

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: 180277
Ordering Dept.: Economic and Community Development
Buyer: Deidre Keylon; e-mail: dmkeylon@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)
Phone No.: 423-643-7231; Fax No.: 423-643-7244

Being Purchased: Lease Agreement for Use of Barn at Brown Acres Golf Course

SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED FOR TIME-STAMPING TO OCCUR

NO LATER THAN 4:00 P.M. E.S.T. ON JANUARY 24, 2019

ALL QUESTIONS MUST BE RECEIVED IN WRITING AND AS OTHERWISE SPECIFIED

NO LATER THAN 4:00 P.M. E.S.T. ON JANUARY 16, 2019

Non-mandatory on-site pre-proposal conference/site inspection at

406 Brown Rd, 37421, January 15, 2019, at 11 am, est

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_7.18.2018.pdf

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Signature: _____

Date: _____

COMPLETED AND SIGNED COVER PAGE TO BE RETURNED WITH PROPOSAL

City Of Chattanooga, Tennessee
Department of Economic and Community Development



Request for Proposals

The Department of Economic and Community Development of the City of Chattanooga (City) seeks proposals from qualified suppliers for a Lease Agreement for the Use of the Barn at Brown Acres Golf Course.

January 2, 2019

SECTION I

PURPOSE

The City of Chattanooga, hereinafter called "City", is requesting qualified individuals or firms to submit Formal Proposals for the lease of the property, being a Barn structure, located at 406 Brown Road and further identified as part of the property described in Deed Book 3882, Page 489, ROHC, being a part of Tax Map No. 158I-G-001

It is the intent of the City to enter into a Lease Agreement for the subject property in "as is" condition.

NON-MANDATORY PRE-PROPOSAL CONFERENCE AT 406 BROWN ROAD (AT THE BARN SITE), CHATTANOOGA, TN, 37421, ON JANUARY 15, 2019, BEGINNING AT 11:00 AM, EST

During the Request for Proposal submission time period and at other subsequent times necessary, the subject property can be inspected by the proposer and the proposer will be allowed to perform any surveys and engineering test required by the proposer upon written requests at the sole cost of the proposer. The proposer shall hold harmless the property owners from any loss or damage to the property arising from the process of conducting such engineering tests, surveys, and inspections. To make arrangements to visit the site, you must contact Deidre Keylon at dmkeylon@chattanooga.gov.

SECTION II

SCOPE OF WORK

The City has owned the barn as part of the Brown Acres Golf Course, a municipal golf course, and has determined that the barn is not required for the operation of the golf course and that the use of this barn may be beneficial to other parties and should be made available to Lease via this Request for Proposal. The end of term with the current tenant will expire on March 30, 2019.

The scope of work for this RFP will include, but not be limited to the following items:

1. All Firms submitting Formal Proposals are responsible for attending a Non-Mandatory **Pre-Proposal Conference** to obtain site-specific information
2. All Firms submitting Formal Proposals are responsible for and verification that

such Proposal submitted is in full compliance with all laws, rules and regulations which may be applicable on the date of submittal.

3. Proposal shall be for a **One (1) Year** Lease Agreement for the use of the Barn located at 406 Brown Road and further identified as a part of the property described in deed book 3882, page 489, ROHC, a part of TAX MAP NO. 158I-G-001. The City of Chattanooga and the supplier will have the **option to renew** the Lease Agreement for three (3) additional terms of one (1) year each.
4. **Lease Agreement**, complete with liability insurance and indemnification clauses, shall be entered into by the Proposer and City of Chattanooga contingent upon approval of the proposal and of its acceptance by the Chattanooga City Council.

