

# **Request for Qualifications**

## **Professional Services For DESIGN OF REPLACEMENT ROOFING SYSTEMS FOR MULTIPLE PARKS AND RECREATION FACILITIES CONTRACT NO. R-13-006**

**City of Chattanooga, Tennessee**

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**January 2014**



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# **Section 1**

## **Introduction**

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**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL SERVICES  
DESIGN OF REPLACEMENT ROOFING SYSTEMS  
FOR  
MULTIPLE PARKS AND RECREATION FACILITIES**

**CONTRACT NO. R-13-006**

(January 2014)

**1.0 INTRODUCTION**

**1.1 BACKGROUND**

The City of Chattanooga (City) is requesting qualifications (RFQ) from qualified Consultant/Contractors for the purpose of selecting Consultant/Contractors with which to negotiate an Agreement for Professional Services for **DESIGN OF REPLACEMENT ROOFING SYSTEMS FOR MULTIPLE PARKS AND RECREATION FACILITIES, CONTRACT NO. R-13-006, CITY OF CHATTANOOGA, TENNESSEE.**

**Award of professional services contracts for this project is subject to the availability of funding. No Consultant/Contractor contract will be negotiated until funding is secured.**

**1.2 PURPOSE OF RFQ**

The purpose of this RFQ is to select a consultant with experience and qualifications who can evaluate existing and design replacement roof drainage systems, roof structures and roofing systems that include, standing seam metal roofing systems, asphalt shingle roofing systems, built-up roofing systems, EPDM and TPO membrane systems. Assist the City in the evaluation of the potential for "green" roofing alternatives and in selection of the best alternative, prepare specifications and other bid documents, and provide consultation, inspection, and administrative services during construction of replacement roofing systems.

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## **Section 2**

### **Instructions for RFQ**

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## 2.0 INSTRUCTIONS FOR RFQ

### 2.1 GENERAL

Seven (7) bound copies, one (1) unbound original copy, and electronic copy in Word format of the RFQ shall be submitted. The RFQ response for the Specific Project will be limited to a maximum of 20 pages front and back. The Specific Project shall be identified by name as found in Section 3.0.

All RFQs shall be submitted in a sealed envelope or box marked “**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR DESIGN OF REPLACEMENT ROOFING SYSTEMS FOR MULTIPLE PARKS AND RECREATION FACILITIES, CONTRACT NO. R-13-006, 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 Tuesday February 4, 2014** to the attention of:

Purchasing Division  
City of Chattanooga  
Purchasing Agent  
City Hall Annex  
101 East 11th Street,  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 757-0643  
FAX: (423) 757-7201  
valley\_deb@chattanooga.gov

***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 project 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 projects 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. **Award of professional services contracts for this project is subject to the availability of funding.**

- B. The City reserves the right to request clarification of information submitted and to request additional information of the RFQ.
- C. The City reserves the right to negotiate the Agreement/Contract for this project with the next most qualified finalist if the successful finalist does not execute an Agreement/Contract within fifteen (15) days after submission of an Agreement to such offeror. The City reserves the right to negotiate all elements of work that comprise the selected RFQ.
- D. 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.
- E. The City reserves the right to terminate the Agreement/Contract 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 not be held. Facility details and Inspection reports can be accessed on the City of Chattanooga's FTP site using the following link and user information:

**FTP Site URL:** <ftp://ftp2.chattanooga.gov/Roofing Contract>  
**Username:** *pwksftp*  
**Password:** *chattpwks*

## 2.5 FACILITY VISIT

No formal site visits are scheduled however the facilities addresses can be found on the Facility Summary document found at the site listed below. Facility details and Inspection reports can be accessed on the City of Chattanooga's FTP site using the following link and user information:

**FTP Site URL:** <ftp://ftp2.chattanooga.gov/Roofing Contract>  
**Username:** *pwksftp*  
**Password:** *chattpwks*

## 2.6 ADDITIONAL REQUESTS FOR INFORMATION

RFQ is considered to be self explanatory and should not require any additional requests for information.

