

LEGAL NOTICE TO SUBMITTERS

NOTICE TO CONSULTING FIRMS REGARDING A REQUEST FOR QUALIFICATIONS

TDOT/CMAQ FUNDED PROJECT PIN #135374

Bicycle Boulevard - Red Bank, Hamilton County

The City of Red Bank, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide various engineering services related to the design and preparation of final construction plans for Bicycle Boulevard, Red Bank, Hamilton County. This project is being funded in part with Congestion Mitigation and Air Quality as a Tennessee Department of Transportation (TDOT) Locally Managed Program. This project shall adhere to all applicable Federal and State regulations and requirements and must be coordinated with the TDOT Local Programs office. The professional consulting firms (the Prime) and all sub-consultants must be on TDOT's pre-approved list and the Prime must have unlimited status.

Submittals should include the firm's qualifications, project team, resumes, project approach, and recent bicycle/traffic calming-related work. This work is to be performed in compliance with contract terms. The initial term will expire on August 21, 2029.

Statements of Qualification (SOQ) will be received electronically to the office of the City Recorder of the City of Red Bank no later than 12:00 PM EST on October 8, 2024, for the City of Red Bank with the following:

THE CITY OF RED BANK ENCOURAGES THE PARTICIPATION OF SMALL AND MINORITY BUSINESSES IN THE SOLICITATION PROCESS.

The award of contract for professional services will be made based on qualifications as determined by the City of Red Bank and in compliance with Resolution No. 24-1662 adopting the Consultant Selection Policy as approved by TDOT.

Any protest of award must be filed in writing with the Purchasing Agent within five (5) days of the award announcement.

By Order of the Mayor of the City of Red Bank, Tennessee.

Hollie Berry
Mayor

Martin Granum
City Manager

Published in The Chattanooga Times Free Press September 15, 2024.

INSTRUCTIONS TO SUBMITTERS

No objections regarding the application, meaning, or interpretation of these specifications will be considered after the opening of the subject submittals. Unsigned submittals will be considered nonconforming. Submissions containing terms and conditions other than those contained herein may be considered nonconforming.

Submitters will submit their proposal in a digital copy: INDICATING ON THE SUBJECT LINE: THE COMPANY NAME AND THE ABOVE PIN #135374. Any firm receiving a mailed solicitation on the above subject and not submitting will be electronically removed from the mailing list used for the above-referenced subject after three (3) consecutive non-responses or no submittals.

Upon opening, all submittals and attendant documents become a matter of public record.

PERFORMANCE BOND IS **NOT** REQUIRED FOR THIS RFQ.

Vendors must comply with all applicable licensing requirements.

In accordance with Title VI, it is the policy of the City of Red Bank to provide equal employment opportunities and to provide its programs, activities, and services to all individuals regardless of race, color, religion, sex, national origin, age, disability, or status in any other group protected by law. Inquiries and charges of violation of this policy should be directed to the City Manager at (423) 877-1103 at 3105 Dayton Blvd., Red Bank, Tennessee 37415. Requests for accommodation of a disability should be directed to the City Manager at (423) 877-1103 or at 3105 Dayton Blvd., Red Bank, Tennessee 37415. With regard to all aspects of this contract, the Vendor certifies and warrants it will comply with this policy.

The City of Red Bank reserves the right to waive any informality or to accept or reject all submittals and to accept the submittal which in the opinion of the City Commission, is in the best interest of the City of Red Bank.

Iran Divestment Act Certification

All Submitters must include a signed statement of non-investment required for competitive bidding (**Attachment A**). Submission will be disqualified if the certification is left blank.

Non-Boycott if Israel Certification

All Submitters must include a signed statement of non-boycott required for competitive bidding (**ATTACHMENT B**). Submission will be disqualified if the certification is left blank.

