

# **Request for Qualifications**

## **Professional Services For Protected Bike Lane Design**

**Contract Number: T-15-003-101**

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

---

**August 2016**



# **Section 1**

## **Introduction**

---

# REQUEST FOR QUALIFICATIONS

## PROFESSIONAL SERVICES FOR Protected Bike Lane Design

CONTRACT NO. T-15-003-101  
CITY OF CHATTANOOGA, TENNESSEE

### 1.0 **INTRODUCTION**

#### 1.1 **BACKGROUND**

In order to increase participation in bicycling as a mode of transportation for daily trips, the City of Chattanooga is creating a network of protected bicycle lanes and shared-use pathways to give cyclists safer means of transit by separating them from car traffic. Protected bicycle lanes have been shown to greatly increase bicycle use as compared to conventional bicycle lanes and routes. Protected lanes are buffered from car lanes by concrete islands, parked cars, anchored lane dividers, and other means, and are typically separated from sidewalks by curbing and street trees. They are safer for cyclists by separating cars from bike lanes and also safer for pedestrians by taking bicycles off the sidewalks. As the reality and perception of safety increases, citizens who are interested in biking but concerned about sharing the road with cars are much more likely to start using bicycles for daily trips.

The City is targeting areas that are currently walkable, transit rich, and have the development densities necessary to support protected bike lanes. The goal is to encourage robust use of multiple transportation options in areas with compact development forms that provide a mix of commercial and residential uses.

#### 1.2 **PURPOSE OF RFQ**

The City desires to contract with a Consultant for professional services to develop environmental documents, and bid documents including construction plans and specifications for this project. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

#### 1.3 **PROJECT OVERVIEW**

##### A. SCOPE

Conceptual plans for the protected bike lanes were developed through the Bike Implementation Plan public outreach and planning project. Protected lanes will be located within existing roadways and are separated from car traffic by reflective traffic buttons, flexible bollards, curbing, parked cars, temporary barriers, or other means.

Figure 1 shows the proposed lane locations for this project, as well as lanes installed or under design from previous projects. Lane locations may be revised as a result of the public input and preliminary design process. Figures 2, 3, and 4 show proposed typical sections for the various facility locations.

## B. DESIGN STANDARDS

As part of the Complete Streets Ordinance adopted by the City, the NACTO Urban Street Design Guide, NACTO Urban Bikeway Design Guide, and the ITE Designing Walkable Urban Thoroughfares Manual were established as official design standards for use in designing transportation projects. 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. DESIGN ELEMENTS

The scope for design services can include the following elements:

- Street, bicycle, pedestrian and parking facilities
- Landscape elements
- Drainage facilities and low-impact stormwater elements
- Erosion control features
- Transit stops
- Bikeshare stations
- ADA facilities
- Wayfinding systems
- Pedestrian lighting
- Traffic signal system modifications and bike/ped crossing signalization
- Traffic calming structures

Figure 1. Project map

# City of Chattanooga Bicycle Facility Projects

- Current Bike Facility Projects
- Neighborhood Greenway
- CMAQ Ph3 Protected Bike Lanes
- Existing Bicycle Facility
- Proposed Bicycle Facility

