

RFP for Areas 1, 2, 4, 5, 6, & 10  
City of Chattanooga

City of Chattanooga, TN

City of Chattanooga-Hamilton County  
Regional Planning Agency



Request for Proposals

Six Area Plans for the City of Chattanooga

July 20, 2022

The City of Chattanooga is seeking proposals from qualified firms to provide six Area Plans for a large extent of the City of Chattanooga.

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### 1. General Information and Background

#### 1.1. Introduction

The Chattanooga-Hamilton County Regional Planning Agency (RPA) is seeking a qualified firm to complete six large Area Plans for Chattanooga, TN.

The scope of work will be the same for each Area and the work for each Plan will be done simultaneously, so much of the research and analysis can be undertaken as a single block. Each Area will, however, have its own community meetings, recommendations that are specific to it, and its own Plan document.

#### 1.2. Project Background

The RPA, through the 2016 Comprehensive Plan update, divided Hamilton County into 12 planning areas. The six Areas in this RFP encompass a large portion of the City of Chattanooga. They are:

- Area 1 | Downtown / North Chattanooga
- Area 2 | Hixson / Red Bank
- Area 4 | South Chattanooga / Lookout Mountain
- Area 5 | Lookout Valley
- Area 6 | Brainerd / East Ridge
- Area 10 | Highway 58 / Tyner



The primary purpose of Area Plans is to provide a general vision and guide for future development that balances growth with protection of the area's natural resources, cultural history, and established neighborhoods. Working with the public to identify key issues is an integral part of each Area Plan process.

The Area Plans will provide projections for anticipated growth, forecasts of school enrollment, a better understanding of land use, water and sewer needs and traffic impacts.

Once adopted, Area Plans become the new policy guide to help elected officials, city staff, and private developers make decisions about zoning, capital improvements, and preferred locations for, and types of, development.

#### Centers & Corridors Approach

The RPA promotes a Centers and Corridors Approach for all Area Plans to help prioritize where city and county resources are invested, and to provide a clear vision for where private growth and investment is encouraged. This land development strategy—which should influence plan recommendations—has three essential concepts:

- Walkable, clustered Centers where retail uses are concentrated.
- Transit-supportive Corridors comprised of a mix of uses, including multi-family housing.
- Medium and higher density housing near Centers and along Corridors to support their economic vitality and local transit viability.

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### Place Types

In order to help achieve the community's vision and guide development, the RPA has also created a palette of Place Types that describe the desired character and mix of uses for a range of places across the county – urban, suburban and rural.

A Place Types map is a requirement of the Scope of Work. The RPA will provide the Place Types palette and our mapping methodology to the selected consultant. The consultant and RPA will work together to designate these Place Types throughout each Area.

### Other Guiding Policies

The county-wide Comprehensive Plan (adopted in 2015) established appropriate general levels of development intensity across Hamilton County based on the presence of sensitive natural resources, transportation and other infrastructure. <https://chcrpa.org/planning-projects/comprehensive-plan/> The six goals of the Comprehensive Plan are intended to form the basis of the subsequent, more detailed, Area Plans.

Other policies that should influence these Area Plans include:

- Regional Transportation Plan (RTP) <https://2050rtp-chcrpa.hub.arcgis.com/>
- Transportation Improvement Program (TIP) <https://chcrpa.org/tip-amendments-and-adjustments/>
- Congestion Management Plan (CMP) <https://chcrpa.org/congestion-management-process/>

### Each Area Plan should:

- Identify COMMUNITY VALUES and ISSUES through a robust public engagement process.
- Describe the COMMUNITY'S VISION.
- Provide an ANALYSIS of EXISTING CONDITIONS and TRENDS, such as population projections, transportation, jobs, housing, emergency services, natural resources and development.
- Present multiple GROWTH SCENARIOS for how and where development may occur in the future and the infrastructure and public service implications for each scenario.
- Provide RECOMMENDATIONS for PHYSICAL DEVELOPMENT, including potential locations for new or redeveloped commercial centers, housing, industry, major employers, parks and greenways, transportation improvements, schools, sewers, and other infrastructure.
- ILLUSTRATE GRAPHICALLY a conceptual redevelopment plan for specific CENTERS and CORRIDORS.
- Inform City decisions about REZONING by recommending the location of various PLACE TYPES, as established by the RPA.
- Help ALIGN GOVERNMENT SPENDING for public infrastructure projects with new private development and promote an efficient use of City resources.

