

# **Request for Qualifications**

## **PROFESSIONAL SERVICES FOR GI/SOV BANK PROGRAM CONTRACT # S-16-012**

**City of Chattanooga, Tennessee**

**August 2016**



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### 1.1 Purpose & Introduction

Through this RFQ, the City of Chattanooga is seeking qualified Responders interested in implementing numerous innovative green infrastructure (GI) projects to mitigate existing stormwater impacts to Chattanooga watersheds, streams, and rivers. The objectives of implementing these practices are to showcase GI advantages, build momentum, and advance their use, while simultaneously improving water quality.

Through adopted codes and ordinances, the City of Chattanooga strives for low impact developments (LID) preserving or incorporating an abundant and appropriate use of native vegetation. The City strives for a network of healthy, natural open spaces managed for multiple benefits. The City strives to build a hub of GI and LID developments, to gain momentum for both in the region, and to support watershed management.

This could occur through an innovative “makeover” site with numerous GI and water reuse practices as a model, or the installation of practices on different parcels. Regardless of the scale, practices should be considered demonstration sites. Goals include community redevelopment, revitalizing neighborhood centers, improving residents’ quality of life, and increasing property values. Outreach, education and signage to showcase these practices should also be considered part of the project.

Applicants who are eligible to submit proposals in response to this RFQ include: private non-profit organizations and institutions, for-profit organizations, and educational institutions. Through this process, the City may develop a shortlist of firms or teams for green infrastructure projects. The shortlist is needed to fulfill numerous professional services, throughout the City, as potential project sites are vetted. Some of the GI services will be smaller, of shorter duration and negotiated with shorter term tasks. Others may be larger projects requiring extensive coordination. Regardless, each task will begin with a total negotiated or specified fee for the specified contract term. Multiple tasks may be given to consultants selected for the shortlist. Experienced landscape architecture, engineering, contracting, and ecological firms are encouraged to respond and to submit qualifications. This RFQ includes information on *Former Controls, New Requirements, Obstacles and Goals, Project Scope, Guidelines for Proposal Preparation, Submission Process and the City’s Evaluation Criteria*.

### 1.2 Background/Problem Statement: Former Development Stormwater Controls

Existing developments, preceding the implementation of more effective stormwater regulations, are significantly responsible for degraded water quality and stream conditions. This is especially true in urbanized and urbanizing areas. Changes in land cover, increased land imperviousness, and the lack of recently mandated,

innovative water quality features result in streams and watersheds receiving large volumes of polluted runoff traveling at erosive velocities. This causes serious stream bank erosion and compromises aquatic habitat.

Many older urbanized areas, in Chattanooga, were developed either before any stormwater controls were required or when less effective “prior technology” controls governed. In Chattanooga, prior technology controls were limited, first, to peak flood control, or “attenuation”, in detention ponds. Later, requirements also included the capture and treatment of total suspended solids (TSS) in those same engineered ponds or in smaller proprietary devices such as oil-grit separators and curb inlet inserts. Over the decades, these simple flood control devices and suspended pollutant traps have proven to be less than ideal. These controls and manufactured devices, including pipe, are often referred to as “grey infrastructure”.

Former “grey infrastructure” controls were expected to reduce pollution without addressing runoff volume increases discharged from urbanized areas. The benefits gained from removing some suspended pollutants were often overshadowed by the sheer magnitude of the runoff volume leaving developed sites. Even with flood control and pollutant removal, absent volume reductions, urban areas will contribute much more pollution than pre-development conditions. This makes it difficult to achieve today’s water quality standards.

### **1.3 New Development Requirements and Stormwater Controls**

The City’s 2010 NPDES permit with TDEC required us to develop new site design standards for all new developments and redevelopments disturbing an acre or more. This mandate calls for management measures designed, built and maintained to infiltrate, evapotranspire, harvest and/or use, at a minimum, the runoff resulting from the first inch of every rainfall event preceded by 72-hours of no measurable precipitation. The BMP’s must manage 100% of this runoff with no discharge to surface waters. This small volume of runoff, discharged early in a storm event, is coined the “first flush”. The first flush carries the majority of urban pollutants into our streams, lakes and rivers. TDEC requires that our permanent first flush controls be comprised of runoff reduction and pollutant removal technologies. Our permit specifically states that runoff reduction is the preferred control practice as it can achieve both volume control and pollutant removal.