All contacts shall be made through the following:

Purchasing Division  
City of Chattanooga  
Purchasing Agent  
City Hall Annex  
101 East 11th Street,  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 757-0643  
FAX: (423) 757-7201

The City specifically requests that any contact concerning this RFQ to be made exclusively with the **PURCHASING AGENT or his/her designee** 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.

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## **Section 3**

### **RFQ Contents**

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### 3.0 Brief Description of DESIGN OF REPLACEMENT ROOFING SYSTEMS FOR MULTIPLE PARKS AND RECREATION FACILITIES.

*Award of professional services contracts for this Project is subject to the availability of funding.*

The following is a brief description of the Project that will be considered in this RFQ:

#### A. General Description:

The City owns, operates, and maintains Parks and Recreation Facilities which includes the following specific to this contract, The Heritage Park House & Shop, Greenway Farms, Wyatt Recreation Center and Shepard Recreation Center. Each facility has a different type of roofing system with various degrees of deterioration and infiltration. The facilities details are located on the City of Chattanooga's FTP site as noted above (there may be other issues that were not determined at the time of the original inspections that are now or will become a part of this contract). Other elements that may or may not be addressed in this contract are structural issues, electrical, mechanical / HVAC and environmental (asbestos, lead paint, and mold). Consultant will assist the City in the evaluation of the potential for "green" roofing alternatives and in selection of the best alternative, prepare specifications and other bid documents, and provide consultation, inspection, and administrative services during construction of replacement roofing systems.

### 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. Provide the history, ownership, organization, and background of the Consultant/Contractor. *Please limit it to one (1) page. City will request additional information if warranted.*
- D. Briefly describe Consultant/Contractor Project Team staff capabilities and numbers of staff in office location where Consultant/Contractor Project Team will be based.
- E. If work is to be performed by a joint venture or other similar business arrangement, provide the following additional information:
  1. Submit a project organization chart showing project team members and their office location.
  2. 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 various phases.

3. Describe the proposed contractual relationships between the Consultant/Contractor and all major partners and Subcontractors relative to the various phases of the project.
  4. Describe the history of the relationships among the Consultant/Contractor Project Team members, including a description of past working relationships.
  5. Provide the history, ownership, organization, and background of each of the Joint venture Consultant/Contractors.
  6. Names of partners, and company officers who own 10 percent or more of the shares.
  7. 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.
- F. Identify any relevant 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 with the Design of Replacement Roofing Systems for the Parks and Recreation Facilities (Project) described herein.

#### **A. General Experience**

Provide a summary of the experience of the Consultant/Contractor Project Team working together for evaluation of roofing replacement alternatives for existing buildings, including evaluation of environmentally friendly "green" roof replacements, preparation of roofing replacement designs, specifications, and other necessary documents for bidding the work, and consultation, inspection, and administrative assistance during construction of roofing system replacement project. Include current work assignments and available capacity to perform the Project. Please limit it to one (1) page. City will request additional information if warranted.

#### **B. Project Team Members Experience**

Provide resumes of the three (3) key members Consultant/Contractor Project Team including the Project Manager and two (2) key technical personnel that are to be used for this Project as applicable to their RFQ. Resumes of the three (3) key Consultant team members should include information on professional registrations and certifications of each team member. Please limit it to one (1) page per team member. City will request additional information if warranted.

#### **C. Previous Experience With Similar Roofing System Replacement Projects**

Provide a list of the most recent three (3) 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, name of Project Manager, Project Team member involved; and name, address and phone number of owner and/or contact person familiar with the project. . Please limit it to one (1) page per project. City will request additional information if warranted.

### 3.3 PROPOSAL SCOPES OF WORK

#### A. General Scope of Work

1. The Consultant/Contractor shall describe its overall approach that will be used by its Project Team to perform the scope of work described herein for the design of replacement roofing systems (Project) for the City. Please limit it to one (1) page per project. City will request additional information if warranted.
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 development of the Project.
3. The Consultant/Contractor shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to development of the Project as required. 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, State, and/or Local regulations of development of the Project. 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 the development of the Project 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 agent.

#### B. Specific Scope of Work

The specific scope of work for this Design of Replacement Roofing Systems for Multiple Parks and Recreation Facilities will be subject to negotiation between the City and Consultant/Contractor.

