

December 11, 2015
RFP 127671

**PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402**

Request for Proposals for the City of Chattanooga, TN

Requisition No.: RFP 127671
Ordering Dept.: Chattanooga Hamilton County Regional Planning Agency
Buyer: Sharon Lea
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**Request for Proposals for HAMILTON COUNTY-CHATTANOOGA AREA
REAL ESTATE MARKET TRENDS ANALYSIS**

*****REQUEST FOR PROPOSALS MUST BE RECEIVED***
NO LATER THAN**

4:00 PM E.S.T. on January 11, 2016

****ALL QUESTIONS MUST BE SUBMITTED IN WRITING**
NO LATER THAN**

4:30 PM E.S.T. on December 28, 2015

****ADDENDUM ANSWERING ALL QUESTIONS RECEIVED**
WILL BE POSTED NO LATER THAN
4:30 PM E.S.T. on January 4, 2016**

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE US WITH THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Signature: _____

SCOPE: HAMILTON COUNTY-CHATTANOOGA AREA REAL ESTATE MARKET TRENDS ANALYSIS

OVERVIEW

The Chattanooga-Hamilton County Regional Planning Agency (RPA), through the City of Chattanooga, is accepting proposals from professional consulting teams to develop an analysis of the Hamilton County-Chattanooga Area, TN real estate market.

The purpose of this study is to evaluate existing real estate market conditions and trends within the City of Chattanooga and Hamilton County to educate the public and to inform the agency's community planning efforts. RPA is interested in the long-term economic/market outlook and emerging trends in the local real estate market to provide context for how much growth of what type (housing, retail, office) is going to demand built space and, therefore, land in the county.

SCOPE OF WORK

The scope of work includes the following:

1. Explore broad patterns of population, employment, and income growth, and try to identify meaningful growth patterns and associations.
2. Conduct a market analysis to assess opportunities and demand for residential, commercial, and mixed use development.
3. Report on the demand for real estate product types (e.g. apartments, attached vs. detached residential, emerging new types such as "tiny homes/micro units", etc..) and assess current zoning patterns for alignment with short and long-term demand.
4. Report on the demand for "community" or "lifestyle" types versus what is currently being offered in Hamilton County based on current zoning patterns and development activities
5. Address specific relevant issues such as business mix, vacancies, competition between different areas of the community (downtown, regional mall, etc.)
6. Review and report on the current status of retail including, but not limited to, land use, space allocation, vacancies, lease/rental rates, current retail mix and planned developments. Assess relationship between available existing zoned areas for commercial relative to demand.
7. Identify future housing types. The analysis should include a projected number of owner-occupied vs. rental and identification of target users.
8. Identify any potential catalysts or impediments that would impact future commercial and housing demand.
9. Report on all data sources used in the final deliverables and identify how the information can be obtained on an ongoing basis and at what additional cost, if any.

The process should involve:

1. Scoping – undertake an in-person tour of the city and county, finalize scope of work with staff.
2. Meeting with staff and stakeholders – this includes RPA staff and other identified stakeholders.
3. Analysis of data and report preparation – the report should include all data collected and analyzed.
4. Identification of "big picture" trends and recommendations related to such.
5. Presentation to staff and stakeholders – a presentation of the draft and/or final report including in-depth discussion.
6. Presentation to broader stakeholder group- a presentation of the final report to a larger stakeholder group possibly.

DELIVERABLES

Hamilton County – Chattanooga Area Real Estate Market Trends Analysis Report
Electronic copies of the data, analysis and any other presentation materials

SUBMITTED WITH PROPOSAL

The following information shall be provided:

1. A brief history of your organization/firm.
2. A brief description of the proposed planning team, identifying each key member in your firm or any proposed sub-consultant, their respective responsibilities, and anticipated percentage of time to be allocated to the project.
3. Provide resumes or brief biographies for members indicated above. Clearly state their expertise and why their experience is relevant to the project.
4. Describe in detail how your firm will approach the general scope of services as outlined in this request for proposal including a description of each deliverable you would propose providing to the RPA in the planning process.
5. Include a description of RPA/stakeholder's involvement in the process.
6. A fee quotation for the services outlined in this request. If any additional services are proposed by your company, please outline these and their costs as separate from those services requested in this RFP.
7. A proposed schedule, including specific dates for completion of each stage of the planning process and the date for delivery of each project deliverable.
8. A list of comparable projects completed within the last five years in which the key team members have been involved. Include project names, client names, locations, brief project descriptions, and other appropriate information including examples of past work products.

TENTATIVE TIMELINE

December 11, 2015 – RFP issued

December 28, 2015 4:00 p.m. –Questions deadline related to the RFP

January 11, 2015– Proposals due by 4:00 pm EST

January 25, 2016 – Meet with finalists to discuss proposals if needed (may be a remote interview)

Early February, 2016 – Finalist selected

Mid-February or sooner – contract signed (following City Council action on contract)

Late February – finalized scope of work and schedule

April 30, 2016, or three months from contract signed – Project completion and implementation

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, or 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 the 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 payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)