

Advertisement

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SERVICES
FOR THE
Revision of the Water Quality Fee Structure
City Engineer Office
CITY OF CHATTANOOGA, TENNESSEE
CONTRACT # S-07-013**

The City of Chattanooga (City) is requesting qualification documentation (RFQ) from qualified firms for the purpose of selecting Consultant(s) with which to negotiate a professional service contract(s) for the **Revision of the Water Quality Fee (previously called 'stormwater fee') Structure for the City Engineer Office** as described in the RFQ.

Qualifications must be submitted to the City Engineer, Department of Public Works, City of Chattanooga, Development Resource Center, 1250 Market Street, Suite 2100 Chattanooga, Tennessee 37402, by no later than **4:00 p.m. EDT, on Thursday December 20, 2007.**

Interested firms may obtain a copy of a detailed Request for Qualifications at no charge from:

City of Chattanooga
Technical Information Center (TIC)
Development Resource Center
1250 Market Street, Suite 2100
Chattanooga, TN 37402
Phone: (423) 643-6033
FAX: (423) 643-6027

Specifications are available for pick up from 8:00 am until 4:30 pm, Monday through Friday, or a detailed version of the specifications can be viewed on the City of Chattanooga website, by visiting www.chattanooga.gov under Public Works / City Engineering and Water Quality Program / Contracts.



William C. Payne, P.E.
City Engineer



Steve Leach
Administrator Public Works

Request for Qualifications

Revision of the Water Quality Fee Structure

City Engineer Office

City of Chattanooga, Tennessee

November 2007



Section 1

Introduction

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SERVICES
FOR THE
Revision of the Water Quality Fee Structure
City Engineer Office
CITY OF CHATTANOOGA, TENNESSEE
CONTRACT # S-07-013**

1.0 INTRODUCTION

1.1 BACKGROUND

A. GENERAL

The City of Chattanooga (City) is requesting qualifications (RFQ) from qualified consultants for the purpose of selecting a consultant with which to negotiate an agreement for the Revision of the Water Quality Fee (previously known as 'Stormwater Fee') Structure.

B. OPERATIONAL SUMMARY

The City Engineer Office oversees the Water Quality Program and other stormwater and engineering related functions. Existing water quality fee is based on the intensity of development. The City is seeking to implement the impervious area rate structure method for the water quality fee assessment. The City has concluded a Level of Service/Cost of Service analysis and a rate structure comparison (between the intensity of development and impervious area methods) that provided the City with a strategy to revise the existing rate structure method.

1.2 PURPOSE OF RFQ

A. GENERAL

The general purpose of this RFQ is to provide the City Engineer with qualified consultants that are able to perform an analysis of the existing rate structure method and assist the City in developing a new rate structure method based on impervious surface.

B. OBJECTIVE OF RFQ

It is the objective of the City to implement a well-established Water Quality Fee Structure. This RFQ would help the City set a new water quality rate structure that could be implemented to replace the outdated existing rate structure method. The new Water Quality Fee Structure shall provide equal treatments to all stormwater users.

Section 2

Instructions for RFQ

2.0 INSTRUCTIONS FOR RFQ

2.1 GENERAL

Five (5) bound copies, one (1) unbound original copy, and one (1) electronic copy in Word format of the RFQ shall be submitted. All RFQs shall be submitted in a sealed envelope or box marked "REQUEST FOR QUALIFICATIONS FOR THE REVISION OF THE WATER QUALITY FEE STRUCTURE, CITY OF CHATTANOOGA, TENNESSEE". The original and copies of the RFQ shall be indexed with tabs for each section of the RFQ. All RFQs shall be submitted no later than 4:00 p.m. EDT, on December 20, 2007 to the attention of:

City Engineer
City of Chattanooga
Development Resource Center
1250 Market Street, Suite 2100
Chattanooga, TN 37402
Phone: (423) 643-6000
FAX: (423) 643-6008

NOTE: RFQ responses 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 projects and description of similar projects that they have worked on singularly 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 QUALIFICATIONS WITHDRAWAL PROCEDURE

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

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 RFQs.
- B. The City reserves the right to negotiate the Agreement for Professional Services for Revision of the Water Quality Fee Structure with the next most qualified finalist if the successful finalist does not execute an Agreement within fifteen (15) days after submission of an Agreement to Consultant. The City reserves the right to negotiate all elements of work that comprise the selected RFQ.

- C. The City reserves the right, after opening the RFQs or at any other point during the selection process, to reject any or all RFQs, modify or postpone the proposed project, evaluate any alternatives offered or accept the RFQ 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 perform the work described herein upon giving the Consultant a 30 (thirty) day written notice of the intention to do so.

2.4 REQUESTS FOR INFORMATION

Any questions or requests for clarification shall be provided in writing at least five (5) working days prior to the closing date. Written answers to all questions will be distributed to all responders to the RFQ. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFQ by **December 18, 2007**. After that time, no further requests for information will be received or responded to.

