

**PURCHASING DEPARTMENT
101 EAST 11TH STREET
SUITE G13
CHATTANOOGA, TENNESSEE
37402**

Request for Qualifications (RFQ) for the City of Chattanooga

Statements of Qualifications (SOQs) will be received at 101 East 11th Street, Suite G13, Chattanooga, TN 37402 until 4:00 P.M., on January 23, 2015

**Requisition No.: 107612
User Dept.: Economic & Community Development
Buyer & e-mail: Debbie Talley talley_deb@chattanooga.gov**

**Project: Request for Qualifications for Professional Services for
Miller Park District Park and Connectivity Improvements**

*****SOQs MUST BE RECEIVED BY***
4:00 P.M., Eastern on January 23, 2015**

**The City of Chattanooga reserves the right to reject any and/or all submittals,
waive any informalities in the submittals received, and to accept any
submittal 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's Standard Terms and Conditions may be found on website:
(www.chattanooga.gov/purchasing/standard-terms-and-conditions)**

Note: ALL SUBMITTALS MUST BE SIGNED
All submittals received are subject to the terms and conditions contained herein. 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 THE FOLLOWING INFORMATION:

- Company Name:** _____
- Mailing Address:** _____
- City & Zip Code:** _____
- Phone/Toll Free No.:** _____
- Fax No.:** _____
- E-Mail Address:** _____
- Contact Person:** _____
- Company Title:** _____
- Signature:** _____

Request for Qualifications

Professional Services for Miller Park District Park and Connectivity Improvements (Miller Park, Patten Parkway, and MLK Boulevard)

**Chattanooga Department of Economic and
Community Development
City of Chattanooga, Tennessee**

December 2014



Section 1 Project

REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR
Miller Park District - Park and Connectivity Improvements

CHATTANOOGA DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
CITY OF CHATTANOOGA, TENNESSEE

1.0 PROJECT

1.1 INTRODUCTION

The Chattanooga Department of Economic and Community Development (CDECD) aims to make improvements to Miller Park, Patten Parkway, and MLK Boulevard, revitalizing and enhancing public spaces for all people.

The city center open space network includes parks, plazas, streetscapes, and alleyways. The essence of Chattanooga's downtown is that the open and public space network promotes and supports a variety of public, cultural, social and economic activity. Chattanooga is a great city – and a great outdoor city because of the backbone of a strong public open space network that supports good connectivity, economic viability and resilience, public art, and a healthy and active quality of life for its citizens.

1.2 PURPOSE

The City of Chattanooga (City) seeks to contract with a professional design consultant (Consultant) to translate the project objectives into a design for the network of public spaces described herein. The contract work includes professional services to develop environmental documents, construction plans, and specifications for this project, as well as construction administration through to completion of the project. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants. An RFQ seeking artists/teams for public art for this project will be issued separately.

1.3 PRINCIPLES

The public realm is a physical expression of those who live here, both to ourselves and to those who visit our city. Project principles are reflective of years of public discourse and should serve as a touchstone for all involved in the project to help ensure that we aspire to demonstrate our highest ideals in the planning and development of our public realm:

- **Authentic:** the Miller Park District is the spatial and psychological center of Chattanooga and should authentically reflect who we are as a community.
- **Diverse:** the public realm is the place where the city lives its public life; as such it should accommodate a broad range of uses and activities that reflect and support the diverse nature of our community 24/7.
- **Inclusive:** project design must be inclusive and welcoming for all sectors of the community; this mandates an inclusive design process.
- **Contextual:** each element of design should be considered within a broader physical, social, environmental and economic context.

- **Quality:** design and development should be of the highest quality.
- **History:** respect for our communities past, present, and future.

1.4 OVERVIEW

As the acknowledged “heart” of the city, Miller Plaza and Miller Park are the largest dedicated public open spaces in Chattanooga’s City Center. These public, open spaces are the nucleus of our city center. In addition to serving as a focal point within the larger community, the spaces should also be considered in the larger context of open space and circulation within the district. The recently developed Center City Plan proposes improvements to, and connections between, Miller Park, Miller Plaza, and Patten Parkway. Through the development of this project, the city is considering some of those improvements within an even broader district context.

