

# **Request for Qualifications**

## **Professional Services For Rail Transit Implementation Plan**

**Contract Number: T-14-022-101**

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

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**January 2015**



# **Section 1**

## **Introduction**

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# REQUEST FOR QUALIFICATIONS

## PROFESSIONAL SERVICES FOR Rail Transit Implementation Plan

### CONTRACT NO. T-14-022-101 CHATTANOOGA DEPARTMENT OF TRANSPORTATION CITY OF CHATTANOOGA, TENNESSEE

#### 1.0 **INTRODUCTION**

#### 1.1 **BACKGROUND**

The Chattanooga Department of Transportation (CDOT) was awarded TIGER Funds to be used toward the overall funding of a Rail Transit Implementation Plan which aims to evaluate the feasibility of utilizing 21 miles of existing freight rail infrastructure for passenger rail service and develop an implementation strategy for establishing a 23 – mile long commuter rail system in the city.

Within the City of Chattanooga, there exists a large stock of existing freight rail infrastructure that is underutilized. Much of this infrastructure is located in areas that are historically economically disadvantaged and in areas that are principal destinations for jobs, education, and commerce. A preliminary assessment suggests that the existing underused rail lines could be adapted for passenger rail use to connect densely populated neighborhoods in the city of varying income levels to important employment, educational, and transportation facilities. Capitalizing on Chattanooga's existing rail infrastructure and history as the rail transportation hub of the Southeast for passengers and freight, the City of Chattanooga is looking to further its revitalization efforts by utilizing its existing freight rail infrastructure for intra-city passenger rail transportation. As noted above the City of Chattanooga was awarded a TIGER grant to finalize the overall funding package for a planning and implementation study of passenger rail options in the city. This planning project will involve full-scale planning of multiple scales of travel-shed improvements, as well as the enhancement of economic and community development in neighborhoods.

#### 1.2 **PURPOSE OF RFQ**

The City of Chattanooga (City) is seeking to contract with a planning and engineering consultant (Consultant) to develop a rail transit implementation plan described in the statement above. The City is using this RFQ as the mechanism for soliciting Qualifications Packages (QPs) from interested consultants.

### 1.3 PROJECT OBJECTIVES

The purpose of this project is to develop an implementation plan for using and supplementing the existing freight rail infrastructure for a passenger rail transit system that will incorporate existing and proposed tracks, tunnels, and bridges. The existing freight rail infrastructure is located in the heart of Chattanooga, near neighborhoods, large employment centers, and the Chattanooga Municipal Airport. The study will also explore the feasibility of restoring passenger rail to Chattanooga in combination with intracity passenger rail. Connection to neighboring cities like Atlanta and Nashville with passenger rail service, in coordination with federal and neighboring cities' passenger rail plans will be analyzed and evaluated. With close collaboration with rail cargo providers, the study will also analyze existing rail infrastructure capacity interior and exterior to the city of existing need and future growth. Successful implementation of the rail transit plan resulting in a number of significant outcomes:

- State of Good Repair benefits due to the improvement of existing, but underutilized, freight rail infrastructure.
- Sustainability benefits generated by the repurposing of underutilized infrastructure and reduced emissions as existing drivers opt to take the train, rather than drive. Passenger rail service, combined with vibrant station area development, encourages biking and walking, further enhancing the city's air quality and its efforts to promote development of a vibrant, pedestrian-friendly, less car dependent city.
- Quality of Life benefits generated by station area development and improved connectivity for residents of Chattanooga who rely on transit, which does not presently serve several large employment centers. The project would also provide transportation choices to residents seeking an alternative to automobile transport to and from their jobs and the Chattanooga Municipal Airport.
- Safety will be improved as automobile drivers choose to take passenger rail, rather than drive, resulting in reduced congestion and fewer auto accidents on Chattanooga's roadways.
- Economic Competitiveness is supported through improved connectivity between residents and expanding businesses located in the city and on the outskirts of Chattanooga's central business district.