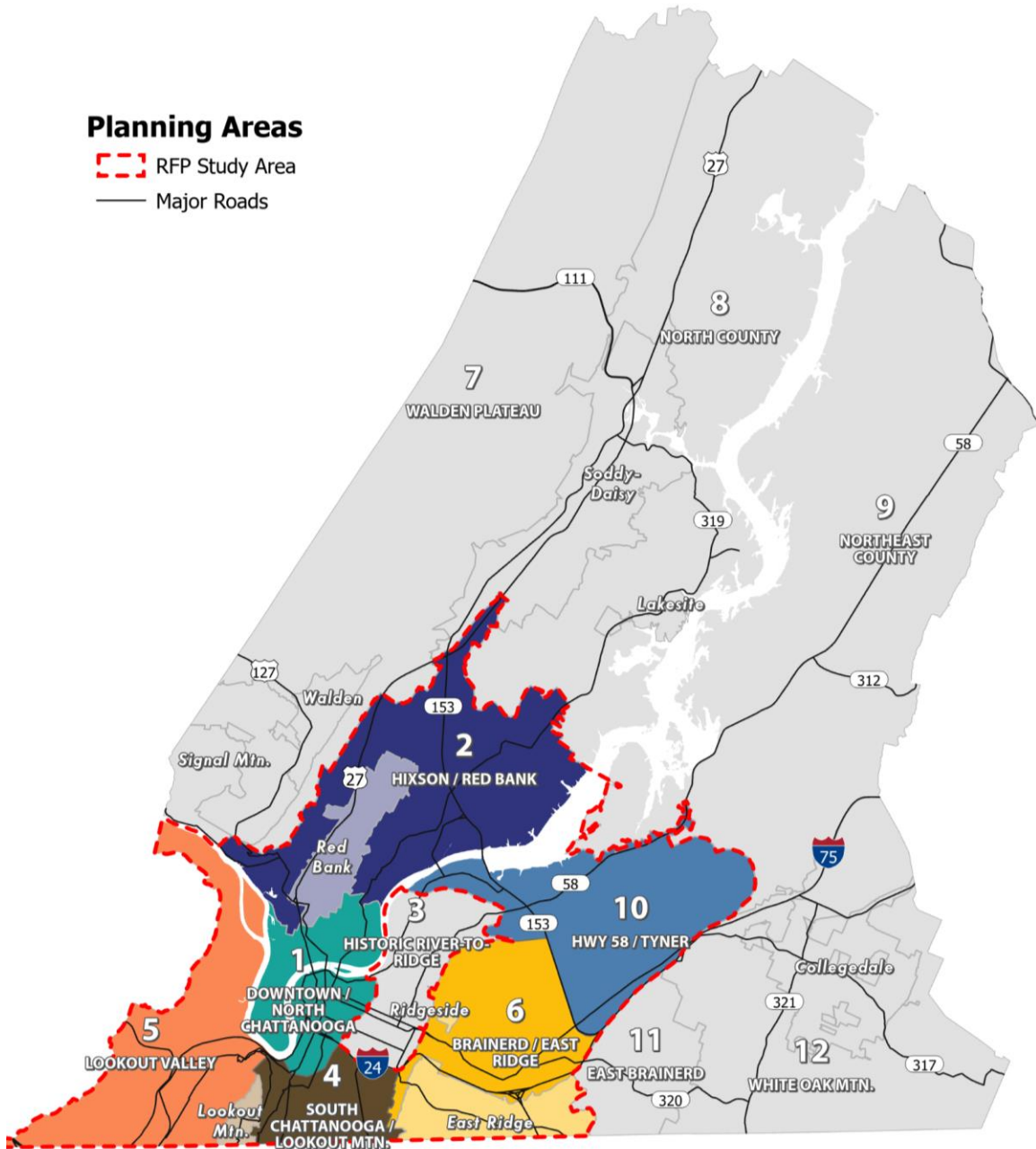
### Area Plan Boundaries

Two Area Plans—Areas 3 and 12—were recently completed in 2020 and 2019, respectively, and the Area 11 Plan is currently in the adoption phase. The six Planning Areas included in this RFP encompass the majority of the City of Chattanooga and three of them include smaller municipalities as described below. All of these places are experiencing growth to different degrees and in different forms: Downtown and downtown adjacent neighborhoods are in various stages of revitalization with infill development and

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notable large-scale adaptive reuse projects happening in each. Suburban areas and corridors are largely built-out, though pockets of vacant land continue to be redeveloped as housing demand remains high.



**Area 1 | Downtown / North Chattanooga** is the economic and cultural center of Chattanooga. In addition to the downtown central business district, it includes the North Shore, Riverfront, M.L. King, Southside, and South Broad Districts.

Recent activity here includes “The Bend”, a planned 110-acre mixed-use neighborhood on the western riverfront; “Westside Evolves”, a revitalization plan for a low-income predominantly black community;

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and the Moccasin Bend National Archeological District, for which the National Park Service is creating a management plan.

**Area 2 | Hixson / Red Bank** has long been considered an attractive and affordable area. A few major corridors exhibit the typical strip suburban pattern (with Highway 153 in particular being heavily developed and home to the Northgate Mall), but much of this area is predominantly low density single-family housing interspersed with relatively accessible parks. Red Bank is a separate municipality.