A fundamental notion of this project is the consideration of our public, open space network as a system rather than singular pieces of real estate. Through the project, our public spaces and our city center are considered as an integrated whole, with benefits to all Chattanoogaans, enhanced value to our city, and the creation of a cultural and social hub that is a shared resource for all Chattanoogaans.

Miller Park

The original design of Miller Park in the seventies established berms, a raised plaza, a recessed central court and other elements that separate the park from the life of the City. Most of the land in the park is devoted to a large pool, and the inflexibility of the design hinders most public gatherings or other programming. A renewal of Miller Park would in many ways be a renewal of the core of the City Center. The Center City Plan suggested reevaluating the current design of the open space and proposed a multi-story building with active uses at the park level and housing on the upper floors.

Miller Plaza

The creation of the high quality open space at Miller Plaza in 1987 is considered by some to be the starting point for the rebirth of downtown Chattanooga. The space was conceived as the “heart” of the city, and its pavilion and stage play host to many of the important civic gatherings of the community. The Center City Plan notes that Miller Plaza could be bolstered by some simple updates and adjustments.

Patten Parkway

Patten Parkway is the site of Chattanooga’s original market house. In the early 1940’s, the space was redesigned to make way for a park and veterans memorial. As designed, the open space and the adjacent sidewalks are restrictive to pedestrian movement while roads and parking dominate the space. These conspire to give the area an overall appearance of a parking lot. The City Center plan highlighted the potential to create a multipurpose city square that can on occasion be closed to vehicular traffic for special events such as a farmers market or festival while supporting the development of shops and restaurants attractive to the downtown population and university students.

1.5 OBJECTIVES, REFERENCES AND CONTEXT

The city’s coordinated open spaces must be well-used, extremely valuable, enduring, and cost-effective. To accomplish that goal, the planning, design, architecture, engineering, and creative placemaking for these spaces includes publicly-accessible street, sidewalk and open spaces; as well as the private edges of the buildings that face

those public spaces. The quality of one affects the quality of all. Even for small neighborhood parks this rings true; access to those parks and development around them affect the usability, function, safety, and overall quality of the park space itself. Open space and circulation are contiguous elements within the city that must be conceived and maintained in an integrated way with the community development form.

The objectives of this RFQ are geared towards the identification and selection of a professional design services firm comfortable and experienced with the following:

- Ability to understand public space design (not just park design, but also access, circulation, and a sophisticated understanding of the role of private edge development and how it affects quality and usability of public spaces).
- Ability to perform basic design for multi-modal traffic patterns both on streets and within other public spaces
- Ability to understand and detail storm water infrastructure systems and how they interrelate to development pattern and the network of sidewalk, street, path, and plaza networks.
- Ability to understand landscape features, both man-made and natural, including specifications for species, climate, drought-tolerance, and other landscape science
- Ability to appropriately integrate public art into open-space and circulation design.

References:

- City Center Plan (2013):
http://www.rivercitycompany.com/new/pdf/FinalCityCenterPlan_RS.pdf
- MLK Plan (2009):
http://www.chcrpa.org/Projects/MLK_Plan/MLK%20Plan%20Final%2002.19.09.pdf
- 2-Way Conversion Study CDOT will create a link on its site
- Miller Park District – Urban Design Study (1988):
http://www.rivercitycompany.com/new/pdf/MillerParkDistrict_UrbanDesignStudy.pdf
- Urban Design Challenge – Patten Parkway (2012):
<http://www.urbandesignchallenge.org/udc/patten-parkway.html>
- City bicycle infrastructure implementation plan:

Context:

The following items are not directly included within the project scope or geographic limit of work, but due to their proximity or relevance should be a consideration in the development of the concepts.

The below list should be considered limited and by no means all-inclusive.

