

# **Request for Qualifications**

## **Professional Services For Goodwin Road Extension (From Gunbarrel Road to Hamilton Place Boulevard)**

**Contract Number: T-15-002-101**

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

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**January 2016**



# **Section 1**

## **Introduction**

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# REQUEST FOR QUALIFICATIONS

## PROFESSIONAL SERVICES FOR Goodwin Road Extension (From Gunbarrel Road to Hamilton Place Boulevard)

### CONTRACT NO. T-15-002-101 CHATTANOOGA DEPARTMENT OF TRANSPORTATION CITY OF CHATTANOOGA, TENNESSEE

#### 1.0 INTRODUCTION

#### 1.1 BACKGROUND

The Chattanooga Department of Transportation (CDOT) aims to make efficient transportation and access viable for everyone – cyclists, pedestrians, transit users and motorists, while enhancing multi-use public spaces for all people. We focus on increasing efficiency of the network through a combination of strategies, including creating new connectivity and focusing on travel mode choice, safety, and in the impact of our street network on neighborhoods and communities. We know that new connectivity and development form – both of which encourage safe and viable choices for getting around - are key to strong neighborhoods, a growing economy, and safer streets.

The swift growth of the suburban commercial area of Gunbarrel Road has corresponded with considerable congestion and development pressures on what was historically single-family housing neighborhoods surrounding this very busy commercial district. Transportation infrastructure in the area is characterized by wide traffic corridors and intersections spaced at great distances. Due to demand and character of infrastructure and development, the area is very auto-centric, and suffers from our metropolitan region's worst traffic congestion. The intersection of Gunbarrel and Hamilton Place Blvd is a good case in point; providing the only major east/west egress point into the mall proper. As a result, during busy times, this intersection, despite having been improved with a double left turn lane recently, suffers from long delays. Creating a new east-west street connection along this corridor will balance traffic volumes on adjacent and parallel streets and create better multimodal access between commercial and residential areas. Because transportation and land development plans should never be made in isolation of each other, this project gives opportunity to study land development patterns that can accompany different street routing alternatives and further encourage walking, biking and transit use in the area.

#### 1.2 PURPOSE OF RFQ

The City of Chattanooga (City) is seeking to contract with a planning and engineering consultant (Consultant) to translate the project objectives and concepts into preliminary engineering plans and to develop environmental documents for this project. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

### 1.3 PROJECT OBJECTIVES

The overall objectives for the project include:

- Improve multimodal circulation in the area
  - Establish a well-connected network of car and bike/ped facilities
  - Reduce vehicle congestion on area streets
  - Enable more direct connections to neighborhoods and businesses
- Improve safety
  - Develop and implement design that encourages safe traffic speeds
  - Provide bike/ped facilities, including more connections to Gunbarrel Road and Goodwin Road
- Enable better wayfinding
- Encourage economic development in the project area
- Alleviate stormwater issues

### 1.4 PROJECT SCOPE

A. General Scope of Work. The following preliminary engineering and development of environmental documents are included in the project.

1. This project involves preparing an Enhanced NEPA D-List Categorical Exclusion (CE), which is the anticipated NEPA document for this project. The enhancement to the D List CE involves public involvement through outreach and meetings, which is particularly important as there is an Environmental Justice population present in the project impact area. The scope of work also includes all technical studies needed for the CE and the City of Chattanooga with public outreach and involvement. A map of the current concept is attached.
2. Preliminary plans to create new pedestrian, bicycle and vehicle facilities to enhance connectivity along Gunbarrel Road and Goodwin Road.
3. Preliminary drainage design to accommodate runoff from the new roadway that meets the most current City of Chattanooga stormwater design requirements.
4. Plans to improve transit stops and connections\
5. Land development planning and zoning analysis to enable multimodal travel along this new street connection and corridor.

B. Specific Scope of Work

1. The Consultant shall provide Basic Services that include Preliminary Engineering Design and developing environmental documentation.
  - a. Preliminary Engineering Services shall include, but are not limited to, the following:
    - i. Obtaining and processing survey data. (Survey must be performed on State Plane Coordinates and data must be compatible with City of Chattanooga GIS system)
    - ii. Geotechnical/Soil Science investigation and reports.
    - iii. Evaluating the project site including the existing transportation and drainage systems.
    - iv. Coordinating with CDOT and other City and regional personnel (i.e. – Stormwater, Water Quality Group, RPA, TPO etc.), TDOT, utility companies, etc.
    - v. Establishing Rights-Of-Way and front property corners.