**Area 4 | South Chattanooga / Lookout Mountain** comprises the town of Lookout Mountain (a separate municipality), the urban neighborhoods of St. Elmo and Alton Park near the Georgia state line, and slowly revitalizing East Lake in the southeast. Each of these neighborhoods has its own storied past, established communities, and cherished landmarks dating back to Chattanooga's early history.

**Area 5 | Lookout Valley** is geographically detached from the rest of Chattanooga as Lookout Mountain and the Tennessee River limit access to just a few roads from the east. This area has a marked ex-urban and rural character, along with the large Black Creek planned community and its mix of suburban and urban elements.

**Area 6 | Brainerd / East Ridge** is an economically underperforming suburban area characterized by disinvestment and high rates of commercial vacancy. However, the ongoing housing crisis has seen home values surge as people seek more affordable housing here, and the local Chamber of Commerce strives to turn these places around. Recently some major developments have come to the City of East Ridge as a result of a "Border Region" state economic development tool. In addition to the City of East Ridge, Area 6 also includes the very small municipality of Ridgeside.

**Area 10 | Highway 58 / Tyner** is characterized by a heavily auto-oriented suburban and exurban pattern of low income and lower middle class neighborhoods and disinvested corridors. Broad swaths of land along the river and lakefront to the north are devoted to natural areas and parks, with pockets of affluence scattered between. Enterprise South is home to major employers Volkswagen and Amazon, as well as a 2,800 acre natural park.

## 2. Scope of Work

### 2.1 Project Management

The RPA will designate one person to serve as the staff project leader and primary liaison with the consultant. Regular progress meetings (online or in-person) will be required with the project leader. The project leader will contact additional RPA or City staff to be involved as needed.

All presentations, documents and other key deliverables will be reviewed by the staff prior to presenting them in meetings or posting them to the website.

