

City of Morristown, Tennessee  
Invitation for Request for Qualifications – Central Church Road Improvements Project

**REQUEST FOR QUALIFICATIONS**

Office of Finance  
100 West First North Street  
Morristown, TN 37814

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**INTRODUCTION**

The City of Morristown, Tennessee, is issuing a Request for Qualifications (RFQ) from qualified firms to retain the services of an engineering consultant for the Central Church Road Improvements Project from West Andrew Johnson Highway (US 11E, SR 34) to Connie Street.

Proposer shall return Request for Qualifications in **SEALED** envelope to:

**City of Morristown**  
**Attn: Ashley Ahl, Purchasing Assistant**  
**100 West First North Street**  
**Morristown, TN 37814**

Public opening of the Request for Qualifications will be held at the above address at the deadline date and time designated in the Invitation for Request for Qualifications.

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DATE ISSUED:	Friday, November 16, 2018
RFQ TITLE:	Central Church Road Improvements Project
RFQ DEADLINE DATE & TIME:	Thursday, December 13, 2018 at 2:00 p.m. Eastern Time (local prevailing time)
RFQ OPENING LOCATION:	Morristown City Center, Training Room, 1 <sup>st</sup> Floor
RFQ CONTACT:	Ashley Ahl, Purchasing Assistant
CONTACT PHONE:	423.585.4622
CONTACT EMAIL:	<a href="mailto:purchasing@mymorristown.com">purchasing@mymorristown.com</a>

Signature of Authorized Representative: \_\_\_\_\_

Name of Company: \_\_\_\_\_

**TERMS AND CONDITIONS**

1. **REQUIREMENTS FOR RFQ SUBMISSION.**
  - a. COMPLETE, BOUND, AND UNBOUND, ORIGINAL, proposal
  - b. Complete and original “**Invitation for Request for Qualifications**” that is initialed by authorized individual on each page.
  - c. Complete, electronic COPY of Invitation for Request for Qualifications. The electronic media copy shall be saved in Adobe PDF format.
  - d. All Request for Qualifications shall be submitted SEALED, envelope clearly marked with the project name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
  - e. Copy of IRS W-9 Form.
2. **RFQs RECEIVED ON TIME.** Proposals and amendments thereto, if received by the City of Morristown’s Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the PROPOSER to see that the RFQ is received by the City of Morristown’s Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal proposals will not be accepted. Any RFQ received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for proposals received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.
3. **TAX EXEMPT.** The City of Morristown is a tax-exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.
4. **ANTI-COLLUSION.** The proposer certifies by signing this document that the RFQ is made without prior understanding, agreement, or accord with any person submitting a RFQ for the same services and that this RFQ is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
5. **AWARD IN WHOLE OR IN PART.** The City of Morristown reserves the right to: award by item, groups of items, or total project; to reject any and/or all RFQs in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.
6. **OPEN RECORDS ACT.** Once the RFQ document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.
7. **PAYMENT TERMS.** The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received in the City of Morristown’s Finance Office.
8. **RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your RFQ by the City of Morristown is not to be construed as an award for services.

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9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All proposals must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **NO SUBMISSION.** If you choose to not respond to this Request for Qualifications, advise the City of Morristown of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The proposer shall keep fully informed of all Federal, State, and Local laws, ordinances, and regulations that in any manner affect the conduct of the work. The proposer shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the proposer, the proposer's subcontractors, suppliers, or others by the proposer or the employee of any of them. Any contract entered into will be governed by the laws of the State of Tennessee.
13. **DRUG FREE WORKPLACE.** The proposer understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the proposer must comply with all State and Federal drug-free workplace laws, rules and regulations. The proposer agrees to comply by the execution of the "Proposer Initial" located at the bottom of the page.
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown's Finance Office representative on the subject of this RFQ is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the proposer agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the proposer. The proposer agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. During the performance of this contract, the contractor agrees to provide a drug-free workplace.
16. **RIGHT TO WITHDRAWAL.** Proposers have the right to request withdrawal of their proposal from consideration due to error by giving notice at any time before and not later than two (2) days after proposals are publicly opened.
17. **ORIGINAL RFQ DOCUMENT.** The original RFQ document maintained by the City of Morristown's Finance Office shall be considered the official copy document.

