Request for Qualifications
City of Chattanooga
Professional Design and Construction Phase Services
River Street Extension
Contract #E-07-001-101

The City of Chattanooga, Engineering Division (City) is soliciting qualification statements from firms to provide Professional Design and Construction Phase Services for the support of planning, design, and construction activities involved with the extension of River Street from Coolidge Park through Renaissance Park to Cherokee Boulevard.

The scope of work consist of the preparation of the final development plans including the bidding and construction documents, bidding and award phase services, and construction phase services. The project consist of the extension of River Street approximately 1250 feet, including curb and gutter, storm drainage, sidewalk, streetscape elements, bus parking areas, connection to different elements of the park that are adjacent to the roadway and a public parking lot.

Qualifications will be received until 4:00 pm on November 9, 2007 at the office of the City Engineer located at the Development Resource Center (DRC), 1250 Market Street, Suite 2100, Chattanooga, Tennessee 37402. Any statements received after this date and time will not be accepted.

Specifications can be obtained by contacting the Technical Information Center (TIC) at the Development Resource Center, 1250 Market Street, Suite 2100, Chattanooga, Tennessee 37402, phone 423-643-6033. 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.

Persons with questions or comments concerning this Request for Qualifications may contact Eric Booker at 423-643-6165 or booker_e@mail.chattanooga.gov .

The City of Chattanooga is an Equal Opportunity Employer.

The department reserves the right to reject any or all proposals, and to waive technicalities and informalities.

William C. Payne, P.E.
City Engineer

Steve Leach
Administrator of Public Works

THE CITY OF CHATTANOOGA
ENGINEERING DIVISION

REQUEST FOR QUALIFICATIONS

PROFESSIONAL DESIGN AND CONSTRUCTION PHASE SERVICES

FOR

RIVER STREET EXTENSION
CONTRACT NO. E-07-001-101

CLOSING DATE/TIME

NOVEMBER 9, 2007

CITY OF CHATTANOOGA
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
DEVELOPMENT RESOURCE CENTER
1250 MARKET STREET, SUITE 2100
CHATTANOOGA, TENNESSEE 37402
(423)643-6190
FAX (423)643-6008

PURPOSE OF THE REQUEST FOR QUALIFICATIONS

The Chattanooga Engineering Division is soliciting statements of qualifications (SOQ) from interested firms to prepare final development plans including the bidding and construction documents, bidding and award phase services, and construction phase services. The project consist of the extension of River Street approximately 1250 feet, including curb and gutter, storm drainage, sidewalk, streetscape elements, bus parking areas, connection to different elements of the parks that are adjacent to the roadway and a public parking lot.

All interested qualified firms are invited to submit an SOQ to accomplish the scope of work described herein, in conformance with the prescribed format. The proposal is to be signed by a principal of the firm.

While effort has been made to ensure the accuracy and completeness of information in the RFQ we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the department.

GENERAL INFORMATION

SOQ's must be submitted in the format prescribed herein. Failure to comply with the directions listed in this RFQ, or omission of requested information could result in disqualification of your firm's SOQ. SOQ's are to be submitted in a sealed envelope clearly marked in the lower left-hand corner.

SOQ's will be received at the office of the City Engineer located at the Development Resource Center (DRC), 1250 Market Street, Suite 2100, Chattanooga, Tennessee 34702.

FIVE (5) copies of the SOQ must be received at the City Engineer's office not later than 4:00 pm on November 9, 2007. Absolutely no SOQ's will be accepted after the above time and date. Faxed or E-mailed SOQ's are not acceptable. SOQ's received after the deadline will be returned to the sender unopened.

ALL QUESTIONS

All questions are to be submitted in writing and received not later than five (5) days before the due date of the SOQ. Questions should be addressed to:

Eric Booker
Phone: 423-643
Fax: 423-643-6008
E-mail: booker_e@mail.chattanooga.gov

Responses to substantive question will be provided to all firms who have requested SOQ information and posted on the City of Chattanooga website at www.chattanooga.gov under Public Works / City Engineering and Water Quality Program / Contracts.

SOQ's received will become the property of the Department and shall be used as the department sees fit. All information contained in the SOQ will remain confidential until after the award and signing of contract. The department reserves the right to cancel the RFQ or to reject any and all responses received, to waive any technicalities or other minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interests of the department.

INSURANCE REQUIREMENTS

See Appendix A

COST OF SOQ PROCESS

The department assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit an SOQ. The entire cost of preparing and submitting SOQ or any work in connection therewith will be borne by the submitting firm.

REQUIREMENTS

The scope of work detailed below is to provide the minimum requirements for this project. Each interested firm should propose a project approach that will meet these requirements and any other item that would be beneficial for the department.