0 0.25 0.5 1 1.5 2 Miles

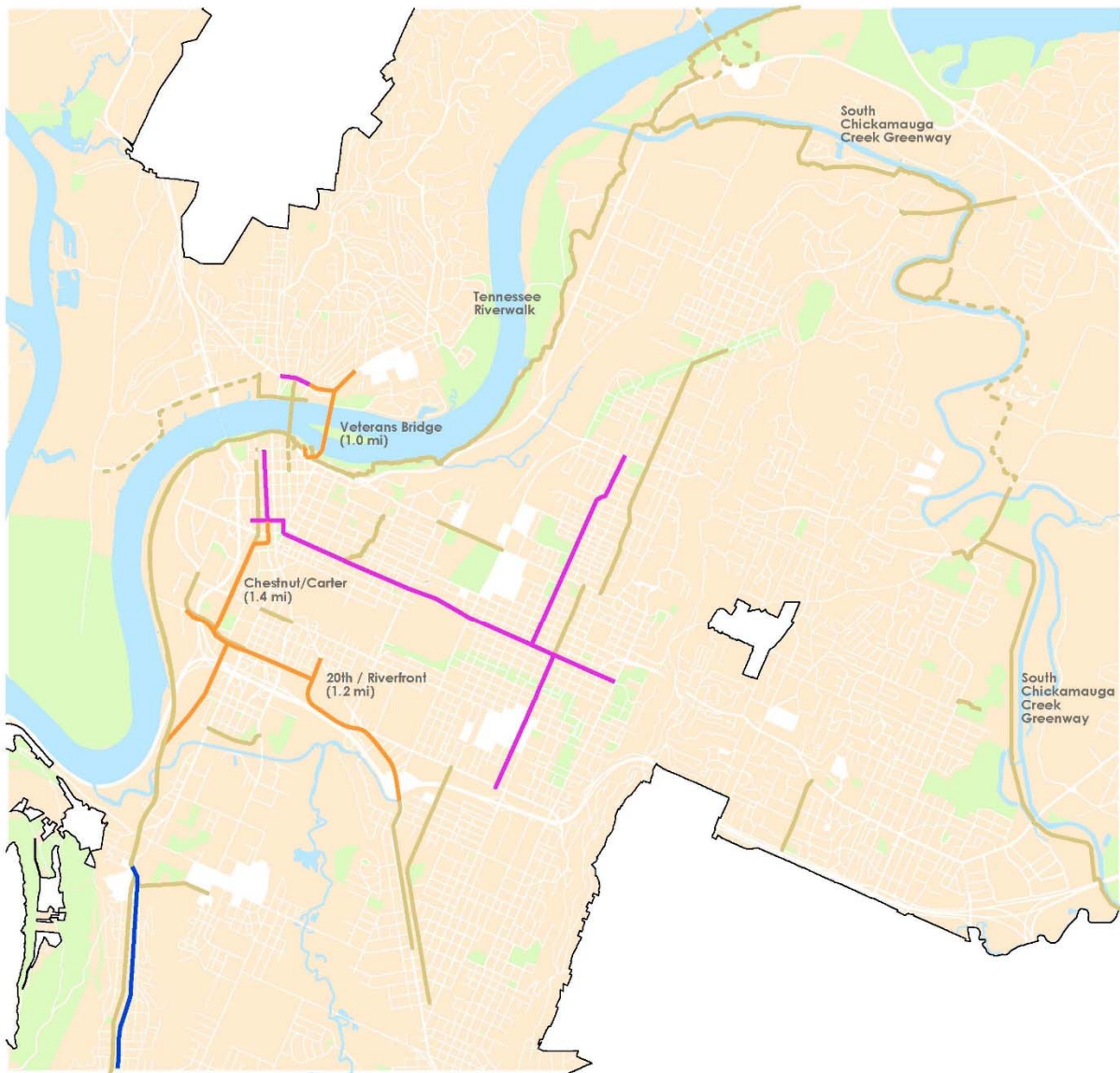


Figure 2. Veterans Bridge

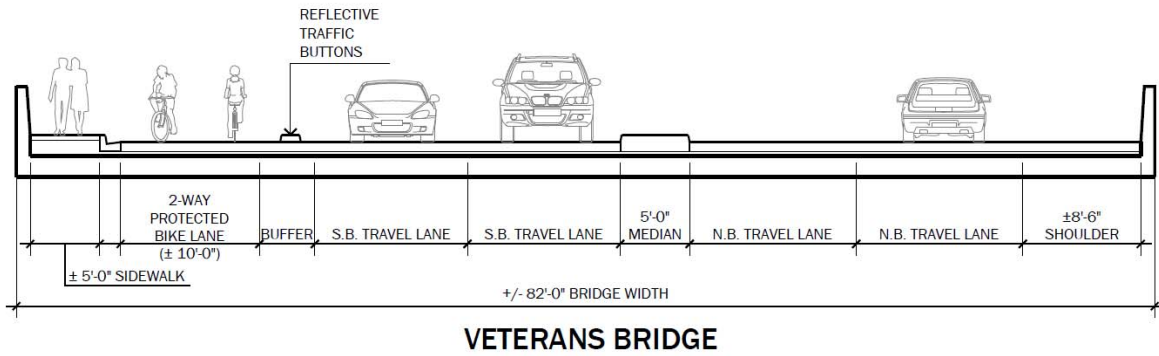


Figure 3. 20<sup>th</sup>/23<sup>rd</sup>

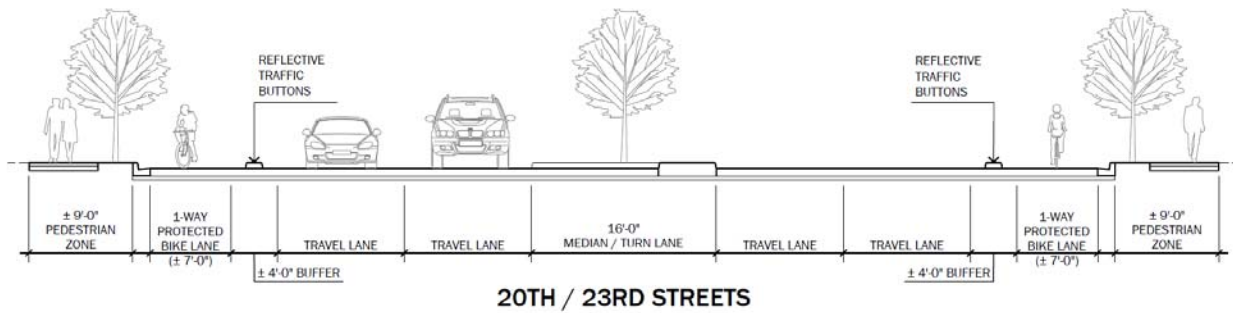
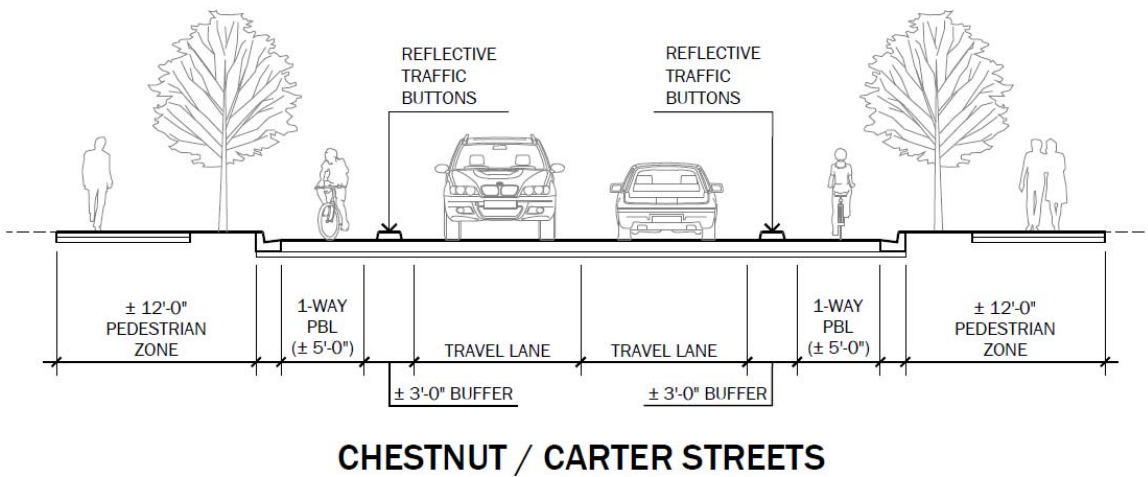


Figure 4. Chestnut/Carter



**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 “**Protected Bike Lane Design**”. The original and copies of the QP shall be indexed with tabs for each section.

All QPs shall be submitted no later than **4:00 p.m. EDT, on Friday, September 23, 2016** to the attention of:

City of Chattanooga  
Debbie Talley  
dtalley@chattanooga.gov  
Purchasing Department  
101 E. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7230  
FAX: (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 “**Protected Bike Lane Design**” 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 Friday, September 9, 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 Friday, September 16, 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  
Debbie Talley  
dtalley@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 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 **Protected Bike Lane Design**.

- 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 TDOT Local Programs (LP) 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 PROPOSED SCOPE OF WORK

A. General Scope of Work for Protected Bike Lane Design

1. 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.
2. 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.
3. 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.
4. 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.
5. The Consultant shall coordinate its work with the operating schedule of the City as required.
6. The Consultant shall conduct the work for project in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
7. 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. Obtain and process survey data.\*
- ii. Conduct public involvement
- iii. Coordinate with City personnel, TDOT, utilities companies, etc.