The benefits of GI and water reuse are numerous. Scientific research has shown that well-maintained GI practices provide a heightened level of treatment compared to traditional “pipe and pond” techniques. Water and contaminants do not flow freely in soils as they would in a river. Instead, they travel through the circuitous pore spaces of subsurface materials. This is where and how water quality treatment occurs. Biological processes break down pollutants where they are consumed by microorganisms and by plant life.

#### **1.4 Water Quality Retrofits**

The lack of velocity dissipation, adequate pollutant removal and volume reduction components, at older existing developed sites, can be addressed through stormwater GI retrofits. This is necessary if urban streams, in previously developed areas, are to be restored and water quality is to be improved.

Publicly owned impervious and paved surfaces (roads, parking lots, building footprints) account for a large portion of the impermeable cover in urban areas. Retrofitting these surfaces with GI is a cost effective measure to achieve water quality improvements in urbanized areas. Retrofitting existing, and imperfect, stormwater systems with new GI investments will optimize pollutant removal and overall efficiencies of existing systems. Also, two common benefits are achieved via a GI retrofit policy: 1.) Removal of installation obstacles on private development sites that may have low infiltration capacities and other site limitations; and, 2.) Creation of incentives that ultimately reduce the cost of new and re-development projects in Chattanooga;

The City of Chattanooga desires to remove the most significant barriers to GI implementation by utilizing developer incentive programs, compliance assistance programs, and city codes that target and overcome those obstacles. Both public and private sites could be eligible for stormwater retrofit. This RFQ could be used to pursue the City's re-development & revitalization initiatives. Winning bidders may be tasked with pursuing interim uses and/or GI on vacant and financially distressed properties.

Although approximately **\$300,000** is budgeted for these projects in fiscal year 2017, depending on the quality of proposals received, the City reserves the right to fund one or multiple projects for more or less than this amount.

#### **1.5 Project Scope: Deliverables, Duties & Responsibilities**

- Interested applicants must familiarize themselves with the City's adopted stormwater code (Chapter 31) and Rainwater Management Guide. <http://www.chattanooga.gov/public-works/city-engineering-a-water-quality-program/water-quality-program/44-public-works/989-resource-rain>
- The scale of the project(s) has not been predetermined. It shall be the responsibility of the applicant to work with City staff, sometimes proposing and negotiating an appropriate and manageable scale, to accomplish project objectives.

- Site retrofit locations may require GI integration alongside flood prone, recreational, and ADA parking areas. Potential areas could be adjacent to transportation corridors, equipment routes, and existing utilities. Firms/teams must have implementation experience within these confines.
- Although the implementation of GI/water reuse practices should be considered the primary deliverable through this RFQ, outreach efforts and products (including signage) can be included as deliverables.
- City and selected firm(s) will negotiate and write a mutually agreeable contract to implement runoff reduction measures including GI and/or water reuse.
- Contracts for services will include shared and individual responsibilities. Contracts will detail who is responsible for what. This includes design, permitting, infiltration testing, installed materials purchases, installed materials testing, construction inspections, equipment, labor, installation, and eventual ownership of the BMP. Other responsibilities are documentation, outreach, recurring inspection, perpetual maintenance and ownership of incentives including marketable credit coupons and water quality fee reductions.
- While cost share or funding match is not required, final contracts including this component may be reviewed more favorably. Cost share may be in the form of cash, in-kind contributions, receipt of marketable SOV credit coupons, water quality fee reductions, etc. Future contract(s), with chosen Responder(s) will clearly detail division of design, construction, outreach, maintenance responsibilities, and cost sharing.
- Any funds requested by the winning contractor(s), consultant(s) may be used for expenses directly related to the contract and proposed project. This could include labor, consultant fees, technology fees, transportation/mobilization, purchase of installed materials, equipment rental or usage, other direct and related incidental expenses, etc.
- Work with City to find and select appropriate SOV retrofit sites.
- Participate in three (3) plan review meetings (concept, preliminary, final) with LDO. Bring ideas, designs and sizing calculations. At these required meetings, review staff and selected firm(s) will determine appropriate BMP's, plant species, analyze costs, routing analysis, size, locations, coupons earned, maintenance practices, etc.
- Prepare final plans and specifications utilizing GI and water reuse practices per the adopted RMG and Chapter 31 requirements.
- Practices should accept storm water from City roadways, parking lots, buildings and other developed and impervious areas to the maximum extent possible.
- Provide a succinct final stormwater impact report detailing the existing and final site conditions along with the treatment goals and solutions.