ATTACHMENT A

IRAN DIVESTMENT ACT CERTIFICATION

RFQ TDOT PIN NUMBER: 135374

CONSULTANT/VENDOR/CONTRACTOR NAME: _____

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website:

<https://www.tn.gov/generalservices/procurement/centralprocurement-office--cpo-/library-/public-information-library.html>

The vendor/contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

CONSULTANT/VENDOR/CONTRACTOR SIGNATURE NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

PRINTED NAME, TITLE OF SIGNATORY

Signature

DATE: _____

ATTACHMENT B

Non-Boycott of Israel Certification

RFQ TDOT PIN NUMBER: 135374

The Contractor certifies that it is not currently engaged in and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

To the Honorable Mayor of Red Bank, Tennessee

Gentlemen:

_____, 20_____

(I/We) do hereby declare that (I am/we are) the only person, firm, or corporation interested in this proposal, and that no other person, firm, or corporation than the one herein named has any interest herein or in the contract proposed to be taken; that it is made without any connection with any person, firm or corporation making proposal for the same work, and that it is in all respects fair as to each item submission upon and as to the proposal as a whole and without collusion or fraud: also that no officer or employee of the City of Red Bank, who is by law excluded from participating therein, is directly or indirectly interested herein, or in the furnishing of the supplies, or doing the work to which it relates, or in furnishing surety, or in any portion of the profits thereof;

With the understanding that any contract resulting from the submissions taken herein shall be governed, construed, and enforced according to the laws of the State of Tennessee. All actions whether sounding in contract or in tort, relating to the validity, construction, interpretation, and enforcement of this contract shall be instituted and litigated in the courts of the State of Tennessee located in Hamilton County, Tennessee, and in no other. In accordance herewith the parties to this proposal submit to the jurisdiction of the courts of the State of Tennessee, located in Hamilton County, Tennessee;

And do further declare that (I/We) have carefully examined the annexed specifications, and hereby propose to furnish the following items, and/or do the following work for the sum hereinafter set forth, VIZ:

GENERAL CONDITIONS:

1. All equipment must be manufactured or distributed in the United States.
2. **The submission must meet or exceed the Submission Specifications.** The submitter is required to list all exceptions, deviations, or variations to the specifications set forth and it should be done in a clear, logical fashion on a sheet designated by the submitter as such. Brochures, standard catalog sheets, or technical data should accompany each proposal, but may not be considered a notice of exceptions, deviations, or variations to these specifications.
3. BRAND or TRADE NAMES are given as a "quality reference" to aid submitters in offering the right quality for this proposal, except where said quality reference is followed by the word "only", any quotation will be considered if, in the opinion of the City, the products are equal to those specified.
4. "DEL __DAYS ARO" shall mean the number of consecutive calendar days after receipt of a fully executed contract; delivered F.O.B. to 3105 Dayton Boulevard, Red Bank, Tennessee 37415.
5. A full copy of the warranty, if any, covering the proposed items, should accompany the proposal. Warranty start date will be the date the items are delivered, not the order date or invoice date.
6. Invoices should be submitted to Accounts Receivable at: City of Red Bank, 3105 Dayton Boulevard, Red Bank, TN 37415.
7. All work shall be performed by the awarded contractor. Subcontracted services are not allowed.

AUDIT CLAUSE

“The City reserves the right to audit the records of the contractor. The Contractor shall make and keep as the same accrue, full and complete records and books as accounts of revenue and income, and costs and expenses that specifically relate to performance under this contract. Records and books of accounts, together with any or all other memoranda pertaining thereto that may be kept, maintained, or possessed by the Contractor, shall be open to examination during regular business hours by the City or its representatives for the purpose of inspecting, auditing, verifying or copying the same or making extracts therefrom. The Contractor shall make and keep said records and books of accounts in accordance with generally accepted accounting principles.”

For additional information, contact: Director of Administration Tracey Perry 423-877-1103 [or
tperry@redbanktn.gov](mailto:tperry@redbanktn.gov)

SUBMISSION SECTION:

As per attached specifications, the submission for the contracted services is as follows:

Submission Amount: N/A Total Price: N/A
Delivery: _____ days A.R.O.