- iv. Develop environmental documentation (i.e. – NEPA documents, etc.).
- v. Design the project in compliance with all Federal, State, and/or Local rules, regulations, laws and/or guidelines.
- vi. Preliminary Design review meeting at 20% completion with City and other identified stakeholders.
- vii. Right of Way (ROW) Plans review meeting at 50% completion with City and other identified stakeholders.
- viii. Final Plans review meeting at 95% completion with City and other identified stakeholders.
- ix. 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).

***\* Survey must be performed on State Plane Coordinates and data must be compatible with City of Chattanooga GIS system.***

## 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/public-works/city-engineering-a-water-quality-program/city-engineer/sops>

- A. The Consultant shall at all times during the term of the Contract or agreement and for a period of five (5) years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Consultant. Documents shall be maintained by the Consultant necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Consultant shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.
- B. The obligations of this Section shall be explicitly included in any Subcontracts or Agreements formed between the Consultant and any subcontractors or suppliers of goods or services to the extent that those Subcontracts or Agreements relate to fulfillment of the Consultant's obligations to the City.
- C. Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Consultant shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
- D. This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by Federal, State, or Municipal law, whether those rights, powers, or obligations are express or implied.

### **3.7 LENGTH OF CONTRACT**

The 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. Experience with design manuals adopted by the City
- F. Other factors approved by CDOT
- 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.