- vi. Conduct public input sessions to compile information that will guide the design process
  - vii. Preliminary Engineering Design review meeting at 50% and 100% completion with City and other identified stakeholders.
  - viii. Developing environmental documentation (i.e. – NEPA documents, etc.)  
As with all CEs, consideration must be given to the following:
    - Compliance with NEPA requirements related to connected actions and segmentation (i.e., the project must have independent utility, connect logical termini when applicable and not restrict further consideration of alternatives for other reasonably foreseeable transportation improvements). (FHWA Final Rule, "Background," Federal Register Vol. 79, No. 8, January 13, 2014.)
    - Compliance with all other federal and state statutes and regulations such as the Clean Water Act, Section 4(f), Section 106, FESA, CESA, CEQA, etc.
2. The Consultant may be required to perform Additional Services that may include, but are not limited to, the following:
- a. Preparing ROW and easement documents.

#### C. General Conditions for Work

1. The Consultant shall provide all labor, benefits, equipment, materials, fuel, utilities, insurance, out-of-pocket expenses, and other related services required in connection with Goodwin Road Extension.
2. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to Goodwin Road Extension. Furnish copies of all required permits and approvals to the City.
3. The Consultant shall provide and submit reports and certifications as required by all applicable federal, state, and/or local regulations in regards to the preliminary engineering design and NEPA process of Goodwin Road Extension. Furnish a copy of all required reports to the City in a timely manner.
4. The Consultant shall coordinate its work with the operating schedule of the City as required.
5. The Consultant shall conduct the work for the Goodwin Road Extension in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
6. The Consultant shall provide adequate supervision, and technical and managerial oversight of the Consultant's employees, subcontractors, and agents.
7. 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.

### 1.5 PROJECT 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 the standards.

## **1.6 PRELIMINARY GOODWIN ROAD CONCEPT**

The concept plan on the following page illustrates the functional and operational goals for the Goodwin Road Extension from Gunbarrel Road to Hamilton Place Blvd. The drawing represents an area that exceeds the scope of this project, but it provides the larger-picture context for the City's goals in the area and illustrates concepts that could be utilized in this project.

**Section 2**  
**Qualifications Package Instructions**

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## **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 Goodwin Road Extension. 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 Thursday, March 3, 2016** to the attention of:

City of Chattanooga  
Debbie Talley  
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 the Goodwin Road Extension 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 Thursday, February 18, 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 Monday, February 22, 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  
Purchasing Department  
101 E. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Email: [dtalley@chattanooga.gov](mailto:dtalley@chattanooga.gov)  
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 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**

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### 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.
- H. Provide documentation that the firm is of sound financial standing and has the financial ability to work in the capacity of professional services.

#### 3.2 QUALIFICATIONS AND PROJECT APPROACH

The Consultant shall provide the following regarding technical qualifications and experience dealing with **Goodwin Road Extension**.

- 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. Describe previous experience with similar TDOT Local Programs (LP) Projects.

D. Indicate experience working with the NACTO and ITE Urban Thoroughfares design manuals.

E. 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. Include design experience with projects that established or reestablished an urban street grid.

F. Describe in detail the overall approach that will be used by the project team to perform the scope of work described herein for the project.

G. Show proof of TDOT prequalification in the appropriate categories.

### 3.3 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.

#### **3.4 LENGTH OF CONTRACT**

The end of the Contract shall be 12 months after Notice of Award for the design and bid/award services.

## **Section 4**

# **Review and Evaluation of QPs**

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## **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.