### 2.2 Project Initiation

An initial meeting (either online or in-person) with the staff will finalize the project schedule and confirm key deliverables. The consultant should also meet with the RPA staff, elected officials, and key stakeholders in these areas to identify the key issues, and explore the areas to get a lay of the land.

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Client responsibilities:

- Facilitate meetings with local leaders.

Consultant responsibilities:

- Attend and lead the meetings.
- Document the issues.

Key Deliverables:

- Project schedule, including target dates for public meetings
- Summary of key issues (At the end of each phase, the consultant should submit a draft document that will ultimately form the chapters of each final Area Plan. The staff will review each draft and send edits to the consultant.)

### **2.3 Public Engagement & Outreach**

Each Area Plan should include a robust public engagement process throughout each step. Typically, the RPA hosts 1) a public kick-off meeting to confirm key issues and community goals, 2) “Community Choices” meetings to gauge the community’s tolerance for various recommendations, and 3) a public open house to review the draft Area Plan, including a draft Place Types map. The consultant may suggest a different approach, but should accommodate both in-person and online meetings to reach as many people as possible.

Additional meetings with elected officials and key stakeholders should be held at key points throughout the process.

Regular progress updates should keep the community apprised of upcoming meetings, opportunities for feedback, and other information to engage and inform.

Client responsibilities:

- Because the staff of the RPA are more familiar with these communities, we will maintain a spreadsheet of community contacts, send regular progress updates to the community, schedule meetings in coordination with the consultant, and coordinate meeting logistics.
- At the beginning of the process, the RPA will also send a notification letter to all property owners in each Area, including a link to sign-up for our email list.
- The RPA will maintain a webpage for each Area Plan.

Consultant responsibilities:

- Attend and lead community meetings.
- The consultant will be responsible for providing content for these updates, for the website, and for community meetings.

Key Deliverables:

- PowerPoint presentations, poster-size maps, and handouts, for all meetings throughout the process and content for the webpage.
- Report of any surveys conducted.
- Summary of public engagement events, including the number of participants for each meeting, survey, etc.



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### 2.4 Research & Analysis

Research and analysis should paint a clear picture of each Area’s existing conditions and trends, as well as the challenges that exist, and potential opportunities for both growth and conservation. Major elements to consider will include population growth projections, school capacities, sewer coverage, and traffic projections. Alternative growth scenarios should illustrate options for various levels of development and the relative impacts on natural resources and infrastructure.

Client responsibilities:

- The RPA will provide the consultant with access to various GIS data files as well as a standard map template we use for Area Plans.
- The RPA will provide the consultant with our latest growth and traffic projections from our land use model. The RPA will facilitate meetings with the Hamilton County Department of Education, Wastewater Treatment Authority (WWTA), and other critical community contacts.

Consultant responsibilities:

- Conduct and document all necessary research and analysis.

Key Deliverables:

- Existing conditions and analysis maps, charts and diagrams
- Projections of growth by Area based on existing and forecasted development
- Growth scenarios including implications for natural resources, transportation infrastructure and public services, and school enrollment needs for each Area
- Locations that are most and least ideal for growth and development, along with recommended zoning changes and/or proposed districts map.
- Summary report

### 2.5 Recommendations

Recommendations should give elected officials, the Planning Commission, government staff, private developers, and citizens a clear guide for

- zoning decisions,
- infrastructure improvements and public services needed,
- the best locations for growth,
- the types of development desired,
- locations for the conservation of natural resources, and
- opportunities for new parks, greenways or recreation facilities.

Recommendations should be realistic and achievable, but also provide an aspirational long-term vision.

A Place Types Map—developed in collaboration with the RPA—should reflect the community’s desires along with the need for a diversity of housing, good planning practices, and the analysis of each Area’s existing conditions.

Client Responsibilities:

- The RPA will provide the standard Place Types palette and the mapping methodology used for designating Place Types.