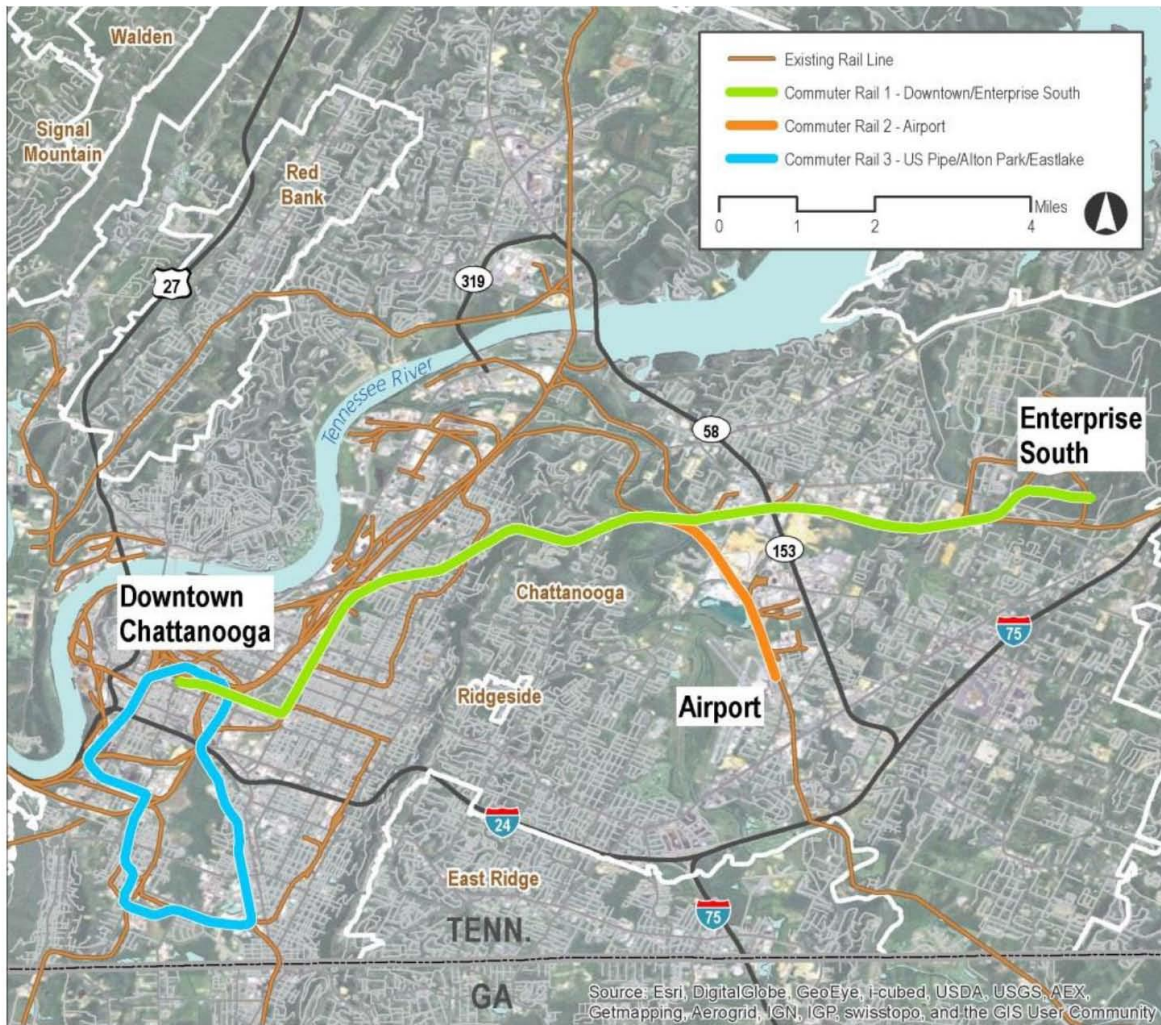
### 1.4 PROJECT SCOPE

#### A. General Scope of Work.

Develop an implementation plan for using and supplementing the existing freight rail infrastructure for a passenger rail transit system that will incorporate existing and proposed tracks, tunnels and bridges. Existing underused rail lines exist in the city that could be easily adapted for intra-city passenger rail use to connect densely populated neighborhoods in the city of varying income levels to important employment, educational and transportation facilities.

- Evaluate the feasibility of utilizing 21 miles of existing freight rail infrastructure for passenger rail service, and
- Develop an implementation strategy for establishing a 23- mile long passenger rail system in the city.

**Figure 1** | Location Map



## B. Specific Scope of Work

The Consultant shall provide full-scale planning of multiple scales of travel-shed improvements as well as the enhancement of economic and community development in neighborhoods, many of which consist of primarily underserved populations. The study will also explore the feasibility of restoring passenger rail to Chattanooga in combination with intracity light rail. Connection to neighboring cities like Atlanta and Nashville with passenger rail service, in coordination with federal and neighboring cities' passenger rail plans will be analyzed and evaluated. With close collaboration with rail cargo providers, the study will also analyze existing rail infrastructure capacity interior and exterior to the city of existing need and future growth.