The supplier will perform all of the following, at a minimum:

- adhere to laws, rules, regulations, etc.
- accept the premises in “as is” condition
- keep the property in a clean and orderly condition
- remove trash, debris, overgrowth and other undesirable matter
- pay all utilities, if any, used on the site
- keep and maintain the premises and any improvements thereon in good order and repair
- maintain insurance coverage as stated in the City’s Standard Terms & Conditions or as otherwise stated in writing by the City

The City of Chattanooga will perform the following:

- regular inspection by Brown Acres staff

The City of Chattanooga will NOT be obligated to perform all of the following:

- structural changes
- cosmetic changes
- provide services for this site

SECTION III

PAYMENT/COMPENSATION

Give an overview and a detailed analysis, if appropriate, of the payment or compensation to be paid to the City or received from the City for the services defined in the Scope of Work.

SECTION IV

GENERAL INSTRUCTIONS TO PROPOSERS

Package Labelling and Due Date/Time

Sealed Proposals must be in a clearly labelled package (a non-transparent envelope or box) and submitted as otherwise specified to the Purchasing Department, City of Chattanooga, for time-stamping by no later than 4:00 p.m., e.s.t., on JANUARY 24, 2019, to the attention of:

City of Chattanooga Purchasing Department/**RFP**
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Late or misdirected proposals shall be rejected and offered for return at the expense of the supplier without exception. Postmarks are not accepted. E-mailed proposals are not accepted.

Clear labelling includes:

- the business name, address, and phone number on the outside of the package
- the name and number of the RFP on the outside of the package

Number of Copies and Format

Proposer shall submit two (2) complete copies of the proposal as follows: one (1) original - unbound; and one (1) electronic copy in PDF format on a flash drive or jump drive. Discs will not be accepted. E-mail submissions will not be accepted.

Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

Proposal Expiration

A Proposal shall be valid for four (4) months from the RFP due date. A proposal that is accepted by award will be incorporated into the contract.

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

Terms and Conditions

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions which may be read at:

[http://www.chattanooga.gov/images/City_of_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

With the Proposal, Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

The City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. The City reserves the right to reject excepted or conditional proposals at its sole discretion.

Only exceptions that are specified within a solicitation response submission packet will be considered for potential negotiation by the City. Negotiation is not guaranteed.

Format Required: Isolate and reference the specific Section of the City of Chattanooga Standard Terms and Conditions to which an exception is taken, and provide alternative language for that specific section. Do not provide a full replacement Terms and Conditions document.

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response.

Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response.

Solicitation preparation costs are not compensable.

Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings as described in this document or as otherwise required by the Issuing Department and the City Purchasing Division.

SITE INSPECTION

The City will provide all interested firms with access to the facilities for this Project for the purpose of preparing proposals. This access will be granted at the NON-MANDATORY PRE-PROPOSAL CONFERENCE.

QUESTIONS/REQUESTS FOR INFORMATION

All questions and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 pm, est, on January 16, 2019, and shall be submitted as follows:

Preferred method: email to rfp@chattanooga.gov with Subject line reading: QUESTION FOR RFP180277 LEASE AGREEMENT FOR BARN AT BROWN ACRES GOLF COURSE

Alternative method: mail or fax with clear marking on outside of package or cover sheet QUESTION FOR RFP180277 LEASE AGREEMENT FOR BARN AT BROWN ACRES GOLF COURSE

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer

101 East 11th Street, Suite G13
Chattanooga, TN 37402

Fax: (423) 643-7244

Questions will be answered by Addendum to be posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> as soon as possible after the deadline for questions.

COMMUNICATION POINT OF CONTACT

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named, until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

SECTION V

PAYMENT, if applicable

1. The City will make payment according to the City's policies and procedures.
2. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Vendor shall not invoice the

City for any item that does not correspond to a line on the Purchase Order.

- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

SECTION VI

REVIEW AND EVALUATION OF PROPOSALS

General

All proposals submitted in response to this RFP will be evaluated by an Evaluation Team, in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposers whose proposal is deemed to be in the best interests of the City.