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Consultant responsibilities:

- Produce a draft Place Types map, to be reviewed with the staff.
- Produce the final Place Types map.
- Create color renderings for each designated Center to illustrate buildout concepts.
- Create color renderings and street sections for major Corridors to illustrate preferred street standards and development forms

Key Deliverables:

- List of recommendations along with any necessary maps, charts or diagrams
- Color renderings
- Draft and final Place Types maps
- Summary report

### 2.6 Document Production

The final documents should be rich with images, graphics, and maps to clearly illustrate the various trends, challenges, opportunities, and recommendations. The text should be thorough, yet succinct and understandable to the average reader without lots of jargon.

Client responsibilities:

- The RPA will provide the consultant with a standard In-Design document template we have used for the final production of previous Area Plans.
- The RPA will also be responsible for final editing and proofreading.

Consultant responsibilities:

- The consultant will create a draft document for each Area for client and community feedback, revise the drafts based on this feedback, and produce the final documents for publishing.

Key deliverables

- Draft and final documents.
- Digital copies—that can be edited—of the following will be provided to the RPA for future use: Word document, GIS files for all maps, InDesign files, jpg or pdf versions of all images, graphics, and maps used for meeting presentations, handouts, website posts, and in the final documents.

### 2.7 Content of Proposals

Proposals should include an introduction of the company or firm. All proposals should include names and references from other municipal organizations for which comparable services have been rendered. An explanation of typical, similar service provision should be included in the submittal in sufficient detail to allow the review committee to determine the reasonableness of the planned approach and cost.

## 3. Information for Offerors

### 3.1.RFP Schedule of Events\*

|                                      |                |
|--------------------------------------|----------------|
| RFP Issued                           | July 20, 2022  |
| Deadline for Questions From Offerors | July 27, 2022  |
| Addendum for Questions Published     | August 3, 2022 |

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|  |                 |
|--|-----------------|
| Deadline for Proposal Submissions  | August 23, 2022 |
| Expected Short List Offerors notified<br>If a short list is needed       | TBD             |
| Expected Short List Offeror<br>Presentations if presentations are needed | TBD             |

*\*RFP Schedule subject to change*

### 3.2 RFP Submittal Method and Due Date/Time

The City of Chattanooga offers a Supplier Portal for electronic submittal of proposals. Suppliers wanting to submit proposals should go to [www.chattanooga.gov/newpurchasing](http://www.chattanooga.gov/newpurchasing) and/or [www.chattanooga.gov/newpurchasing/supplier-central](http://www.chattanooga.gov/newpurchasing/supplier-central) for complete instructions.

Need help? Contact: [SupplierSupport@Chattanooga.gov](mailto:SupplierSupport@Chattanooga.gov) or call (423) 643-7230 and ask for the Supplier Coordinator.

The City of Chattanooga will still accept paper bids/proposals as long as they are submitted in good order and on time in the Purchasing office for time stamping.

### 3.3 Questions or Requests for Information and Answers by Amendment

All questions and requests for information or clarification must be submitted in writing according to the instructions in the solicitation documents. Questions and requests will be accepted until the deadline for questions that is stated in the solicitation documents. Questions and requests must be clearly marked (in the Subject line of the email) as a question, and they must name the solicitation title and/or number. Without this marking, email searches may not find the question.

Example of correct email subject line: Question for RFP #200324 Area Plans – City of Chattanooga

**All answers will be provided by Amendment to the solicitation in the Supplier Portal as soon as possible after the deadline for questions.**

### 3.4 Withdrawal Procedure

In the Supplier Portal, proposals may be withdrawn and/or edited at any time up until a few minutes before the RFP Closing Date/Time. Any Proposal not so withdrawn shall, upon opening, constitute an irrevocable offer for a period as specified in the terms, or until the successful proposal(s) is/are accepted and the contract(s) have been executed between the City and the successful Proposer(s).