- Alley enhancements for MLK and other major corridors should be considered as feasible for increased multi-modal connectivity and/or parking for urban development form fronting MLK.
- Comprehensive consideration of all transportation linkages through the site, including possibility of a continuation of our 2-way conversions on Lindsay and Houston Streets.
- Multi-modal infrastructure plans, including but not necessarily limited to MLK and Bailey Avenue, 10th St, 8th Street neighborhood greenway and Broad Street protected bike lanes
- 400 Block of MLK Redevelopment – coordination with private development plans

- 10th street residential development – coordination with private development of multi-family housing currently in construction.
- Douglas Street from 10th Street to 5th St – as an entry link and major University multi-modal connector.
- UTC Mocs shuttle downtown leg route – and other UTC connectivity opportunities.
- Other private redevelopments such as that currently underway at the Volunteer Building, John Ross Hotel, and others.

1.6 PROJECT SCOPE

Integrated professional design (planning, design, architecture, landscape architecture, and/or engineering) services for each of the following spaces/projects is presented below. Items listed above within the section on Context are intended to provide adequate comprehensive context for the most robust consideration of the spaces in consideration.

MLK Plaza between Miller Plaza and Miller Park

Design to reflect special condition of this block between our two major center city public parks. This plaza should be designed for innovative storm water performance, as well as day to day traffic needs, and mostly as a stitch in the fabric to link the two open spaces (Miller Park and Miller Plaza) during special events.

Miller Park

Improvements to enhance usability retain and accentuate accessibility and inclusion and diverse function for all Chattanoogaans.

Patten Parkway

Improvements between Georgia Avenue and Lindsay Street

For above items, scope should include development through construction documents and construction project administration. These services will likely be itemized and separated by phase, but should be integratively considered by the design firms submitting statements of qualification.

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 Miller Park District Park and Connectivity Improvements. 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 Friday, January 23, 2015** 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 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 Miller Park District Park and Connectivity Improvements 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 January 9, 2015**. 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 January 16, 2015**. 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 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

3.0 QUALIFICATIONS PACKAGE CONTENTS

3.1 GENERAL

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 **Miller Park District Park and Connectivity Improvements**.

- 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 Public Park 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.

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.

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

Selection of Consultant/Contractor(s) for contract/agreement negotiations and/or formal presentations will be based on an objective evaluation of the following criteria:

A. General

- 1 Proposal and/or SOQ properly interpret the Request for Qualifications.
- 2 Proposal and/or SOQ contain no technical errors.
- 3 Proposal and/or SOQ contain no discrepancies, omissions, ambiguous, and/or misleading statements.

B. Problem Statement and Background Summary

- 1 Proposal and/or SOQ demonstrate good understanding of the problem.

C. Proposal Plan (Objectives and Tasks)

- 1 Proposal and/or SOQ cite specific tasks clearly.
- 2 Difficult areas are identified and details for overcoming them are given.
- 3 Proposal and/or SOQ represent a novel idea or technical approach that is worth considering.

D. Products and Implementation

- 1 Proposal and/or SOQ clearly define products to be delivered at phase/project completion.
- 2 SOQ includes a practical, realistic implementation plan, and schedule, showing a familiarity with City procedures and policies, as well as demonstrated ability to meet budgets and schedules without compromising sound engineering practice for similar projects.

E. Staffing and Facilities

- 1 Availability of personnel is clearly defined.
- 2 Proposal and/or SOQ show a depth of qualified personnel.
- 3 Personal qualifications and education are directly related to the requirements of the project.
- 4 Key personnel have direct experience and accomplishments with this type of project.
- 5 Proposal and/or SOQ show ability to manage a project of this size.
- 6 Proposal and/or SOQ include plans for specific key personnel assignment.
- 7 Project does not depend excessively on Sub consultants/Subcontractors or recruited personnel.
- 8 Submitter's location will not hinder project completion.
- 9 Sub consultants/subcontractor's location will not hinder project completion.

F. City Involvement

- 1 City involvement is clearly described and quantified.
- 2 City involvement is not excessive.

G. Submitter's Record of Past Accomplishments for the City

- 1 Submitter satisfactorily completed past projects.
- 2 Submitter met scheduled commitments.

H. Additional 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 CDECD
- 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. 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.