

**REQUEST FOR PROPOSAL
PROFESSIONAL ENGINEERING SERVICES
For
CITY OF EAST RIDGE, TN**

The City of East Ridge, Tennessee is soliciting Letters of Interest and Requests for Proposal (RFP's) from experienced contractors to enter a Design-Build Contract for the design and construction of a project known as the "Camp Jordan Boardwalk and Fishing Pier" at Camp Jordan Park, located in the City of East Ridge.

To be considered for this contract, interested parties must submit proposals on or before 2:00 pm, EDT, Thursday, February 2, 2023.

INSTRUCTIONS FOR PROPOSAL SUBMISSIONS

All Proposals must be submitted to the City clearly marked "Camp Jordan Boardwalk and Fishing Pier." One Proposal (1) in digital format must be presented. Any interpretations, clarifications or additional information not disclosed in this RFP and determined to be necessary by the City in response to questions, will be issued by means of addendum or addenda, which addendum or addenda will be posted to the City website, https://www.eastridgetn.gov/business_economic_dev.html, to all interested parties identified by the City as having received the bid documents. The Bidder is required to check the site to see if there has been any addendum or addenda posted for this Bid. Only questions answered and information supplied by means of such an addendum or addenda will be considered as binding.

Any responses received by the office of the City after the due date and time specified in this RFP will not be considered. All corrections of any kind to any RFP must be accepted (initialed) by an authorized representative of the Design-Build Contractor. All Proposals must contain a signature of an authorized representative.

DESIGN-BUILD QUALIFICATION AND SELECTION PROCESS

The City will first conduct a qualification selection process in connection with its proposed award of a Design-Build Contract. However, the City reserves the right, at any time, to discontinue the selection process, to stop negotiations, to abandon the Project or to undertake the Project itself, should it so decide. The City shall not be responsible for any proposal costs incurred by anyone, at any time.

The evaluation of the proposal shall consist of the ultimate identification, selection and recommended ranking of Contractors determined to be the most qualified to perform the Project work, based upon a review of all of the interested parties' professional qualifications, their availability to meet both the City's needs and its scheduling requirements and an analysis of the past work. Such evaluation shall consider the Qualifications Criteria described below:

1. Evidence that the Contractor is a corporation or other legal entity that:
 - a. Is certified to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent.

- b. Is certified to practice or to offer engineering services required.
2. A Statement of Qualifications, to include copies of résumés, professional and business licenses, certifications of insurance, letters of reference, and any other information deemed pertinent by the Contractor relating to its particular qualifications to perform the Project work.
3. A written commentary with respect to the contents of the Design-Build RFP, including the following:
 - a. Recommendations for site development options;
 - b. All aspects of the building program including recommendations for innovative construction means and methods; and
 - c. Alternative construction technologies.The commentary may take the form of a narrative, including graphic or other schematic representations or materials.
4. A statement or verifiable report of reputation, experience and past performance of the Contractor with respect to similar projects.
5. Statement regarding the schedule anticipated for the project.
6. The proposed price for the completion of all work.
7. Proposals shall include drawings, material specifications, narratives and other materials, illustrating the scope, scale and relationship of Project components. Documents to be submitted shall include, but not be limited to:
 - a. A detailed Project cost proposal, completed and executed with all required information, proposal price figures, signatures and certifications. This should include complete pricing information for basic alternatives and all alternate items, and an analysis of the total cost for each of the pricing options and alternative cost proposals (also included should be a schedule of values for each phase of work).
 - b. Project Development documents including conceptual plans sufficient to show dimensions and proposed construction materials. An outline specification confirming and giving descriptions of finishes, materials and systems, and specialty items will also be required.
8. An Iran Divestment certificate is required to be completed and submitted with the RFP. The City will then select and rank the proposals deemed to be the most advantageous to the City, based on the criteria listed below. City Council may direct that a Design- Build Contract be negotiated with the successful Contractor. If the City and the successful Contractor are unable to agree upon and proceed with the negotiation and execution between them of a Contract, the City may then select the next most qualified Contractor and the parties shall proceed to negotiate and execute a Contract. This process may be repeated until one of the Contractors ranked and recommended to the Commission by the Committee is selected. The City reserves the absolute right to terminate the selection process at any time and to revise City procedures, subject to the requirements of applicable law.

REVIEW CONSIDERATIONS

The following is the list of Project criteria, procedures and standards, which the City, in its evaluation of proposals from Design-Build contractors interested in performing the Project work, will consider:

1. The qualifications and credentials of each Contractor. Such qualifications and credentials include:
 - a) evidence that services will be provided by a General Contractor experienced in commercial dock building construction, and b) by a design professional familiar with design of this type.
2. The proposed price for the completion of all work.
3. Willingness and corresponding ability to meet or exceed the necessity of the City to complete the project on or before the stated schedule.
4. Statement of complete history of citations, violations (including notices of same) and litigation involving public contract disputes and the ultimate disposition and current status of all of the foregoing.