For either of the two following numbered reasons (I, we) herewith declare that (I/we) will forfeit any claim to any contract resulting from the submission stated herein:

(AND, IF A BID BOND IS REQUIRED IN ORDER TO COMPLY WITH THE ENCLOSED "LEGAL NOTICE TO BIDDERS")

(I/we) will forfeit as liquidated damages to the City of Red Bank (my/our) bidder's bond, or certified or cashier's check on a solvent bank in the sum of _____ (\$ _____) DOLLARS:

- 1) If the contract is not signed and returned to the City WITHIN TEN (10) DAYS AFTER RECEIPT OF SAME, or:
- 2) If a performance bond is required – failure to enter into a contract with a good and solvent bond in a surety company doing business in the State of Tennessee acceptable to the City of Red Bank in an amount equal to the gross amount of said contract (or for an amount as specified) and to be made and contract signed and required to the City WITHIN TEN (10) DAYS AFTER RECEIPT OF SAME.

The full name and residence of all persons interested in the foregoing as principals are as follows: (if out of state company, please list Tennessee office address.)

BUSINESS NAME AND ADDRESS OF SUBMITTER: _____

If Submitter is an INDIVIDUAL, fill out the following: _____ (NAME OF OWNER)

If Submitter is a PARTNERSHIP, fill out the following:

PARTNER NAME:

ADDRESS:

If Submitter is a CORPORATION, fill out the following:

NAME OF CORPORATION PRESIDENT: _____

NAME OF CORPORATION SECRETARY: _____

NAME OF COMPANY: _____

PRINT NAME: _____

SIGNATURE: _____

TITLE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

City of Red Bank, Tennessee
Request for Qualifications
Bicycle Boulevard Engineering Services

Project Description

This project involves the creation of a bicycle boulevard by utilizing traffic calming measures and treatments along approximately 2.8 miles of existing public roads, construction of a 1,106 foot long, 10-foot wide multi-use shared path, and expansion of 280 feet of sidewalk from 8 feet to 10 feet wide. The traffic calming measures will include surface treatment and safety signage at sixteen (16) intersections and six (6) high visibility crosswalks.

1. Overview and purpose

- The City of Red Bank is soliciting responses from consultants qualified to provide various engineering services related to the design and preparation of final construction plans. The City of Red Bank may award a Professional Services Contract, to one or more consultant(s).
- The selected consultant(s) shall:
 - Be licensed to provide engineering services in the State of Tennessee
 - Have proven experience with public sector engineering of similar size and scope for the services being requested.
 - Possess a thorough understanding of the latest local, state and federal regulations, guidelines and ordinances applicable to typical municipal and traffic engineering requirements and responsibilities, including but not limited to Tennessee Department of Transportation and Federal Highway Administration
 - Be available to commence services, as described herein, immediately as needs arise.
 - Be able to complete the project within a specified and agreed upon time.
 - Be able to immediately assign qualified personnel necessary to perform and complete the engineering assignment.

2. **Scope of Services**

Payment for services shall be made based on work completed in each section of the scope of services. The scope of services will include, but may not be limited to, the following:

- Conduct the initial environmental coordination with TDOT/FHWA, preliminary engineering and environmental investigations necessary to fulfill National Environmental Policy Act (NEPA) requirements for this project.
- Conduct the appropriate public involvement process per TDOT Public Involvement Plan.
- Conduct project survey and prepare Preliminary Plans.
- Provide Right-of-Way Services as necessary to obtain TDOT R.O.W. Certification and TDOT Utility & Railroad Certification.
- Prepare construction plans, bid advertisement, construction estimate and bid book, as necessary to obtain TDOT Notice to Proceed with Construction Phase.
- Construction Engineering Inspection (CEI)

3. **Proposed timetable**

The following proposed timetable is for planning purposes only. The City of Red Bank will make every attempt to comply with the dates set forth in this table but reserves the right to adjust this timetable as required during the Request for Qualifications process.