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18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the RFQ opening, for whatever reason, sealed RFQs will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **RFQ APPROVAL BY LEGISLATIVE BODY.** The RFQ awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with RFQ any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
23. **FORCE MAJEURE.** The City of Morristown or proposer shall not be liable for any failure of, or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders, or any other force majeure event.
24. **ADDENDA.** In the event that it becomes necessary to revise any part of this RFQ, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their proposal.
25. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any RFQ based on unsatisfactory past performance.
26. **IRAN DIVESTMENT ACT.** By submission of this RFQ, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each part thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to TCA 12-12-106.
27. **QUESTIONS.** All questions shall be directed to the RFQ contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to [purchasing@mymorristown.com](mailto:purchasing@mymorristown.com)

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**VENDOR INFORMATION and ANTI-COLLUSION STATEMENT**

*Please print or type clearly. Complete each section entirely and verify for accuracy.*

By signing this form the proposer agrees that he/she has not divulged to, discussed, or compared his/her RFQ with other proposers and has not colluded with any other proposer or parties regarding the RFQ whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the RFQ list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this Invitation for Request for Qualifications, and subject to all the conditions thereof, the undersigned offers, if this RFQ is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the proposer or the proposer's authorized agent. All signatures must be original and not photocopies.

<b>COMPANY NAME:</b>	
<b>CONTACT PERSON:</b>	
<b>CONTACT PERSON TITLE:</b>	
<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE:</b>	
<b>FEDERAL TAX ID # (or Social Security #, if applicable)</b>	
<b>STREET ADDRESS:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>EMAIL:</b>	
<b>DATE:</b>	

\*\*By signing this form, the proposer signifies understanding and agreement with the City of Morristown's Terms and Conditions.

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**EXCEPTIONS**

*Proposer MUST sign the appropriate statement below, as applicable.*

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Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Proposer takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

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**OVERVIEW**

The City of Morristown, Tennessee, is issuing a Request for Qualifications (RFQ) from qualified firms to retain the services of an engineering consultant for the Central Church Road Improvements Project from West Andrew Johnson Highway (US 11E, SR 34) to Connie Street.

The proposed work will include the installation of the following: additional lane(s) to approximately 1,000 feet of an existing City street, ADA compliant sidewalks with ped-head signalization, traffic signal improvements, curb and gutter, stormwater improvements, striping, and/or signage. Other services to be provided include staking of rights-of-way, bidding services, and additional design services required during construction, excluding CEI services as defined by TDOT. Utility relocation and ROW acquisition will likely also be required.

Parties interested in responding to this advertisement must currently be on the Tennessee Department of Transportation's (TDOT) list of prequalified consultants. If the selected consultant wishes to use subcontractors, then the subcontractors must be on TDOT's prequalified list as well. Interested parties must also have completed TDOT E-Grant training.

Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority owned and women-owned firms are encouraged to respond to all advertisements by City of Morristown.

It is the policy of City of Morristown, Tennessee and the Lakeway Area Metropolitan Transportation Planning Organization (LAMPTO) to not discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities. With regard to all aspects of this proposal, the consultant certifies and warrants it will comply with this policy.

The preliminary schedule for work is as follows:

Preliminary Engineering - NEPA Phase: December 2018 to December 2019  
Preliminary Engineering - Design Phase: December 2019 to December 2020  
ROW Phase: December 2020 to May 2021  
Construction Phase: May 2021 to May 2022

## SCOPE OF SERVICES

### A. General Scope of Work

1. The proposed work will include the installation of the following: additional lane(s) to approximately 1,000 feet of an existing City street, ADA compliant sidewalks with ped-head signalization, traffic signal improvements, curb and gutter, stormwater improvements, striping, and/or signage. Other services to be provided include staking of the rights-of-way, bidding services, and additional design services required during construction, excluding CEI services as defined by TDOT. Utility relocation and ROW acquisition will likely also be required.
2. The consultant will oversee all phases of the project excluding services defined as CEI by TDOT. All Services must be performed in accordance with the latest edition of the TDOT Local Government Guidelines for the Management of Federal and State Funded Transportation Projects.
3. The consultant shall give status reports on a monthly basis. The reports shall include the schedule of critical path activities; funding summary relative to TDOT funding levels at each phase including consultant activities; notice of any issues that could threaten the project budget; and reporting of any issues during construction regarding scope changes. The consultant shall also be responsible for writing recommendations for City Council actions as the engineer of record as well as drafting all change orders and work orders that are necessary to execute the project design.
4. All project documentation required by TDOT shall be maintained throughout the project, and project records shall be delivered to the City at the conclusion of the project.

### B. Method of Payment

Funding for the program is through the federal Surface Transportation Block Grant (STBG) (80% match) and local funds (20% match).

The preferred method of payment for consultants is Cost Plus Fixed Fee (CPFF) as defined by the latest approved TDOT payment and reimbursement procedures. Cost accounting records must be maintained as required by TDOT. Consultant will be responsible for managing project funds and advising the City and/or LAMTPO personnel concerning project funding limits for all phases of the project.