Planning and Design Phase Service – Implement the conceptual plan of the 1250 feet roadway into a formal design plan that includes the horizontal and vertical control of the new roadway taking into account the elements of the existing parks and the proposed development at Cherokee Blvd. The plan shall incorporate the streetscape elements of street trees and pedestrian lights on a 10 feet wide sidewalk. The Construction Plans shall include Plans and Profiles, Cross Sections (25' intervals), Typical Sections, Details, Irrigation Plans, Streetscape Layout, Bus Parking Areas, Public Parking Lot Grading Plan, and Erosion Control Plans. The firm shall provide a SWPPP plan for TDEC requirements. Firm shall prepare the contract specification books using the City of Chattanooga specifications and format.

Bidding and Award Phase Services – Firm shall provide services during the bidding and award process to include the answering of questions from bidders, preparing Addendums as required, tabulation of the bid schedule, evaluating the bids for accuracy and compliance with bidding requirements to determine the best qualified bid, and prepare a recommendation of award letter to the City.

Construction Phase Services – Firm shall provide services during the construction phase that includes conducting pre-construction meeting and progress meetings, recording of

minutes from meetings, onsite visits, review and approval of submittals, addressing problems that arise during the construction process, preparation of change request forms and/or change orders, review and approval of pay request, participation in final walk thru and preparation of punchlist and substantial completion.

SOQ CONTENT

1. **Cover Letter**

   Shall identify the master planning team and sub-contractors if any. If the submittal is for multiple firm teams, the lead firm must be clearly identified. This letter shall also identify the proposed Project Manager and shall state his/her appropriate professional registrations and experience in managing Civil Engineering Projects.

2. **Project Approach**

   The proposal shall include a narrative depicting the planning team's understanding, philosophy and approach to the planning and construction of this project.

3. **Project Team Description**

   Provide a complete description of the firm or project team's legal structure, length of time in business, number of employees, name and address of the main office and address of the office that will manage the project. A diagram illustrating the structure of the proposed team, names, design disciplines, roles, etc. is to be included. Identify any Certified Disadvantaged Business Enterprises (DBE) that the firm commits to use during the project and the estimated amount the DBE is anticipated to receive. One page resumes are to be included for key personnel.

4. **Project Schedule**

   Provide a schedule of general project activities for master planning, indicating the duration of each project task, and for the duration of the entire project. The schedule shall reflect realistic task durations, include significant project milestones, and should note when work can begin on master planning.

5. **Project Team Experience**

   Include a summary of qualifications and experience in the master planning and design of projects which have been designed by local team members should be noted. Note that local presence for project coordination purposes will be considered by the department. Members of the team should show their experience in projects of a similar nature.

6. **References**

Provide name, address, and current telephone number of references that can be contacted for an evaluation of the firm's past performance and a description of the projects completed and the firm's role in the project. A dollar amount of the construction project shall be provided as well.

SELECTION PROCESS

The department will review each SOQ received utilizing the following criteria:

1. Cover Letter – all required information provided
2. Project approach and understanding of objectives
3. Team Experience in performing similar roadway, streetscape, and site design projects.
4. Project Schedule
5. Experience in Engineering
6. References

Failure of the consultant to provide any portion of the requested information may result in a declaration of the consultant's qualifications package being declared non-responsive. The department reserves the right to reject any and all of the firms submitting. At the completion of the technical evaluation process, the SOQ will be ranked, and the firm with the highest score will be contacted to submit a fee for Design and Construction Services. Based upon technical merit the firm may be scheduled for interviews. If necessary, negotiations with the selected firm will be conducted; should contract and/or pricing negotiations fail, the department may enter into negotiations with one of the other highly ranked firms.

Attachment 'A'

INSURANCE REQUIRMENTS

Consultant shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure him against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverages as follows:

1. Commercial General Liability Insurance, with a limit of $1,000,000 for each occurrence and $2,000,000 in the general aggregate.

2. Automobile Liability Insurance, with a limit of $1,000,000 for each accident, combined single limit for bodily injury and property damage.

3. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of $500,000 for each accident.

4. Professional Liability Insurance, with a limit of $1,000,000 for each claim and aggregate.

Prior to issuance of the Notice to Proceed by Owner, Consultant shall have on file with Owner certificates of insurance acceptable to Owner. Said certificates of insurance shall be filed with Owner in January of each year or may be submitted with each agreement. Upon completion of all Services, obligations, and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this section shall survive.

Notwithstanding any other provision of the Agreement, Owner waives any claim against Consultant and, to the maximum extent permitted by law, agrees to defend, indemnify, and hold Consultant harmless from any claim, liability, and/or defense costs for injury or loss arising from Consultant's discovery of unanticipated hazardous materials or suspected hazardous materials, including, but not limited to, any costs created by delay of the project and any cost associated with possible reduction of the property value.