- Planning passenger rail corridors using mostly existing tracks to connect downtown to eastside neighborhoods, and to the City Airport and Enterprise South
- Planning multimodal centers to bring together rail, air, bus, car, bike share, and taxi transit
- Creation of TOD form-based zoning and development plans at neighborhood rail stations and at multimodal centers

- Planning improvements to neighborhood greenways, biking infrastructure, sidewalks, and bus routes oriented around new rail stations
- Planning a new regional park along the primary existing rail line by making green connections between existing city park space such as Warner Park, Montague Park, and federal park facilities

To accomplish these activities, the Consultant will build on existing planning studies and complete the following key tasks:

- Establish goals and objectives that will provide a “road map” for the development of the implementation plan.
- Engage the public through public meetings, social media, and the creation of a stakeholder advisory committee.
- Coordinate with other regional planning efforts.
- Consider the feasibility of leveraging local passenger rail development in Chattanooga to connect with future intercity passenger rail service.
- Assess the existing freight rail infrastructure and right of way to determine improvements required to accommodate passenger rail development in Chattanooga to connect with intercity passenger rail connections.
- Coordinate with freight rail companies to analyze the existing freight rail infrastructure and determine improvements required to accommodate passenger rail. Regulatory issues related to the choice of light rail or commuter rail vehicles will also be addressed during this task.
- Plan station locations and analyze the opportunities for station-area economic development that includes transit oriented commercial and residential development. Evaluate which station areas are better candidates for affordable and market rate housing.
- Implementation Plan and Conceptual Design
- Initial Environmental Analysis
- Develop capital cost estimate.
- Develop Implementation Plan including schedule and phase analysis
- Identify investment strategies to support and facilitate the development and operation of passenger rail.

### C. General Conditions for Work

1. The Consultant shall provide all labor, benefits, equipment, materials, fuel, utilities, insurance, out-of-pocket expenses, and other related services required in connection with Rail Implementation Plan.
2. The Consultant shall obtain all necessary permits and approvals from all federal, state, and local regulatory agencies related to Rail Implementation Plan. Furnish copies of all required permits and approvals to the City.
3. The Consultant shall provide and submit reports and certifications as required by all applicable federal, state, and/or local regulations in regards to the development of a Rail Implementation Plan. Furnish a copy of all required reports to the City in a timely manner.
4. The Consultant shall coordinate its work with the operating schedule of the City as required.

5. The Consultant shall conduct the work for the Rail Transit Implementation Plan in compliance with all applicable federal, state, and local laws, regulations, permits, and approvals.
6. The Consultant shall provide adequate supervision, and technical and managerial oversight of the Consultant's employees, subcontractors, and agents.
7. The City will provide a Project Manager as the single point of contact who will be the responsible party for the City. Any available information that may be relevant to the project may be obtained through the Project Manager.

## **1.5 PROJECT DESIGN STANDARDS**

As part of the Complete Streets Ordinance recently adopted by the City, the NACTO Urban Street Design Guide, NACTO Urban Bikeway Design Guide, and the ITE Designing Walkable Urban Thoroughfares Manual were established as official design standards for use in designing transportation projects. These and other established Federal and State standards will govern design decisions in this project, and firms submitting Qualification Packages should be able to demonstrate project experience utilizing the standards.

**Section 2**  
**Qualifications Package Instructions**

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## **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 Rail Transit Implementation Plan. 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 February 27, 2015** to the attention of:

City of Chattanooga  
Debbie Talley  
Purchasing Department  
101 E. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7230  
FAX: (423) 643-7244

### **2.2 QP WITHDRAWAL PROCEDURE**

QPs may be withdrawn up until the date and time set above for opening of QPs. Any QP not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of (90) days to provide the services set forth in the QP or until one of the QPs has been accepted and a contract has been executed between the City and the successful QP submitter.

