprogram traffic controllers.
16. The Consultant shall be responsible for the design and documentation of all necessary pedestrian control devices.
17. The Consultant shall provide a detailed Opinion of Probable Construction Costs at 20%, 50% and 95% design for review by the Client.
18. The Consultant shall develop construction plans and specifications and oversee the bidding process.
19. The Consultant shall provide construction engineering and inspection services for the project.

The following items shall NOT be included within the Scope of Services.

1. Design to relocate utilities
2. Develop new road profiles
3. Boundary or topographic surveys

B. DESIGN STANDARDS

Project design shall meet the design requirements included in the latest editions of City Standards, including the NACTO Urban Street Design Guide, NACTO Urban Bikeway Design Guide, ITE Walkable Urban Thoroughfares, Manual of Uniform Traffic Control Devices, and ADA Guidelines. 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 them.

C. PROJECT SCHEDULE

The Consultant shall base their response to this RFQ upon the following schedule:

- RFQ Published October 14, 2016
- QP Due November 7, 2016
- Engage Consultant December 6, 2016
- Traffic Analysis and Preliminary Design and Estimate March 16, 2017
- Public Meeting, April 13, 2017
- Start of Bidding May 12, 2017
- Receipt of bids June 15, 2017
- Award of Construction contract July 11, 2017
- Start construction August 21, 2017
- Complete construction December 17, 2017

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 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 “**Downtown One-Way to Two-Way Conversion**”. 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 Monday, November 7, 2016** to the attention of:

City of Chattanooga
Purchasing Department
101 E. 11th Street, Suite G13
Chattanooga, TN 37402
bidinfo@chattanooga.gov
Phone Number: (423) 643-7230
Fax Number: (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 “**Downtown One-Way to Two-Way Conversion**” 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 Monday, October 27, 2016**. 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, October 31, 2016**. 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
Purchasing Department
101 E. 11th Street, Suite G13
Chattanooga, TN 37402
bidinfo@chattanooga.gov
Phone Number: (423) 643-7230
Fax Number: (423) 643-7244

The City specifically requests that any contact concerning this RFQ be made exclusively with Debbie Talley, or her 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

3.0 QUALIFICATIONS PACKAGE CONTENTS

3.1 GENERAL INFORMATION

The QP shall provide the following general information:

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

3.2 QUALIFICATIONS AND EXPERIENCE

The Consultant shall provide the following regarding technical qualifications and experience dealing with **Downtown One-Way to Two-Way Conversion**.

- A. General Experience

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

B. Project Team Members Experience

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

C. Previous Experience with similar projects

D. 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 SCOPE OF WORK

A. General Conditions of Work for Downtown One-Way to Two-Way Conversion

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

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. Develop project base map
 - ii. Conduct public involvement
 - iii. Coordinate with City personnel, TDOT, utilities companies, etc.

- iv. Design the project in compliance with all Federal, State, and/or Local rules, regulations, laws and/or guidelines.
 - v. Preliminary Design review meeting at 20% completion with City and other identified stakeholders.
 - vi. Right of Way (ROW) Plans review meeting at 50% completion with City and other identified stakeholders.
 - vii. Final Plans review meeting at 95% completion with City and other identified stakeholders.
 - viii. Prepare Bid Documents for Bid Advertisement, twenty (20) sets.
- b. Bid/Award Phase Services shall include, but are not limited to, the following:
- i. Provide review and comment services on Bidders' Request for Information.
 - ii. Prepare addenda, as required.
 - iii. Participate at the Bid Opening.
 - iv. Evaluate the bids and determining if the bids are responsive to all the requirements of the Bid Documents.
 - v. Tabulate 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. Prepare ROW and easement documents.
 - b. Prepare a Storm Water Pollution Prevention Plan (SWPPP).

3.4 CITY SUPPLIED SERVICES

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.

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/transportation/transportation-design-and-engineering>

- 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 end of the Contract shall be twelve (12) months after Notice of Award for the design and bid/award services.

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

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

- A. Past experience in projects similar in nature
- B. Qualification and availability of staff
- C. Demonstrated ability to meet schedules without compromising sound engineering practice
- D. Evaluations on prior City projects, if applicable
- E. The project approach that will be used by the Project Team to perform the scope of work
- F. Experience with design manuals adopted by the City
- G. Other factors approved by CDOT
- H. 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.