- Document the before, during construction and stabilized site condition with photographs, brief video, and citizen testimonials suitable for brief presentation to City Counsel and/or upload to the City's website.
- Advertise and conduct neighborhood outreach meeting(s). This could be for stakeholder input, project kick-off, or ribbon cutting. Prepare press releases and PowerPoints or other suitable presentation(s).
- Applicants should assist the City with describing the specific benefits of their projects. This includes benefits to specific water bodies, catchments, and watersheds. If applicable, the applicant should also illustrate landowner permission(s) and plans for post-construction maintenance.
- The City would like the success of these projects to be evaluated through pollutant monitoring, modeling, pre and post visitation counts, citizen appreciation, or other metrics. The applicant must demonstrate how project success will be measured.
- Reports, at regular milestones, and a final project report are required deliverables.

## **1.6 Goals & Conclusion**

A distributed GI network, as opposed to a centralized grey infrastructure system, is designed to limit the conversion of precipitation to runoff. GI captures rainwater where it falls. It manages stormwater at the surface by maximizing soil and vegetation contact during treatment. This combination allows GI to reduce stormwater volumes, peak flow rates, and pollutant concentrations.

GI provides benefits in many arenas, such as climate change, air quality, water quality and quantity, urban heat island reduction, and energy conservation. Therefore, creative solutions can be found through cross-disciplinary partnerships. As people and organizations with different focuses come together to resolve their concerns through a common solution, funding and other resources can be leveraged to accomplish multiple goals.

Proposals will be evaluated heavily on the applicant's demonstrated ability to design, construct, and maintain GI and water reuse practices. Also weighing heavily is the applicant's public outreach experience and knowledge of urban pollutants and detrimental watershed impacts. Firms should be able to partner with other professions, and assemble a team with the professional depth and diversity to bring about significant environmental improvements.

## 2.1 GENERAL

Ten (10) bound copies, one (1) unbound original copy, and an electronic copy in Word format of the SOQ shall be submitted. The SOQ should be limited to the content requested in this RFQ.

All SOQs shall be submitted in a sealed envelope or box marked "GI/SOV Bank Program" The original and copies of the SOQ shall be indexed with tabs for each section of the RFQ.

All SOQs shall be submitted no later than 4:00PM EDT, on Friday, September 30 2016, to the attention of:

City of Chattanooga  
[bidinfo@chattanooga.gov](mailto:bidinfo@chattanooga.gov)  
Purchasing Department  
101 E. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7230  
FAX: (423) 643-7244

**NOTE:** SOQs 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 people who will be working on the project and descriptions of similar projects on which they have worked on singularly or together. Resumes of those not involved with the project or outdated or irrelevant project descriptions should be excluded.

## 2.2 SOQ WITHDRAWAL PROCEDURE

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

## 2.3 RESERVATION OF CITY RIGHTS

- a. The City reserves the right to request clarification of information submitted and to request additional information of one (1) or more SOQs.
- b. The City reserves the right to negotiate the Agreement/Contract(s) for Professional Services for the **GI/SOV Bank Program** 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.
- c. The City reserves the right to negotiate all elements of work that comprise the selected SOQ.
- d. The City reserves the right, after opening the SOQs or at any other point during the selection process, to reject any or all SOQs, modify or postpone the proposed project, evaluate any alternatives offered or accept the SOQ that, in the City's sole judgment, is in its best interest.
- e. The City reserves the right to terminate the Agreement if the Consultant/Contractor fails to commence the work described herein upon giving the Consultant/Contractor a 30 (thirty) day written Notice of Award.

## 2.4 PRE- SOQ SUBMITTAL MEETING

For this project, the City is not planning to hold a Pre-SOQ meeting.

## 2.5 FACILITY VISIT

Upon award of the project, employees of the selected firm can conduct facility visits at the firm's discretion. All applicable safety requirements must be adhered to through the site visits.



## 2.6 REQUESTS FOR INFORMATION

Requests for information or clarification must be directed in writing to the City by **4:00 p.m. EST, on Friday, September 16, 2016**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each RFQ responder by **4:00 p.m. EDT, on Friday, September 23, 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  
[bidinfo@chattanooga.gov](mailto:bidinfo@chattanooga.gov)  
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.

