

Request for Qualifications
Professional Services For
Wood Recycling Center Facility
Contract Number: C-17-017-101
City of Chattanooga, Tennessee

December 2017



Section 1

Introduction

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES FOR THE CITY OF CHATTANOOGA WOOD RECYCLING CENTER

CONTRACT NO. C-17-017-101
CITY OF CHATTANOOGA, TENNESSEE

1.0 INTRODUCTION

1.1 BACKGROUND

The City of Chattanooga Wood Recycling Center Facility is located at 3925 North Hawthorne Street. The site also currently houses the Household Hazardous Waste Facility and the City would like to expand the facility to also include Solid Waste Fleet Vehicle storage. The expansion includes fleet vehicle storage, new office building, scale house, and mechanic shop.



Figure 1 – Current Site Layout

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 the new Solid Waste Vehicle Storage Facility at the existing Wood Recycling Center. 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 Public Works aims to redevelop the existing Wood Recycling Center to allow for Solid Waste Fleet Vehicle Storage. In order to maximize the site, the existing scale house building will be demolished and a larger new office building built in its place. A new entrance, scale house that includes a restroom and kitchenette, and mechanic shop is also proposed.

Figure 2 below shows the proposed site layout.

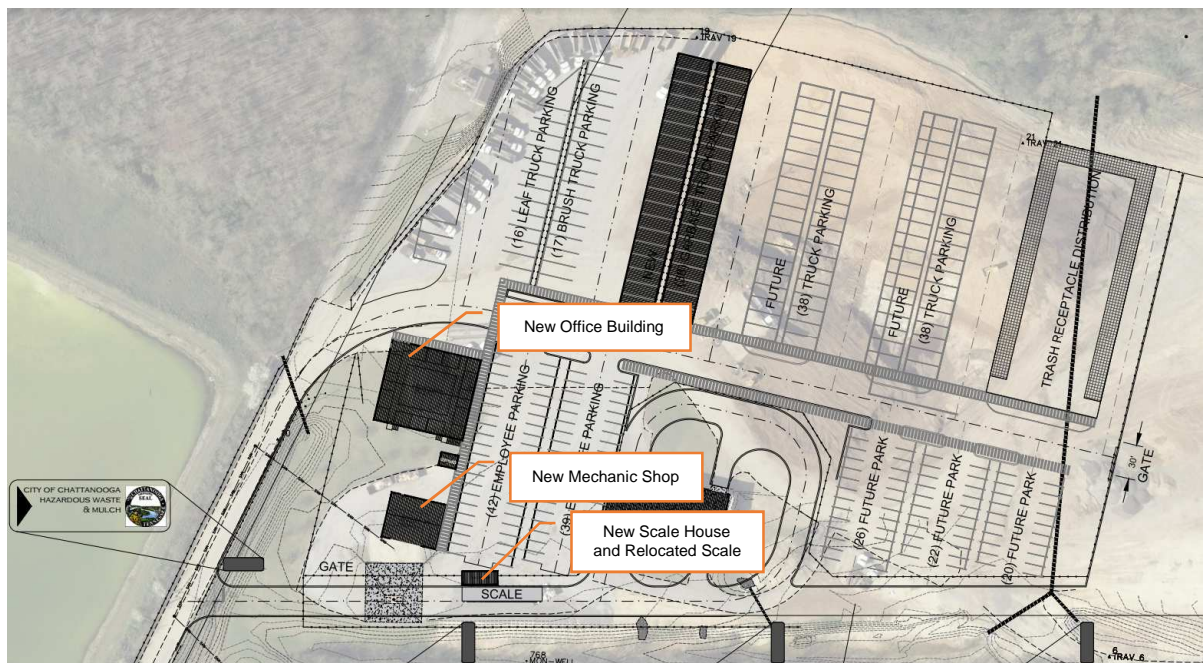


Figure 2

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 “**C-17-017-101 – Wood Recycling Center Facility**”. 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, February 9, 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 Wood Recycling Center Facility** 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 site visit is not currently planned. The facility is open Monday-Saturday, 8:00 am – 4:00 pm for those who would like 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 **12:00 p.m. EDT, on Monday, January 29, 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, February 5, 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 with the Purchasing Department, or its 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 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 subject property.

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 Wood Recycling Center Facility.

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 Wood Recycling Center Facility.

1. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to The Wood Recycling Center Facility. 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 Wood Recycling Center Facility. 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 Wood Recycling Center Facility 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 Wood Recycling Center Facility Project (i.e. – plans, specifications, etc.) for the construction project described earlier in this RFQ.

1. The new office building is planned to be built in the location of the existing scale house. The Consultant shall provide Demolition plans for the former scale house and relocate scales to the new location.
2. The new single story office building is expected to be approximately 5,800 – 6,000 square feet in size.
3. Consultant may be asked to provide up to three conceptual layouts of the proposed buildings in a floor plan view and elevations of each for the City to review and select at a design review meeting within 3 weeks of the Notice To Proceed.
4. The project location is in the proximity of a closed landfill. The buildings should be designed appropriately.
5. Provided as **Attachment A - Proposed Project Timeline for Wood Recycling Center.**
 - 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 95% plan has been approved, the consultant shall proceed with Bid Documents to be ready within 14 days. Anticipated Advertisement date October 11, 2018.

6. 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.
7. 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.
8. 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 all building footprints.

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.
- C. The City will be responsible for the design of the new parking lots/vehicle storage, drainage structures, green infrastructure, etc. from the 10 foot limit outside of the proposed building footprints.
- D. The City will coordinate with the consultant to make sure the site plans flow seamlessly with the building plans within the 10 foot limit line of the building footprint. The City will provide the proposed utility connection locations on their site plans from the 10 foot limit line outside of the building footprint. However, it shall be the responsibility of the consultant to determine pipe sizes, conduits, duct banks, etc. that are required to serve the building.

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/70_SOPs.htm

- 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 **Attachment A - Proposed Project Timeline for Wood Recycling Center.**

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.

Attachment A - Proposed Project Timeline for Wood Recycling Center

12/28/17

<u>RFQ</u>		
Action Required	Date	To Date
Advertisement	January 8	February 9
Evaluate RFQ's	February 9	February 19
Recommendation/Approval	February 19	February 26
Negotiate Contract	February 26	March 19
Send up for Council Action	March 20	
Council Action	April 3	
Notice to Proceed	April 4	
<u>Construction Plans by Consultant</u>		
Action Required		
Design Start (6 months)	April 5	
3 Conceptual Layouts	April 5	May 1
30% Design Plans	May 2	June 4
60% Design Plans	June 13	July 27
90% Design Plans	August 6	September 13
100% Final Bid Package	September 21	October 5
Bid Advertisement	October 11	November 8
Bid Date	November 8	
Send up for Council Action	November 13	
Council Action	November 27	
Notice of Award	November 28	
Notice to Proceed / Pre-Construction Meeting	December 12	
Construction Start Date (1 year)	December 17	
Construction End Date	December 17, 2019	