

Advertisement

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL SERVICES  
FOR THE  
PLANNING, DESIGN AND CONSTRUCTION OF GENERATOR BACK-UP POWER  
FOR SEVERAL SITES  
WASTE RESOURCES DIVISION  
CITY OF CHATTANOOGA, TENNESSEE  
CONTRACT # W-07-007**

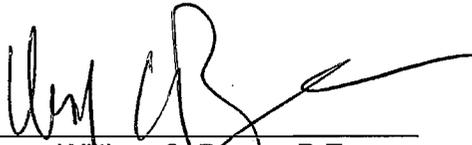
The City of Chattanooga (City) is requesting qualification documentation (RFQ) from qualified firms for the purpose of selecting Consultant(s)/Contractor(s) with which to negotiate a professional service contract(s) for the **Planning, Design and Construction of Generator Back-Up Power for Several Sites in the Waste Resources Division** within the City as described in the RFQ.

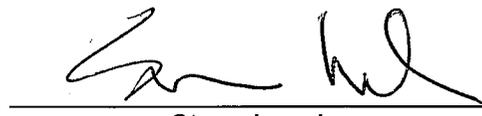
Qualifications must be submitted to the City Engineer, Department of Public Works, City of Chattanooga, Development Resource Center, 1250 Market Street, Suite 2100 Chattanooga, Tennessee 37402, by no later than **4:00 p.m. EST, on Friday, January 11, 2008.**

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](http://www.chattanooga.gov) under Public Works / City Engineering and Water Quality Program / Contracts.

  
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William C. Payne, P.E.  
City Engineer

  
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Steve Leach  
Administrator Public Works

# **Request for Qualifications**

**Professional Services for Planning,  
Design, and Construction of  
Generator Back-Up Power  
For Several Sites  
Waste Resources Division  
Contract # W-07-007**

**City of Chattanooga, Tennessee**

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**November 2007**



## **Section 1**

### **Introduction**

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**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL SERVICES  
FOR THE  
PLANNING, DESIGN, AND CONSTRUCTION OF GENERATOR BACK-UP POWER  
FOR SEVERAL SITES  
WASTE RESOURCES DIVISION  
CITY OF CHATTANOOGA, TENNESSEE  
CONTRACT # W-07-007**

**1.0 INTRODUCTION**

**1.1 BACKGROUND**

**A. GENERAL**

The City of Chattanooga (City) is requesting qualifications (RFQ) from qualified Consultant/Contractors for the purpose of selecting a Consultant/Contractor with which to negotiate an Agreement for the Planning, Design, and Construction of Generator Back-up Power for Several Sites within the Waste Resources Division.

**B. OPERATIONAL SUMMARY**

The City's WRD operates and maintains scale house for weighing vehicles at the City Landfill, Wood Recycling Center, and the Moccasin Bend WWTP. Power outages due to weather or other reasons occur from time to time at these sites. This may and can interrupt the flow of traffic in and out of these sites as well impact charges for materials being bought or sold on a weight basis. The installation of generator power back-up will ensure that these facilities continue to function and access will not be disrupted during power outages.

The City operates and maintains 72 wastewater/storm pump stations. Some of the stations have generator power back-up and some are equipped with generator plugs for use with portable generators. Big Ridge Pump Station Nos. 11 and 12 have no back-up power options and have been determined by staff to be critical pump stations. They have relatively small wet wells and are located adjacent to and near a marina and a public use area and are subject to power outages and potential sanitary sewer overflows (SSOs) into Chickamauga Lake. The installation of generators will prevent SSOs from these sites due to power outages.

## 1.2 PURPOSE OF RFQ

### A. GENERAL

This RFQ results from the City's desire to provide generator back-up power for the following sites within the Waste Resources Division (WRD):

1. Scale House at City Landfill  
Birchwood Pike  
Harrison TN 37341
2. Scale House at Wood Recycling Center  
North Hawthorne Street  
Chattanooga TN 37406
3. Security Station/Guard House at Moccasin Bend WWTP  
455 Moccasin Bend Road  
Chattanooga, Tennessee 37405
4. Big Ridge Pump Station No. 11(Hixson Area)  
Lake Resort Terrace  
Chattanooga TN 37443
5. Big Ridge Pump Station No.12 (Hixson Area)  
5596 Lake Resort Terrace  
Chattanooga TN 37443

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### B. OBJECTIVE OF RFQ

It is the objective of the City is to select a Consultant/Contractor plan, design and oversee construction of generator back-up power at the sites listed to improve the reliability and functionality of these sites. Generator back-up power at the various scale house sites is needed ensure that the scales and access to the site remains functional during power outages. Generator back-up power is needed at the pump station sites to prevent sanitary sewer overflows from these pump station during power outages.