Request for Qualifications Release: 9/15/24

Questions/Request for Clarifications: Deadline: 10/4/24 at 4:30 PM EST

Deadline for Submittals: 10/08/24 12:00 NOON

Notification of Selection: 10/11/24

Commission Award of Contracted Services 10/15/24 6:00 PM EST

4. **Information to be included in response submittal (Statement of Qualifications)**

The SOQ must include a letter expressing an interest to be considered for the project, must be no more than 15 pages (including the letter of interest) and shall contain the following information:

- A. Firm experience, credentials, and staff qualifications and availability. (20%)
- B. Past experience in the required disciplines with TDOT, LPA, and other clients and demonstrated ability to meet schedules without compromising sound engineering practices. (20%),
- C. Project approach and timeline for this project. (15%)
- D. Firm experience in TDOT LP Grants (CMAQ, TAP, Multimodal, etc). (20%)
- E. Staff capabilities of the prime consultant. (25%)

5. Evaluation criteria and firm selection

The SOQs will be reviewed by Red Bank Staff who will make a recommendation of the firm/team based on the submissions. The City of Red Bank reserves the right to reject any and all SOQ's, to waive any informality in SOQ's, and negotiate changes in the scope of services to be provided. All submitters will be advised when a selection has been made. This RFQ is being solicited under TDOT's Small Procurement Guidelines.

6. Instructions for response submittal

Submission Procedures

To be considered, firms (or teams) must submit digital copies with a Letter of Interest and SOQs to: **Tracey Perry, City Recorder, Red Bank City Hall, at tperry@redbanktn.gov on or before 12:00 PM EDT, 10/8/24.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. SOQs not conforming to the required format will be rejected.

A. Submittal timing:

1. Response submittals to be delivered by submittal deadline. Response submittals delivered after the submittal deadline will be rejected and not evaluated.
2. Response submittals shall be delivered *no earlier than* 48 hours before the submittal deadline.

B. Submittal to include one (1) complete digital copy: The digital copy shall consist of one text-searchable, non-password-protected file in Portable Document Format (PDF).

Note that responses to this solicitation are not required to include a proposed fee for services to be rendered. Once a firm is selected based on the above criteria, proposed fee schedule for services to be rendered will be requested.

C. Response submittal: The response submittal shall be submitted with the following information:

1. Respondent's name and address; and
2. The following text:

RFQ DIGITAL COPY SUBMITTAL

City of Red Bank

Request for Qualifications #TBD

Bicycle Boulevard Engineering Services

RFQ PIN NUMBER: 135374

NOT TO BE OPENED UNTIL

October 8, 2024 @ 12:00 p.m. EST

D. Delivery of response submittals:

1. Submittals are to be electronically delivered to:

Tracey Perry, Red Bank City Recorder

tperry@redbanktn.gov

Subject Line to include:

RFQ# and PIN#135374

- E. Response submittal opening: Submittals will not be opened publicly due to the technical evaluation required.
- F. Ownership of response submittals: Upon receipt, all response submittals shall become the property of the City of Red Bank, without compensation to the responding firms, for disposition or usage by the City of Red Bank at its discretion.
- G. Questions, request for clarifications: To ask questions, or to request clarifications about any aspect of this solicitation, please contact:

Leslie Johnson

Director of Community Development

ljohnson@redbanktn.gov

423-269-7952

- H. Addenda: Addenda to this solicitation may be issued. Before submitting its response, it is the responsibility of each respondent to determine whether any addenda to this solicitation have been issued by the City. To do so, please browse to the Business Bids webpage of the City's website (<https://www.redbanktn.gov/Bids.aspx>), or contact Leslie Johnson, ljohnson@redbanktn.gov, 423-269-7952. Other than by posting addenda on the City's website, the City does not anticipate notifying prospective respondents of the issuance of addenda.
- I. Communication with the City: Prospective respondents shall not communicate about either the content of or the process pertaining to this solicitation with any official, employee or other representative of the City of Red Bank except through the City contact listed above. The City reserves the right to disqualify any prospective respondent that initiates unauthorized communication with the City during the solicitation phase.
- J. City's right to reject response submittals, waive formalities: The City of Red Bank reserves the right to reject all response submittals, and to waive formalities.