Evaluation Team

A team consisting of individuals selected by the City will receive all proposals submitted. Each proposal will be awarded a maximum of 5 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

Evaluation Criteria

In preparing responses, proposers should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical factors that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposers for the contract, are as follows:

- **45 percent: Qualifications of organization and key personnel**
 - includes the ability to provide the requested scope of services, financial capacity, and recent experience conducting work of a similar scope
 - three letters of reference establishing successful performance of recent work of similar scope; must include contact information for validation
- **25 percent: Approach to Providing the requested Scope of Work**
 - includes demonstration of an understanding of the RFP, the Scope of Services, knowledge of applicable laws and regulations related to the scope of work; assignment of personnel; work plan
- **30 percent: Compensation Proposed**
 - what will the cost/value to the City be for the Proposer's performance of the work

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite qualified firms for formal presentations. The City reserves the right to invite any number of firms, if the quality of the proposal(s) so merits.

The City Evaluation Team may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation to the City, the offered dates may not be flexible.

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

Selection of Recommended Awardee(s)

After review of the proposals by the Evaluation Team and formal presentations (if any), the Evaluation Team will recommend an awardee or awardees. The City may, at its sole option, elect to reject all proposals 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) or the finalist(s) presenting the option that is in the best interests of the City to negotiate an agreement.

SECTION VII

CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

Upon opening, proposal will be examined for the presence of these required materials and will be rejected if all items are not included:

1. Sealed box or envelope labelled on the exterior as instructed, received in time for time-stamping

TABBED RESPONSE ENCLOSED:

2. COVER LETTER - Signed Organization's cover letter (letter of introduction and interest)
3. TAB 1 - Response to Scope of Work
4. TAB 2 - Pricing/Cost/Value Proposal
5. TAB 3 - Exceptions to RFP and to Terms & Conditions (See General Terms)
6. TAB 4 - ALL REQUIRED FORMS

Completed, dated, and signed forms required include:

- a. RFP cover page
- b. Proposer Qualification Data Form
- c. W-9
- d. Iran Divestment Act Form
- e. Affirmative Action Plan Form
- f. No Contact/No Advocacy Affidavit **(page must be notarized)**
- g. **Signed addenda cover pages**, if any addenda have been posted to www.chattanooga.gov, then Bid Solicitations, up to 48 hours prior to the RFP Due Date/Time

PROPOSER QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all "doing business as" names, if any, associated with the company):

2. Main office street address:

P.O. Box address if preferred for general mail:

Check mailing address:

3. Phone: _____ Fax: _____

a. Email Address:

4. Proposer's federal tax identification number: _____ (*Please attach Form W-9*)

5. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

6. The date the proposer was organized in its current form:

7. If a corporation or limited liability company, the state where it is formed:

8. Is your company registered with the Tennessee Secretary of State?
- a. YES
 - b. NO - Please explain

9. How many years have you be engaged in the business described in this solicitation, under your present firm or trade name:

10. Describe any pending plans to reorganize or merge your organization.

11. Have you, , or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

- a. YES - Please list the contract party, and explain

- b. NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. YES - Please list the contract party, and explain

b. NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

a. YES - Please list the contract party, and explain

b. NO

14. Bonding

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

ONE OF THE FOLLOWING MUST BE MARKED:

VENDOR TYPE:	DV - Disabled Vet	_____
	MN - Minority Owned Vender	_____
	MW - Minority Women	_____
	SB - Small Business Vendor	_____
	VE - Veteran	_____
	WB - Woman Owned Business	_____
	NONE OF THE ABOVE	_____

**Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement**

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For more information, please contact the State of Tennessee Central Procurement Office,
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Affirmative Action Plan

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

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the 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 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 Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The 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 the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:

- a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

No Contact/No Advocacy Affidavit
City of Chattanooga, Purchasing Division

State of _____
County of _____

_____ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of

_____ (business name), the Submitter of the attached sealed solicitation response to Solicitation # _____;

(2) _____ (agent name) swears or affirms that the Submitter has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature: _____ Printed Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2_____.

Notary Public: _____

My commission expires: _____