Requests for information or clarification shall be sent to:

Mounir Minkara
City of Chattanooga
Development Resource Center
1250 Market Street, Suite 2100
Chattanooga, TN 37402
Phone: (423) 643-5867
FAX: (423) 643-6008
Email: Minkara_m@mail.chattanooga.gov

The City specifically requests that any contact concerning this RFQ to be made exclusively with the **Mounir Minkara** 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 of Chattanooga is an equal opportunity employer and during the performance of this Contract/Agreement, the Consultant agrees to abide by the equal opportunity goals of the City of Chattanooga .

1. 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.

2. 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.
3. 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.
4. In all contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any Consultant and/or sub-consultant 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.
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 or Sub-consultant 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 of Chattanooga 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

RFQ Contents

3.1 GENERAL INFORMATION

The RFQ shall provide the following general information:

- A. Identify the name, address, telephone, and facsimile numbers of the Consultant 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.
- D. RFQs 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, RFQs must identify the parties that will undertake the various roles for the project.
- 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; and
 3. Identify any lawsuits or litigation, permit violations, and contract disputes for other similar projects developed by the Consultant.

3.2 QUALIFICATIONS AND EXPERIENCE

The Consultant shall provide the following regarding technical qualifications and experience dealing with Revision of the Water Quality Fee Structure:

- A. General Experience

Provide a summary of the experience of the Consultant Project Team working in the assessment or revision and implementation of water quality/stormwater fee or rate structure.

B. Project Team Members Experience

Provide resumes of the Consultant Project Team including the Project Manager and all key technical personnel that will be contributing to the implementation of this RFQ. Resumes should include information on professional registrations and certifications of each team member.

C. Previous Experience With Similar Projects

Provide a list of five (5) similar projects that the Consultant Project Team has worked on together or singularly. Include name of each project, description of each project, location of each project, dates and times work was performed, and name, address and phone number of owner and/or contact person.

3.3 PROPOSAL SCOPES OF WORK

A. General Scope of Work

1. The Consultant shall describe in detail its overall approach that will be used by its Project Team to perform the scope of work described herein for the Revision of the City Water Quality Fee Structure.
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 the Revision of the City Water Quality Fee Structure.
3. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to the Revision of the City Water Quality Fee Structure. 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 EPA and/or State regulations for the Revision of the City Water Quality Fee Structure. 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 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. Planning Phase

- a. The Consultant shall review the results and recommendations of the stormwater Level of Service/Cost of Service and Rate Structure Analysis studies completed earlier for the City and any other related materials.
- b. The Consultant needs to make sure that the design of the new rate structure method is compatible with the City's existing information system.

2. Data Collection Phase

- a. The Consultant shall collect the proper data required to develop the new the rate structure.
- b. The Consultant shall process the collected data to develop the new the rate structure.

3. Implementation Phase

- a. The Consultant shall create and develop the new rate structure system.
- b. The Consultant shall conduct testing to make sure that the new system is free from anomalies.

3.4 City Supplied Services

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

- A. The City will provide the Consultant access to all City records that will assist in this project.
- B. The City Engineer Office will be responsible for administering the Agreement for the Revision of the Water Quality Fee Structure. The City Engineer Office will designate a person to be the liaison between the Consultant and the City.

3.5 Financial Resources (Not Required)

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. Except for information and data that is protected under law as confidential, all reports, permits, applications, etc. filed in connection with the work will be available for public inspection.
- B. Representatives of the City, EPA, and State shall have access to the Consultant's records related to the reassessment and implementation of water quality fee structure project.
- C. All records and documentation pertaining to the Consultant shall be maintained for a period of five (5) years following expiration or termination of the Agreement.

3.7 ALTERNATE APPROACHES

The City will not consider any alternatives other than those described in this RFQ. The Consultant may suggest minor changes to these alternatives with proper documentation of the reason for the change.

3.8 LENGTH OF CONTRACTS

- A. The length of the contracts shall not exceed fifteen (15) month.

Section 4

Review and Evaluation of RFQs

4.0 REVIEW AND EVALUATION OF RFQs

4.1 REVIEW COMMITTEE

A committee consisting of individuals selected by the City will receive all RFQs submitted. The City, in its sole judgment, will decide if a RFQ is viable.

4.2 FORMAL PRESENTATIONS

After reviewing each RFQ submittal, the City anticipates that it will invite three (3) qualified firms for formal presentations. The City reserves the right, however, to invite more or less than this number if the quality of the RFQs so merits.

4.3 SELECTION CRITERIA

Selection of Consultant for formal presentations and the one for contract/agreement negotiation will be based on an objective evaluation of the following criteria:

- A. Overall project approach, including thoroughness, reliability, implementability, and public acceptability.
- B. Experience and capabilities of the Consultant in assessment or revision and implementation of water quality/stormwater fee or rate structure.

4.4 SELECTION OF FINALIST

After the review of the RFQs by the Review Committee and formal presentations, the City may, at its sole option, elect to reject all RFQs 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.

RFQ Acknowledgement Form

We _____ acknowledge receipt of the RFQ documents and plan to submit a qualification package for Contract No. _____

Respectfully submitted:

By _____
Signature

Title _____

Business Address

Telephone _____

Facsimile _____

Email _____

By this acknowledgement the City of Chattanooga will place your company on a list of potential submitters and notify you of any changes or additions to the original RFQ.