1. Perform a site visit and review of existing conditions at all of the above noted Parks and Recreation Facilities.

2. Obtain relevant hard copy, electronic, and other related data available to assist in the evaluation of alternative roofing systems.
3. Evaluate alternative roofing systems, considering, but not limited to, structural loadings, roof drainage, roof penetrations, durability of system, economics of system, environmentally friendly "green" alternatives, future maintenance requirements, and other considerations.
4. Certain sites may require additional structural analysis and repair or replacement of structural elements due to damage caused by water penetrations through the existing roofing system.
5. Develop recommended roofing systems and review recommendation with City staff.
6. Upon selection of roofing system by City staff, prepare specifications and other documents necessary for bidding construction of roofing systems and other related structural repair and/or replacement due to water damage. All designs, specifications, and other related documents shall be prepared by a Tennessee professional engineer.
7. Provide consultation with City for selection of best bid, and provide construction administration assistance, inspection services, and consulting to City during construction of roofing systems.
8. Upon completion of the project submit five (5) sets of record drawings and applicable specifications in PDF format and five (5) hard copy sets.

### **3.4 CITY SUPPLIED SERVICES**

The City will provide the following services and information as required for the Specific Project.

- A. The City will provide the Consultant/Contractor copies of all current and necessary permits and approvals from all federal, state, and local regulatory agencies that may related to the facilities and to the Project. These include air quality, water quality, storm water quality, solid waste, special wastes, and other regulatory permits that may be required.
- B. The City will provide the Consultant/Contractor copies of all available facility reports related to the project as required.
- C. The City will provide the Consultant/Contractor access to all of its facilities associated with the Project.
- D. The City will coordinate and facilitate meetings or the exchange of information between any other interested parties that may also prospectively participate in a Project.
- E. The City will provide the Consultant/Contractor access to all available plans and specifications for its facilities.

- F. The City will provide the Consultant/Contractor with available drawings for requested facilities
- G. The City will provide the Consultant/Contractor with documentation of existing O&M procedures related to the operation of the facilities that may related to the Project.
- H. The City will designate a project engineer or coordinator to be the liaison between the Consultant/Contractor and the City for the Project.

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

- 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, TDEC, and other local regulatory agencies shall have access at reasonable times to the site(s) of the Consultant/Contractor's operations for the purposes of conducting inspections, or reviewing or copying records related to the Project.
- 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.
- D. The City's Audit Provisions shall be applicable to the Agreement:
  - 1. The City or its assign may audit all financial and related records (including digital) associated with the terms of the contract or agreement including timesheets, reimbursable out of pocket expenses, materials, goods, and equipment claimed by the Consultant/Contractor. The City may further audit any Consultant/Contractor records to conduct performance audits (to identify waste and abuse or to determine efficiency and effectiveness of the contract or agreement) or to identify conflicts of interest.
  - 2. The Consultant/Contractor 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/Contractor. 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/Contractor 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.

3. The obligations of this Section shall be explicitly included in any subcontracts or agreements formed between the Consultant/Contractor and any subcontractors or suppliers of goods or services to the extent that those subcontracts or agreements relate to fulfillment of the Consultant/Contractor's obligations to the City.
4. 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/Contractor shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
5. 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.

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### **3.7 LENGTH OF CONTRACT**

The length of the Contract for this Project shall be determined at the time of contract negotiation for these professional services.

## **Section 4**

# **Review and Evaluation of RFQ**

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#### **4.0 REVIEW AND EVALUATION OF RFQ**

##### **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 submitted, the City anticipates that it *may* award multiple contracts to separate qualified firms. The City reserves the right, however, to award a single contract depending on the amount funds available for these projects.

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

Selection of Consultant/Contractor for contract/agreement negotiation will be based on an objective evaluation of the following criteria:

- A. Experience and capabilities of the Consultant/Contractor for the Project.
- B. Experience with performing similar Projects.
- C. Organization of Consultant/Contractor Project Team proposed for Project (including location of personnel)
- D. Available resources for the Project.
- E. Demonstrated ability to meet schedule and budgets for similar Projects

##### **4.4 SELECTION OF FINALIST**

After the review of the RFQs by the Review Committee, 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(s) or Contract(s).