

Request for Qualifications

Professional Services for The Advanced Transportation Management Systems

Contract Number: T-16-006-101

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

April 2016



Section 1

Introduction

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR
ADVANCED TRANSPORTATION MANAGEMENT SYSTEMS
CONTRACT NO. T-16-006-101
CHATTANOOGA DEPARTMENT OF TRANSPORTATION
CITY OF CHATTANOOGA, TENNESSEE

1.0 INTRODUCTION

1.1 BACKGROUND

The Chattanooga Department of Transportation has been building an ITS system since 2010. First project involved Chattanooga Business District which the City upgrade 87 control cabinets, Ethernet switches and communication through a wireless mesh system which was controlled through the new TOC room. The second project was Chattanooga Regional ITS System - Traffic Signal Control Upgrades. The project involved 115 signalized intersections in Chattanooga, East Ridge, and Red Bank. The project had around \$1,000,000 left over and TDOT has granted our request to install forty-two (42) CCTV cameras in the Central Business District and is in the waiting process of getting their Notice to Proceed from TDOT.

1.2 PURPOSE OF RFQ

The City of Chattanooga is seeking to retain the services related to the design of the Advanced Transportation Management Systems (ATMS). The consultant must provide engineering services required to fully complete the TDOT Locally Managed Project process, including preliminary engineering, System Engineering Analysis, overseeing the RFQ for software engineer, and CEI for the installation of the software application. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

1.3 PROJECT OBJECTIVES

The project objectives are as follows: creating an app that will get information relating to transportation out to the public, such as road construction delays, street events, vehicular accidents, information on Chattanooga bike rentals, parking, transient information, flooded streets information and anything else that might affect how you travel.

1.4 PROJECT SCOPE

The project scope of work includes: providing real-time center to center communications and data sharing thus providing the ability to monitor the transportation network and to provide information to the public and various stakeholders as identified in the 2014 update of the local Transportation Planning Organization's (TPO) Intelligent Transportation System (ITS) Architecture.

1.5 PROJECT DESIGN STANDARDS

The Chattanooga Department of Transportation (CDOT) and the Tennessee Department (TDOT) has a sublicense agreement to the use of software programs for Active Intelligent Transportation System management.

Section 2
Qualifications Package Instructions

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 Advanced Transportation Management Systems. 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 May 19, 2016** to the attention of:

City of Chattanooga
Debbie Talley
Purchasing Department
101 E. 11th 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 Advanced Transportation Management Systems 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, May 12, 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, May 16, 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. 11th Street, Suite G13
Chattanooga, TN 37402
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 workforce 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

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 **Advanced Transportation Management Systems**.

- 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 experiences working with local City's IT Departments.

- 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 contract shall be no more than 18 months after Notice of Award for the design and bid/ award services.

Section 4

Review and Evaluation of QPs

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.