## **Section 2**

### **Instructions for RFQ**

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## 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 PLANNING AND DESIGN OF GENERATOR BACK-UP POWER FOR SEVERAL SITES IN THE WASTE RESOURCES DIVISION, CITY OF CHATTANOOGA, TENNESEE". The original and copies of the RFQ shall be indexed with tabs for each section of the RFQ. All RFQ s shall be submitted no later than 4:00 p.m. EDT, on January 11, 2008 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.

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### 2.2 QUALIFCATIONS 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 Planning and Design of Generator Power Back-up for Several Sites in the Waste Resources Division 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/Contractor. 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/Contractor fails to perform the work described herein upon giving the Consultant/Contractor a 30 (thirty) day written notice of the intention to do so.

## **2.4 PRE- RFQ CONFERENCE**

A Pre-RFQ Conference will be held at the Training Center Building at MBWWTP, 455 Moccasin Bend Road, Chattanooga, Tennessee, at **10:00 a.m. EDT, on Friday, December 14, 2007**. Attendance at the Pre-RFQ Conference is strongly recommended. Any questions or requests for clarification shall be provided in writing at least five (5) working days prior to the conference. Written answers to all questions will be distributed to all responders to the RFQ.

## **2.5 FACILITY VISIT**

The City will provide each responder to the RFQ with an equal opportunity for an on-site visit to the City sewer facilities by its Project Team immediately following the Pre-RFQ Conference or at a mutually agreeable time prior to the submittal of RFQs.

## **2.6 ADDITIONAL REQUESTS FOR INFORMATION**

Any additional requests for information not covered at the Pre-RFQ Conference must be directed in writing to the City by **4:00 p.m. EDT, on December 21, 2007**. The requests will be addressed to the fullest extent possible by the City in writing and sent to each responder to the RFQ by **January 4, 2008**. After that time, no further requests for information will be received or responded to.

Requests for information or clarification shall be sent to:

Kadir Ameen  
City of Chattanooga  
Development Resource Center  
1250 Market Street, Suite 2100  
Chattanooga, TN 37402  
Phone: (423) 643-6179  
FAX: (423) 643-6008  
Email: ameen\_k@mail.chattanooga.gov

The City specifically requests that any contact concerning this RFQ to be made exclusively with Kadir Ameen 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 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 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 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 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. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor 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 Contractor'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 Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor 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 Contractor's compliance with these Equal Opportunity provisions.

## **Section 3**

### **RFQ Contents**

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### 3.1 GENERAL INFORMATION

The RFQ shall provide the following general information:

- A. Identify the name, address, telephone, and facsimile numbers of the Consultant/Contractor 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/Contractor 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/Contractor 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/Contractor. If the Consultant/Contractor 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/Contractor 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/Contractor.

### 3.2 QUALIFICATIONS AND EXPERIENCE

The Consultant/Contractor shall provide the following regarding technical qualifications and experience dealing for planning and design of generator power back-up for the various sites:

- A. General Experience

Provide a summary of the experience of the Consultant/Contractor's Project Team working together for planning and design of generator power back-up for the various sites described herein.

**B. Project Team Members Experience**

Provide resumes of the Consultant/Contractor's Project Team including the Project Manager and all key technical personnel that are used for planning and design of generator power back-up for the various sites and/or other projects as applicable to their 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) equipment maintenance and reliability improvement program project(s) or similar type project(s) the Consultant/Contractor's 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/Contractor shall describe in detail its overall approach that will be used by its Project Team to perform the scope of work described herein for planning and design of generator power back-up for the various sites for the WRD.
2. The Consultant/Contractor shall provide all labor, benefits, equipment, materials, fuel, utilities, insurance, out-of-pocket expenses, and other related services required in connection with planning and design of generator power back-up for the various sites.
3. The Consultant/Contractor shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to for planning and design of generator power back-up for the various sites. Furnish copies of all required permits and approvals to the City.
4. The Consultant/Contractor shall provide and submit reports and certifications as required by all applicable EPA and/or State regulations of for planning and design of generator power back-up for the various sites. Furnish a copy of all required reports to the City in a timely manner.
5. The Consultant/Contractor shall coordinate its work with the operating schedule of the City as required.
6. The Consultant/Contractor shall conduct the work for planning and design of generator power back-up for the various sites in compliance with all

applicable federal, state, and local laws, regulations, permits, and approvals.