## 2.7 AFFIRMATIVE ACTION PLAN

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

1. The Consultant/Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Consultant/Contractor 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/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 Consultant/Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant/Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Consultant/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 said labor union or workers' representatives of the Consultant/Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City, any Consultant/Contractor 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/Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. 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/Contractor and/or subcontractor

will utilize to make good faith efforts at providing employment opportunities for minorities and women.

6. During the term of this Contract, the Consultant/Contractor 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/Contractor's compliance with these Equal Opportunity provisions.

### 3.1 GENERAL INFORMATION

The SOQ shall provide the following general information:

- A. Identify the name, address, telephone, facsimile numbers, and email address of the Consultant/Contractor, and the 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 of the personnel proposed to be part of the project, as well as their availability (as a percentage of their total time) for the project.
- D. Identify what is to be directly undertaken by the Consultant/Contractor and what portions will be subcontracted. At a minimum, SOQs must identify the lead parties that will undertake the various roles for the various phases.
- E. Describe the proposed contractual relationships between the Consultant/Contractor 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/Contractor. If the Consultant/Contractor 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/Contractor 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 SOQ, the reasons for this action must be fully disclosed; and
  3. Identify any lawsuits or litigation, permit violations, and/or contract disputes for other projects by the Consultant/Contractor.
- H. Provide client references (for both current and past clients) for projects similar to the one described within this RFQ. References to websites of actual projects completed are not required but may be beneficial.

### 3.2 QUALIFICATIONS AND EXPERIENCE

The Consultant/Contractor shall provide the following regarding technical qualifications and experience dealing with the Professional Services for the project described herein.

#### A. General Experience:

Provide a summary of the experience of the Consultant/Contractor project team working together for this project or similar projects as applicable to the SOQ. Include current work assignments and available capacity to perform the specific City Project. Please include any and all work for the City since July 1, 2010. Please limit it to two (2) pages. The City will request additional information if warranted.

#### B. Project Team Members Experience:

Provide resumes of the key members Consultant/Contractor's project team including the project manager and all key technical personnel who are to be directly used as applicable to the SOQ. Resumes should include information on professional registrations and certifications of each team member. Please limit it to two (2) pages per team member. The City will request additional information if warranted.

#### C. Previous Experience with Similar Projects:

Provide a list of the most recent related work or similar type project(s) and professional service projects

that the Consultant Project Team has worked on together or singularly. These projects should be similar in nature to the requirements detailed in this RFQ.

Include name of each project, description of each project, location of each project, dates and times work was performed, name of Project Manager, Project Team Members involved; and name, address and phone number of owner and/or contact person familiar with the project. Please limit it to one (1) page per project. City will request additional information if warranted.

### 3.3 PROPOSAL SCOPE OF WORK

#### A. General Scope of Work: The Consultant/Contractor shall:

- 1 Describe in detail its overall approach that will be used by its project team to perform the scope of work described herein for the Professional Services for **GI/SOV Bank Program**.
- 2 Provide all labor, benefits, equipment, materials, fuel, utilities, insurance, out-of-pocket expenses, and other related services required in connection with the Professional Services for its overall approach that will be used by its project team to perform the scope of work described herein.
- 3 Obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to the Professional Services for the project. Copies of required permits and approvals shall be furnished to the City.
- 4 Provide and submit reports and certifications as required by all applicable Federal, State and/or Local regulations in regards to the project. All required reports shall be furnished to the City in a timely manner.
- 5 Conduct the work for the Professional Services for the project in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
- 6 Provide adequate supervision and technical and managerial oversight of its employees, subcontractors, and agents.

#### B. Specific Scope of Work

- 1 Project scope may include utility location, relocation and coordination; infiltration testing and geotechnical analysis; GI conceptual and full designs; public outreach and meetings; water quality monitoring and sampling; landscape design and plant selection;
- 2 Interested firms must demonstrate experience in landscape architecture, engineering, ecology, public outreach, environmental engineering practices; knowledge of equipment, installed materials, labor related to GI and water reuse practices.
- 3 Additional Scope of Service requirements may be included or developed during contract negotiations. The Consultant will be required to attend and support meetings with City staff as necessary to report project status, share findings, review budgets, conduct field investigations, and make critical decisions. The Consultant may also be required to attend/address public meetings or presentations to boards, committees, and/or City Council as deemed necessary by the City.
- 4 Other Duties: The Consultant/Contractor may be asked to participate and assist with organization of related kick-off meetings, regular progress meetings, regulatory agency meetings, workshops, and site visits as needed during the course of the project.