The considerations will be evaluated by the City, and, ultimately, the Council. The foregoing list is intended to inform interested Contractors, before competitive proposals are sought by the City, of the considerations which will be used to evaluate proposals submitted by Contractors qualified to perform the work.

PROJECT CRITERIA

1. The City requires the design and construction of the Project to be completed within one hundred twenty (120) days from the effective date of a Contract to being executed between the successful Contractor and the City.
2. Other governmental agency review of the proposed construction and operation is expected to be necessary. The Design-Build Contract will require the Design-Build Contractor to obtain all required permits and authorizations for the Project.
3. The successful Design-Build Contractor will be responsible for providing a minimum warranty of one (1) year for all completed construction and materials, with an additional 3-year warranty for all structural members.

TERMS AND CONDITIONS GOVERNING THIS RFP

Rights and Responsibilities of the City:

- a. The City reserves the right to reject any or all Proposals, at any time. The City also reserves the right in its sole discretion to waive minor errors or irregularities in the Proposals or in the Proposal solicitation procedures or any submissions. The City additionally reserves the right to negotiate a change in the planned scope of services so as to increase or decrease same and to award a Contract to the Contractor which is not selected as the top candidate by the City if it is

advantageous to the City to do so. **THE CITY SHALL NOT BE CONTRACTUALLY OR OTHERWISE BOUND TO ANY DESIGN-BUILD CONTRACTOR UNTIL A CONTRACT HAS BEEN FULLY EXECUTED BY THE PARTIES.**

- b. The City reserves the right to reject the Proposal of any Design-Build Contractor if the City believes that it would not be in the best interest of the City, whether the Proposal is not responsive or the Design-Build Contractor is deemed to be unqualified or of doubtful financial ability in the sole opinion of City, fails to meet any other pertinent standard or criterion established by the City, or for no reason at all. The City reserves the right to request clarification of information submitted and to request additional information of one or more Design-Build Contractors.

Design-Build Contractor's Rights and Responsibilities for RFP Submittal:

- a. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Proposals are to be submitted up until the date and time set as the deadline for submitting Proposals. A request for withdrawal or a modification must be in writing and signed by a person duly authorized by the Contractor to do so. Evidence of such authority must accompany the request for withdrawal or modification. Withdrawal of a Proposal will not prejudice the rights of a Design- Build Contractor to submit a new Proposal prior to the proposal opening date and time. After expiration of the period for receiving Proposals, no Proposal may be withdrawn or modified.
- b. If a Contractor does not want to make a submittal, the City requests that the Contractor return the forms with the statement "UNABLE TO SUBMIT A PROPOSAL", stating the reason(s) and, at the Contractor's option, requesting that the Contractor's name be retained on the City's mailing list.
- c. If, within twenty-four (24) hours after Proposals are opened, any Design-Build Contractor files a duly signed and written notice with the City and within five (5) calendar days thereafter demonstrates to the reasonable satisfaction of the City by clear and convincing evidence that there was a material and substantial mistake, which is clearly evident on the face of the Proposal, then the Design-Build Contractor may withdraw its Proposal. Thereafter, the Design-Build Contractor may be disqualified from further negotiations for the subject matter of this RFP.
- d. The successful Design-Build Contractor shall provide, pay for and maintain in force at all times during the services to be performed, such insurance as outlined in the applicable Design-Build Contract. The insurance representative for each Contractor should carefully review any insurance coverages and conditions prior to submission of a Proposal to ensure compliance with the City's insurance requirements.

Request For Proposal Forms, Guidelines, Other Forms and Related Information:

All proposals shall be sent to:

City of East Ridge
Janet Middleton, City Recorder
1517 Tombras Avenue
East Ridge, TN 37412

jmiddleton@eastridgetn.gov

A Contract acceptable to the City will be presented to the successful Proposer. Such Contract will be executed between the parties subsequent to the award of the Contract to the selected Proposer.

All interested person are advised that, upon submission of a Proposal, no representation, authorization, communication or understanding will be valid unless submitted to the City Manager, in writing, and answered in writing by the City Manager or a designee of the City Manager. All information requests and responses must be sent to the Office of the City Manager.

The written Contract between the successful Design-Build Contractor and the City shall include language to the effect that neither the Contract, nor any portion of it, nor any other facet of the relationship between the parties will create or be deemed to create a partnership, joint venture, joint enterprise or any other agency relationship and, further, shall reflect the City's intent that the legal relationship between the parties shall be that of a city dealing with an independent contractor.

DESCRIPTION OF PROJECT



1. Install boardwalk 114' in length, 6' wide, including curb cut and ADA transition.
2. Install 36' pier (6' wide). Platform at the end of pier should be minimum 27'-6" x 18'-6".
3. Deck system shall be designed and constructed with the following materials:
 - Minimum 2' x 10" sub frame
 - All lumber shall be composite material (as appropriate)
 - All metal fasteners, bolts, nuts, connectors, hangers or other hardware shall be stainless steel type.
4. Provide shop drawings signed and sealed by a Tennessee Professional Engineer for City approval.