### 3.5 Communication Procedure

Any communication concerning this RFP must be conducted exclusively with the City of Chattanooga Purchasing Division Buyer until the evaluation and notification of intent to award processes have been completed. Failure to follow this procedure may have negative consequences in the selection process.

### 3.6 Response Content in General

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Offerors are not precluded from submitting proposals that recommend a solution that differs from the provided specifications as long as the required response format is followed. Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Offeror complies with each specification of the RFP. Any deviations from the specifications shall be noted.

### 3.7 Implied Requirements

All products and services not specifically mentioned in this RFP but which are necessary to provide the complete recommended solution described by the Offeror shall be included in the Proposal.

### 3.8 Incurring Costs

The City shall not be liable for any cost incurred by the Offeror prior to the issuance of a contract purchase agreement and will not pay for any information solicited or obtained. Offeror shall not include or integrate any such expense as part of its proposal. Response preparation costs, shipment costs, presentation costs, travel costs, and any other costs incurred, are also not compensable. No submission or supporting documentation will be returned to Offeror.

### 3.9 Economy of Preparation

Proposals may be prepared simply and economically. Proposals should provide a straightforward and concise description of the goods or services proposed. Emphasis should be placed on clarity and content. Excessively long or disorganized proposals may be viewed as attempts to obfuscate issues with possible negative consequences.

### 3.10 Reservation of City of Chattanooga Rights

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more Offeror(s).
- B. The City reserves the right to negotiate this Agreement/Contract for work covered by this RFP with the next most qualified Offeror if the successful Offeror does not execute a contract within seven (7) days after submission of an Agreement/Contract by the City. The City reserves the right to negotiate all elements of work that comprise the selected Proposal.
- C. The City reserves the right, after opening the Proposals or at any other point during the selection process, to reject any or all Proposals, modify or postpone the proposed project, evaluate any alternatives offered or accept the Proposal that, in the City's sole judgment, is in its best interest.
- D. The City reserves the right to terminate the Agreement/Contract if a successful Offeror fails to commence the work described herein upon giving the Offeror a thirty (30) day written Notice.
- E. **Proposer-Supplied Materials - Open Records**  
All proposals, responses, inquiries, correspondence, and any other material submitted by an Offeror shall become the property of the City of Chattanooga. All records submitted to the City of Chattanooga with limited bases for exclusion are subject to review through the Tennessee Public Records Act. **Any firm (Offeror) submitting a proposal should assume the information included in the proposal is subject to the Act, regardless of submitter designation, including that of**

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**confidentiality.** The City of Chattanooga assumes no liability for the disclosure of any information as required by law.

- F. The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification of submitted material.
- G. Offerors, by submitting a Proposal, represent themselves to have a thorough knowledge of municipal and regional government and all related elements.
- H. Offerors should understand that adherence to all vendor-proposed dates and timelines may become part of Offeror's contractual obligation should their proposal be selected by the City.
- I. The City guarantees no minimum or maximum purchase to be made during the lifetime of any contract resulting from this RFP.

### **3.11 RFP, Terms and Conditions of Agreement, and Exceptions**

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions which may be read within this solicitation under **TERMS**.

With the Proposal, Offeror(s) shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where Offeror wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

The City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. The City reserves the right to reject excepted or conditional proposals at its sole discretion.

Only exceptions that are specified within a solicitation response submission packet will be considered for potential negotiation by the City. Negotiation is not guaranteed.

**Format Required: Isolate and reference the specific Section of the City of Chattanooga Standard Terms and Conditions to which an exception is taken, and provide alternative language for that specific section. Do not provide a full replacement Terms and Conditions document.**

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response.

Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response.

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### 3.12 Resulting Contract

#### Conditions of Agreement

The successful Offeror(s) will be expected to enter into contract negotiations with the City that may result in formal purchase agreement(s) between the parties.

#### Contract Administration Activity

The Offeror will be expected to provide periodic reporting and/or attend contract administration meetings, as requested by the City or as otherwise required by the City Purchasing Division.