### **3.4 CITY SUPPLIED SERVICES**

The City will provide the following as part of the project:

- A. A project manager as the single point of contact, who will be the responsible party for the City;
- B. Consultant access to all City records that will assist in this project including existing preferred models and stormwater structure descriptions, locations and assessments;

### **3.5 FINANCIAL RESOURCES**

The Consultant/Contractor shall provide documentation that the firm is of sound financial standing.

### **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/70\\_SOPs.htm](http://www.chattanooga.gov/Public_Works/70_SOPs.htm)

- A. Except for information and data protected under law as confidential, all reports, permits, applications, etc. filed in connection with the work will be available for public inspection.
- B. All records and documentation pertaining to the Consultant/Contractor shall be maintained for a period of five (5) years following expiration or termination of the Agreement.
- C. Audit Provisions
  - 1. The City or its assignee may audit all financial and related records (including digital) associated with the terms of the Contract or Agreement including timesheets, reimbursable out of pocket expenses, materials, goods, and/or equipment claimed by the Consultant/Contractor. The City may further audit any Consultant/Contractor records to conduct performance audits (to identify waste and abuse or to determine efficiency and effectiveness of the Contract or Agreement) or to identify conflicts of interest.
  - 2. The Consultant/Contractor 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/Contractor. Documents shall be maintained by the Consultant/Contractor necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Consultant/Contractor 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.
  - 3. The obligations of this Section shall be explicitly included in any Subcontracts or Agreements formed between the Consultant/Contractor and any subcontractors or suppliers of goods or services to the extent that those Subcontracts or Agreements relate to fulfillment of the Consultant/Contractor's obligations to the City.
  - 4. 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/Contractor shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
  - 5. 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 ALTERNATE APPROACHES**

This RFQ briefly describes the City's current or anticipated approach and deliverables. Consultants are encouraged to prepare their project approach accordingly. However, alternate approaches are welcome, provided the Contractor/Consultant can demonstrate similar or additional benefits to the City. Innovative design adaptations or modifications of the RMG / GI BMPs which are deemed effective for consideration may be adopted by the City of Chattanooga W.Q. program for future implementation. It shall become the property of the City of Chattanooga for publication, reprint, or amendment to the policies relating to SOV/GI as a result of any contract agreement. Alternate approaches may be mentioned briefly in the Contractor/Consultant's submittal; however, detailed consideration of alternate approaches should be deferred to workshops that Contractor/Consultant may propose as part of the Project Management task.

### **3.8 LENGTH OF CONTRACT**

The length of the Contract shall not exceed two (2) years unless otherwise approved by the City.

#### 4.1 REVIEW COMMITTEE

A review committee consisting of individuals selected by the City shall receive and review all SOQs submitted. The City, in its sole judgment, shall decide if an SOQ is viable.

#### 4.2 FORMAL PRESENTATIONS

Currently, the City does not anticipate hosting formal presentations from submitting firms.

#### 4.3 SELECTION CRITERIA

Selection of Consultant/Contractor(s) for contract/agreement negotiations and/or formal presentations will be based on an objective evaluation of the following criteria:

##### A. General

1. Proposal and/or SOQ properly interpret the Request for Qualifications.
2. Proposal and/or SOQ contain no technical errors.
3. Proposal and/or SOQ contain no discrepancies, omissions, ambiguous, and/or misleading statements.

##### B. Problem Statement and Background Summary.

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

##### C. Proposal Plan (Objectives and Tasks)

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

##### D. Products and Implementation

1. Proposal and/or SOQ clearly define products to be delivered at phase/project completion. 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

1. Availability of personnel is clearly defined.
2. Proposal and/or SOQ show 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 and/or SOQ show ability to manage a project of this size.
6. Proposal and/or SOQ include 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

1. City involvement is clearly described and quantified.
2. City involvement is not excessive.

##### G. Submitter's Record of Past Accomplishments for the City

1. Submitter satisfactorily completed past projects.
2. Submitter met scheduled commitments.
3. Submitter was cooperative and flexible.

##### H. Other factors approved by the City Engineer.

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

#### **4.4 SELECTION OF FINALIST**

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