7. The Consultant/Contractor shall provide adequate supervision and technical and managerial oversight of the Consultant/Contractor's employees, subcontractors, and agents.

B. Specific Scope of Work

1. Planning

- a. The Consultant/Contractor shall visit each site and evaluate the facilities and power requirements.
- b. The Consultant/Contractors shall review all available drawings and specifications for each site.
- c. The Consultant/Contractor shall determine the availability of generator fuel sources (bio-diesel, natural gas, propane, and other).
- d. The Consultant/Contractor shall prepare a preliminary layout of the generator and electrical interface for each site.
- e. The Consultant/Contractor shall prepare an engineering report summarizing recommended power and generator requirements for each site. Included will be an opinion of the probable installed costs for each site.
- f. The Consultant/Contractor shall review the results and recommendations of the engineering study with the City and make any revisions that may be required by the City.

2. Design

- a. The Consultant/Contractor shall prepare detailed specifications and contract documents and construction drawings suitable for bidding the work identified and approved in the engineering report.
- b. The Consultant/Contractor shall provide any surveying services that may be required for the design.
- c. The Consultant/Contractor shall review detailed specifications and contract documents and construction drawings with the City and make any revisions that may be required by the City.
- d. The Consultant/Contractor shall provide five (5) original sets of the approved detailed specifications and contract documents and construction drawings and one (1) reproducible set detailed specifications and contract documents and construction drawings.

- e. The Consultant/Contractor shall participate in the bidding process as required on behalf of the City to prepare any addendums and answer any inquiries by potential Bidders.
- f. The Consultant/Contractor shall where applicable shall use following design and construction standards:
  - Construction Standard Drawings  
([http://www.chattanooga.gov/Public Works/70 ConstructionStand  
ardDrawings.htm](http://www.chattanooga.gov/Public%20Works/70%20ConstructionStand%20ardDrawings.htm))
  - Construction Standard Specifications  
([http://www.chattanooga.gov/Public Works/70 ConstructionStand  
ardSpecifications.htm](http://www.chattanooga.gov/Public%20Works/70%20ConstructionStand%20ardSpecifications.htm))
  - Sanitary Sewer System Design & Construction  
Manual  
([http://www.chattanooga.gov/Public Works/70 SanitarySe  
werManual.htm](http://www.chattanooga.gov/Public%20Works/70%20SanitarySe%20werManual.htm))
  - National Electrical Code (Current Edition)  
[http://www.chattanooga.gov/Public Works/70 AdoptedCo  
des.htm](http://www.chattanooga.gov/Public%20Works/70%20AdoptedCo%20des.htm)
  - Other applicable codes

### 3. Construction Services

- a. The Consultant/Contractor shall provide Contract Management services as required by the City including shop drawing review, coordination with the installation contractor, and other related services.
- b. The Consultant/Contractor shall provide inspection related services as required by the City.
- c. The Consultant/Contractor shall provide start-up services as required by the City.

### 3.4 City Supplied Services

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

- A. The City will provide the Consultant/Contractor access to all available plans and specifications for each site.
- B. The City will provide the Consultant/Contractor access to all sites.

- C. The City's WRD will be responsible for administering the Agreement for planning and design of generator power back-up for the various sites. The WRD will designate a person to be the liaison between the Consultant/Contractor 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 at reasonable times to the site(s) of the Consultant/Contractor's operations for the purposes of conduction inspections, or reviewing or copying records related to planning and design of generator power back-up for the various sites.
- C. All records and documentation pertaining to the Consultant/Contractor 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/Contractor may suggest minor changes to these alternatives with proper documentation of the reason for the change.

### **3.8 LENGTH OF CONTRACT**

The length of the contracts shall be as follows:

- A. Planning – 45 days
- B. Design - 60 days
- C. Construction- 120 days

## **Section 4**

# **Review and Evaluation of RFQs**

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#### **4.0 REVIEW AND EVALUATION OF RFQs**

##### **4.1 REVIEW COMMITTEE**

A review committee consisting of individuals selected by the City will receive and review 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 may prepare a short list of up to 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 or not to prepare a short list and require formal presentations.

##### **4.3 SELECTION CRITERIA**

Selection of Consultant/Contractor for formal presentations and the one (10) or 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. Environmental and regulatory acceptability of the proposed method.
- C. Experience and capabilities of the Consultant/Contractor for planning and design of generator power back-up for the various sites

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##### **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.