### **2.3 RESERVATION OF CITY RIGHTS**

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more QPs.
- B. The City reserves the right to negotiate an Agreement/Contract for the Rail Transit Implementation Plan 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 February 12, 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 February 20, 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. 11<sup>th</sup> 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**

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### **3.0 QUALIFICATIONS PACKAGE CONTENTS**

#### **3.1 GENERAL INFORMATION**

The QP shall provide the following general information:

- A. The name, address, telephone, and email address of the Consultant and principal contact person
- B. Identify the type of firm or organization (corporation, partnership, joint venture, etc.) and describe the entity that will serve as the contracting party.
- C. Submit a project organization chart.
- D. QP shall identify the portions of the work that will be undertaken directly by the Consultant and what portions of the work will be subcontracted. At a minimum, QPs must identify the lead parties that will undertake the various roles for the various phases.
- E. Describe the proposed contractual relationships between the Consultant and all major partners and subcontractors relative to the various phases of the project.
- F. Describe the history of the relationships among the Project Team members, including a description of past working relationships.
- G. Provide the history, ownership, organization, and background of the Consultant. If the Consultant is a joint venture, the required information must be submitted for each member of the joint venture firm. Include the following:
  - 1. Names of partners, and company officers who own 10 percent or more of the shares.
  - 2. If the Consultant or joint venture is a subsidiary of a parent company, state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to this RFQ, the reasons for this action must be fully disclosed.
  - 3. Identify any lawsuits or litigation, permit violations, and/or contract disputes for other projects by the Consultant.
- H. Provide documentation that the firm is of sound financial standing and has the financial ability to work in the capacity of professional services.

#### **3.2 QUALIFICATIONS AND PROJECT APPROACH**

The Consultant shall provide the following regarding technical qualifications and experience dealing with **The Chattanooga Rail Transit Implementation Plan**.

- 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. Qualifications/experience of subconsultants with studies of similar type and size and/or special expertise beneficial to the study

D. Describe previous experience with similar federally funded projects (USDOT, FHWA, FTA).

E. Demonstration of knowledge of transportation planning, engineering, passenger transit systems, and land use planning, including experience with either the development side, transit side, or both, of transit oriented development.

F. Indicate experience working with the NACTO and ITE Urban Thoroughfares design manuals.

G. 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.

H. 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.

I. Show proof of TDOT prequalification in the appropriate categories.

### 3.3 TERMS AND CONDITIONS

The terms and conditions shall be those addressed in the City standard engineering contract/agreement unless otherwise listed below.

<http://www.chattanooga.gov/public-works/city-engineering-a-water-quality-program/city-engineer/sops>

A. The Consultant shall at all times during the term of the Contract or agreement and for a period of five (5) years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Consultant. Documents shall be maintained by the Consultant necessary to clearly reflect all work and actions taken. All such records shall be maintained in accordance with generally accepted accounting principles. The Consultant shall at its own expense make such records available for inspection and audit (including copies and extracts of records as required) by the City at all reasonable times and without prior notice.

- B. The obligations of this Section shall be explicitly included in any Subcontracts or Agreements formed between the Consultant and any subcontractors or suppliers of goods or services to the extent that those Subcontracts or Agreements relate to fulfillment of the Consultant's obligations to the City.
- C. Costs of any audits conducted under the authority of this section and not addressed elsewhere will be borne by the City unless the audit identifies significant findings that would benefit the City. The Consultant shall reimburse the City for the total costs of an audit that identifies significant findings that would benefit the City.
- D. This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by Federal, State, or Municipal law, whether those rights, powers, or obligations are express or implied.

### **3.4 LENGTH OF CONTRACT**

The end of the Contract shall be 12 months after Notice of Award for the design and bid/award services.

## **Section 4**

# **Review and Evaluation of QPs**

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## **4.0 REVIEW AND EVALUATION OF QPs**

### **4.1 REVIEW COMMITTEE**

A review committee consisting of individuals selected by the City shall receive and review all submitted QPs. The City, in its sole judgment, shall decide if a QP is viable.

### **4.2 FORMAL PRESENTATIONS**

After reviewing each QP submittal, the City may prepare a short list of up to three (3) qualified firms for formal presentations. The City reserves the right to invite more or less than this number if the quality of the QPs so merits, or not to prepare a short list and require formal presentations.

### **4.3 SELECTION CRITERIA**

Consultant selection will be based on an objective evaluation of the following criteria:

- A. Past experience in projects similar in nature
- B. Qualification and availability of staff
- C. Breadth of training and experience in multi-disciplinary design team
- D. Demonstrated ability to meet schedules without compromising sound engineering practice
- E. Evaluations on prior City projects, if applicable
- F. Experience with design manuals adopted by the City
- G. Other factors approved by CDOT
- H. Experience in designing context sensitive projects that show an understanding of the relationship between transportation and economic and community development. Experience in quantifying the public health and economic returns on transportation investment.
- I. 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.