Invoices for payment for services will be submitted by the consultant to the City of Morristown in accordance with TDOT guidelines and paid via purchase order issued from the City of Morristown. The selected firm shall submit invoices for services to the City of Morristown no more often than on a monthly basis. The consultant shall not seek payment of invoices for services for a phase until the previous phase has been closed out, as approved by the City of Morristown and/or TDOT. The next phase of a project shall not begin until TDOT has issued a Notice-To-Proceed, and the consultant shall not begin work until a Notice-to-Proceed has been issued by the City.



### **C. Contact Information**

For more details on the scope of work or to request more information on the project, please contact Ashley Ahl, Purchasing Assistant, at 100 West First North Street, Morristown, TN 37814 or by email at [purchasing@mymorristown.com](mailto:purchasing@mymorristown.com).

### **D. Deadline for Submittals**

Proposer shall return the Request for Qualifications in a **SEALED** envelope to the City of Morristown by 2:00 pm on Thursday, December 13, 2018 to the attention of Ashley Ahl, Purchasing Assistant, City of Morristown, 100 West First North Street, Morristown, TN 37814, as stated in our Terms and Conditions. The submittal shall indicate the scope of services anticipated to be completed by any sub-consultants.

Note that submittals shall not include proposed billing rates, time estimates, or any other information related to cost of services. A fee will be negotiated with firms in ranked order after the selection process is complete.

### **E. Prequalification**

Parties interested in responding to this advertisement must currently be on the Tennessee Department of Transportation's (TDOT) list of prequalified consultants. If the selected consultant wishes to use subcontractors, then the subcontractors must be on the TDOT's prequalified list as well. More information on this subject and other information for consultants may be found at: <https://www.tn.gov/tdot/topic/consultantinfo>.

### **F. Other**

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon grounds of race, color, sex, creed, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by City of Morristown. More information on DBE certification may be found at: <https://www.tn.gov/tdot/topic/small-business>.

It is the policy of City of Morristown, TN, and LAMTPO not to discriminate on the basis of race, color, national origin, age, sex, or disability in operation of its programs, services, and activities. With regard to all aspects of this proposal, the consultant certifies and warrants it will comply with this policy.

**STATEMENT OF QUALIFICATIONS**

A Consultant Evaluation Committee (CEC) shall be established and will evaluate the qualifications of firms based at a minimum on the following factors:

1. Proposer shall provide ability and relevant expertise of the firm's personnel to be used in performing the service. Proposer shall provide past experience in the required disciplines with TDOT and/or other clients.
2. Proposer shall provide qualifications & availability of staff. Please include resumes of key personnel of the firm's team that will be assigned to the project.
3. Proposer shall provide demonstrated ability to meet schedules without compromising sound engineering practice.
4. Proposer shall provide evaluations of prior federally funded projects, if available.
5. Proposer shall provide size of project and limited or unlimited prequalification status.
6. Proposer shall provide amount of work under contract with the Agency.
7. Proposer shall indicate whether the consultant can perform the work efficiently without compromising sound engineering practice.
8. Other factors, including interviews and demonstrations, as approved by the City of Morristown
9. The proposal shall provide referenced projects (at least 3) that were similar in scope to this project.
10. Proposer must be willing to provide a Certificate of Insurance with City of Morristown named as additional insured and in the amount of at least one million dollars.

**SELECTION CRITERIA**

Proposals will be evaluated based on the evaluation criteria described below. The City may conduct such investigations as deemed necessary to establish the responsibility, qualifications and financial abilities of the Proposer. All proposals should be structured to include the following criteria.

**1. Statement of Qualifications (Point Value: 25 points)**

Describe all qualifications applicable to the requirements listed above. Values will be based on the proposer's qualifications of the individuals that will be working directly with the City of Morristown. Please include your organizational chart that specifically identifies the individuals that will be working directly with the City of Morristown to provide the requested services. Please list any and all certifications.

**2. Company Background: (Point Value: 25 points)**

Provide key personnel's qualifications.

**3. Availability (Point Value: 25 points)**

Please detail the availability of a supervisor to monitor the program as well as staffs' ability to meet time estimates and adhere to scheduling.

**4. Experience (Point Value: 25 points)**

Please provide a summary of the firm's relevant experience and level or responsibility for similar projects. Describe past experience in the required disciplines with TDOT and/or other clients.

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**THE CITY OF MORRISTOWN, TENNESSEE**  
**COMPANY/CONTRACTOR AFFIDAVIT FORM**  
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS REQUEST FOR QUALIFICATIONS (RFP), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS RFP, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the RFP. Failure of this properly executed document to be included with the proposal shall render the proposal as incomplete and void.

COMPANY NAME \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_ PHONE \_\_\_\_\_

TITLE \_\_\_\_\_ FAX \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

.....  
**(TO BE COMPLETED BY NOTARY)**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

Witness my hand and seal at office this day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_