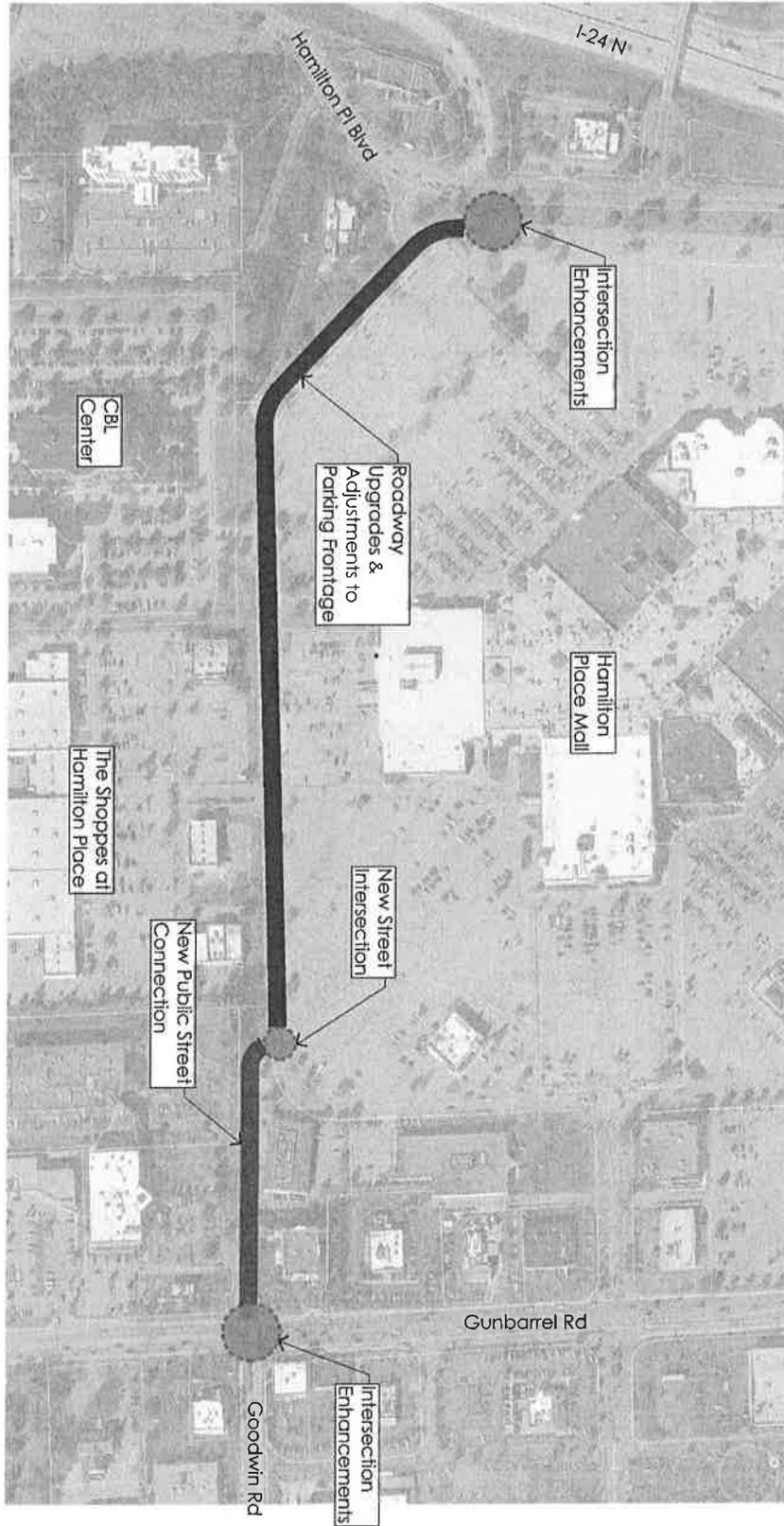
### **4.3 SELECTION CRITERIA**

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. Breadth of training and experience in multi-disciplinary design team
- D. Demonstrated ability to meet schedules without compromising sound engineering practice
- E. Evaluations on prior City projects, if applicable
- F. Experience with design manuals adopted by the City
- G. Other factors approved by CDOT
- H. Experience in designing context sensitive projects that show an understanding of the relationship between transportation and economic and community development. Experience in quantifying the public health and economic returns on transportation investment.
- I. Experience in developing land use and economic development plans in conjunction with transportation planning or design projects.
- J. 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.



# Goodwin Rd

Gunbarrel to Hamilton Place Blvd