### 3.13 Data Sharing and Open Data

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future projects, the awarded Offeror's/s' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

In addition, the City of Chattanooga makes data available for public viewing through its Open Data Portal and other avenues. <https://www.chattadata.org/>

### 3.14 Payment of Services

1. The City will make payment according to the City's policies and procedures.
2. Invoices
  1. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101

Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

With a copy to:

[khundt@chattanooga.gov](mailto:khundt@chattanooga.gov) and [krennich@chattanooga.gov](mailto:krennich@chattanooga.gov)

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.

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- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

## 4.0 RFP Lifecycle, Evaluation and Award

### 4.1 RFP Lifecycle

#### **Initial Examination - Responsible/Responsive/Viable**

All proposals received and time-stamped in the Purchasing Department by the due date and time specified will be examined initially for *responsiveness*, that is conformity in all material respects to the requirements of the RFP. All required content and forms must be completed and signed as requested in order for a proposal to be responsive.

All Proposers will also be screened for their *responsibleness*, that is the Proposer's ability to perform the scope of work and to meet the City's needs. At the discretion of the City, any proposal found to be non-responsive or any proposal by a Proposer deemed non-responsible will be eliminated from further consideration.

In addition, the City, at its sole judgment, may decide if a proposal is viable, including its completeness and clarity.

#### **Evaluation Committee**

A committee consisting of individuals selected by the City will receive and evaluate all viable Proposals, and, if applicable, Finalist Presentations.

#### **Proposal Evaluation by the Committee**

A Proposer may be selected based solely on evaluation of viable written Proposals. The City reserves the right to determine whether or not a Proposer can be selected based solely on the viable written Proposals submitted.

#### **Formal Presentations**

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite qualified firms for formal presentations. Such presentations provide an opportunity for clarification of the proposal submitted and an opportunity to ensure that a thorough, mutual understanding exists.

The City reserves the right to invite any number of Proposers if the quality of the Proposal(s) so merit(s) or other circumstances justify doing so.

The Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a formal presentation to the City, the offered dates may not be flexible.

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A formal presentation may not be required, and therefore, **complete information must be submitted with a proposer's proposal.**

### **Selection of Awardee/Awardees**

After review of the Proposals by the Evaluation Committee and after Formal Presentations, if any occur, the City may, at its sole option, elect to reject all proposals 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 proposal(s) or the proposal(s) that is(are) in the best interest of the City to negotiate agreement.

## **4.2 Evaluation Criteria**

In preparing responses, Offerors should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The minimum categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified Offeror(s) for contract(s), are as follows:

- ❖ **Competence for scope of work) – 30%**
  - Proposal reflects the competence of the consultant team to perform the work described
  
- ❖ **Approach to scope of work – 30%**
  - Proposed approach to addressing six different Planning Areas
  - Project timeline (not date specific)
  - Assignment of team members (The designated project lead from the consultant team must participate in any interview. Consultant teams may include subcontracted consultants as needed to perform the work, but the key team members from each sub-consultant to be involved in the work must also participate in any interview.)
  - Qualifications and relevant experience of individual team members who will be assigned to work on the project
  
- ❖ **Qualifications, Experience, Reference Projects, and References – 30%**
  - Relevant experience on similar projects
  - Comments from the references supplied for similar projects
  - Quality of documents and graphics from similar projects
  
- ❖ **Price/Cost/Value – 10%**
  - Total cost of all six Area Plans, including any reimbursable expenses

### **Selection of Short Listed Offeror(s)**

Selection of Short Listed Offeror(s) for formal presentation(s) (if any) and for contract negotiation will be determined based on an objective evaluation of the criteria listed above.

### **Note: other factors considered**

Factors not specifically named are incorporated into the above criteria.



## 5.0 Response Format and Content

### 5.1 General Instructions

This RFP is intended to describe The City's minimum requirements and response format in sufficient detail to secure comparable proposals.

### 5.2 Proposal Organization Guidelines

To assist the Evaluation Committee in its effort, it is asked that Offerors adhere to the requests for tabbed sections.

Links

### 5.3 Tab 1 – Company Information and Exceptions

- Firm's Cover Letter signed by authorized person
- Company Information
  - Description of organization
    - e.g., Philosophy of organization
    - e.g., Size of organization
    - e.g., Number of years in business providing similar services
  - Proposer Qualification Data (see Appendix) including public financial records from the past two years, if applicable
- Exceptions to the RFP and City of Chattanooga Standard Terms and Conditions

### 5.4 Tab 2 – Solution Narrative

The response to requirements.

### 5.5 Tab 3 – Project Approach

Offeror should include at a minimum:

- Description of roles and responsibilities, including deliverables
- Proposed project plan
- Proposed schedule (not date specific)
- Availability

### 5.6 Tab 4 – Key Personnel (integrated with Approach and Experience sections)

Offeror should include at a minimum:

- Assigned Team and/or Individual(s)
  - Resume(s) of assigned personnel

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### **5.0 Tab 5 – References**

- Offeror must provide a list of governments that have experience using the services recommended within the past five years. The issuing department may seek a supplier which has recent, successful history performing a similar scope of work for a government of similar size.
- Offeror must provide three references to be contacted with current, valid contact information. The City may contact others, in addition. Offeror must use Experience Reference Form(s) or the equivalent and must provide current contact information.

### **5.8 Tab 6 – Price Proposal**

The all-inclusive price should be provided on the Line in the online proposal. Detailed pricing should be provided in this tab of the written proposal.

### **5.9 Tab 7 – Additional Required Forms** (these are attachments in Supplier Portal)

- Affirmative Action Plan Form
- Iran Divestment Act Form
- Anti-Drug policy
- No contact/No advocacy statement

## Appendix A: Offeror Qualification Data Form

### OFFEROR QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of Offeror (Please list official name, and any and all "doing business as" names, if any, associated with the company):

\_\_\_\_\_

2. Main office address:

\_\_\_\_\_

\_\_\_\_\_

3. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

a. Email Address: \_\_\_\_\_

4. Proposers federal tax identification number: \_\_\_\_\_ (Please attach Form W-9)

5. The Offeror is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

\_\_\_\_\_

6. The date the Offeror was organized in its current form:

\_\_\_\_\_

7. If a corporation or limited liability company, the state where it is formed:

\_\_\_\_\_

8. Is your company registered with the Tennessee Secretary of State?

a.  YES

b.  NO - Please explain

\_\_\_\_\_

\_\_\_\_\_

9. How many years have you served the population described in this solicitation:

\_\_\_\_\_

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10. Describe any pending plans to reorganize or merge your organization.

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11. Have you, or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

a.  YES - Please list the contract party, and explain

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b.  NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a.  YES - Please list the contract party, and explain

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b.  NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

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- a.  YES - Please list the contract party, and explain

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- b.  NO

14. Bonding, as applicable

a. Limit: \$ \_\_\_\_\_

b. Bonding Company: \_\_\_\_\_

c. Address: \_\_\_\_\_  
\_\_\_\_\_

d. Phone Number: \_\_\_\_\_

**Appendix B: Experience Reference Form**

**Experience Reference Form**

**Bidder/Offeror:** \_\_\_\_\_

*(Attach as many copies of this form as may be needed)*

**Reference**

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_ Service Date

Range:

\_\_\_\_\_

Firm Name for Contact Person: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Telephone

Number for Contact Person: \_\_\_\_\_

Email Address (required): \_\_\_\_\_

**Reference**

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_ Service Date

Range:

\_\_\_\_\_

Firm Name for Contact Person: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Telephone

Number for Contact Person: \_\_\_\_\_

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Email Address (required): \_\_\_\_\_