

***Request for Qualifications
for
Future Phases of the
Sevier County Tourist Corridor
Traffic Flow Project***

A Locally Managed TDOT Local Programs Project

PIN: 121434.01

Federal Project Number: CM-9123(8)

State Project Number: 78LPLM-F1-027



***City of Sevierville
120 Gary Wade Boulevard
P. O. Box 5500
Sevierville, TN 37864-5500
(865) 453-5504
Fax: (865) 453-5518***

***For Specific Information on Project:
Bryon Fortner, P.E., Public Works Director
310 Robert Henderson Road
P.O. Box 5500
Sevierville, TN 37864-5500
(865) 868-1777
bfortner@seviervilletn.org***

July 2017

INFORMATION FOR PROPOSING COMPANIES

RECEIPT AND OPENING OF PROPOSALS

The City of Sevierville, Tennessee (herein called the "Owner") invites proposals from qualified firms (herein called "Design firms") for **Sevier County Tourist Corridor Traffic Flow Project**. The following pages summarize the scope of work and requirements for the proposal. The Owner will **RECEIVE QUALIFICATIONS UNTIL 3:00 p.m., July 27, 2017**, at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, Tennessee, 37862 (Mailing address: P. O. Box 5500, Sevierville, Tennessee, 37864). The envelopes containing the proposals must be sealed, addressed to Tracy Baker, Assistant City Administrator, and must bear the following information:

Name of Proposing Firm
Design Firm's Address
Date and Time of Proposal Opening
Proposal Enclosed: **SCTC Traffic Flow Project**

ENCLOSE THE ORIGINAL AND SIX (6) COPIES

The Owner may consider informal any proposal not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any and all proposals. Any proposal received after the time and date specified may not be considered.

INTRODUCTION

The City of Sevierville, Tennessee, in conjunction with the City of Pigeon Forge, Tennessee, hereinafter referred to as "Owner" seeks to retain the services of two professional consultant engineering firms/teams, hereinafter referred to as "Design Firms" to provide services related to the design and construction of traffic signal system hardware/software expansions and a signal timing optimization program, each funded by a Congestion Mitigation Air Quality (CMAQ) Program grant.

Responsibilities of the Design Firms include, but are not limited to:

- (a) TDOT Local Programs Coordination
- (b) Preliminary Engineering – Possible NEPA/SEA Updates*
- (c) Design Engineering – Signal System Hardware/Software Upgrades
- (d) Design Engineering – Signal Timing Optimization, and
- (e) Construction Engineering and Inspection (CEI) services.

NOTE: Items (a-d) will be awarded to one Design Firm, while item (e) will be awarded to a separate Design Firm with work to be performed under a separate contract. Design firms may propose for both or one or the other, but please make clear your intentions in a cover letter.

*The NEPA and SEA Documents for this project were completed as part of Phase 1. If any updates to these documents are required by TDOT/FHWA for future phases, this Preliminary Engineering may be included in the scope.

If the contract for items a – d is awarded to a Design Firm other than the one that is currently under contract with the Owner for Phase 1, significant coordination with that Design Firm will be necessary and expected to complete this project, as Phase 2B is located within the project limits of Phase 1.

PROJECT OVERVIEW

PHASE 2:

The City of Sevierville and the City of Pigeon Forge are again joining efforts and are seeking to fund and implement future phases of this multi-phased signal system upgrade project. Funding for Phase 2 has been secured through the Congestion Mitigation and Air Quality (CMAQ) program. Phase 2 is being broken into two sub phases, Phase 2A and Phase 2B.

The goal of Phase 2A is to improve traffic flow conditions along Dolly Parton Parkway and Veterans Boulevard by implementing a Traffic Responsive Signal System with improved signal timing along the corridors. Moving to a more robust Traffic Responsive System will allow the two cities to more effectively manage the two independent signal systems, as well as to recognize and manage unexpected peaks in traffic demand from events such as departures from large tourist attractions due to inclement weather. Phase 2A will also upgrade and retime several signals on side streets adjacent to some of the major corridors in Sevierville and Pigeon Forge. This will enhance the work done in Phase 1 along the Tourist Corridor by expanding the proximity of the traffic control system, which will reduce the impact of air emissions.

The goal of Phase 2B is to expand on the work being performed in the current Phase 1 project along the Tourist Corridor by upgrading several of the signals along the most congested portion of the corridor to Adaptive Signal Control Technology (ASCT). Moving to Adaptive Signal Control Technology will allow the signals to adjust coordinated timing settings in real time based on traffic demand. Under Adaptive Signal Control Technology, the signals will have the capability to create their own unique timing plans and will not be confined to using preselected timing plans as with Traffic Responsive Control. The resulting updated signal timing along the corridors will decrease current air emissions by reducing traffic delays, vehicle idling, and fuel consumption.

The overall scope of The Sevier County Traffic Flow Improvement Project: Phase 2 will include the upgrade and retiming of 42 signalized intersections in Sevierville and Pigeon Forge. This includes 29 signals under Phase 2A and 13 signals under Phase 2B. Twenty-three of the 42 signalized intersections are located in the City of Sevierville while the remaining 19 are located in the City of Pigeon Forge. Under Phase 2, the two systems will continue to be managed independently by the two cities. During the Phase 1 portion of this project, the team has made the decision to purchase McCain hardware/Transparency software for deployment in the construction phase of the project. Future design work will need to take this into account.

By optimizing the signal synchronization in Phase 2A and Phase 2B, this project will maximize the efficiency of the existing transportation network. Travel time and traffic delays will be decreased, which will in turn decrease air emissions. This effort will play an integral part in the Knoxville Regional Transportation Planning Organization's goal to protect roadway capacity, address congestion mitigation, and maximize air quality improvements.

Figure 1 shows the corridor locations for Phases 2A and 2B as well as the corridor under the current Phase 1 project. This figure is followed by a list of intersections under the Phase 2 scope.

Scope may be expanded as future phases are added to this project.

PHASE 2A MAJOR TASKS AND TIMELINE

1. Environmental Clearance (NEPA) was completed in Phase 1.
2. Systems Engineering Analysis: was completed in Phase 1.
3. Preliminary Engineering – Design (Month 3): Develop a plans package to be submitted for construction of the hardware upgrades. This will include any Utility / ROW certifications needed, ADA upgrades as necessary, as well as construction cost estimates.
4. Develop Traffic Signal Timing Plans (Month 6): Collect all required traffic, intersection and controller data and utilize Synchro/SimTraffic computer model to develop signal timing plans for all intersections and to address all known traffic volume conditions. This will include the following steps:
 - a. Traffic volume data collection
 - b. Intersection and signal system inventory
 - c. Evaluation of existing conditions
 - d. Develop new traffic signal timing plans
5. Signal System Hardware Upgrades (Month 9):
 - a. Install ATC controllers for appropriate intersections to replace existing controllers.
 - b. Install signal system detection at appropriate intersections.
 - c. Install communication infrastructure upgrades that will include 13 Ethernet radios with cabinet/cable enhancements and approximately 10,000 linear feet of fiber optic interconnect.
6. Implement Timing Plans And Traffic Responsive Control, Conduct Before/After Evaluation And Prepare Summary Report (Month 12):
 - a. Develop traffic responsive parameters and pattern selection schedule.
 - b. Field implement all timing plans at all intersections, including traffic responsive parameters and pattern selection schedule.
 - c. Observe, field modify and finalize traffic responsive operation.
 - d. Conduct before/after travel time runs and prepare data for use in project summary report.
 - e. Prepare project summary report.

PHASE 2B MAJOR TASKS AND TIMELINE

1. Environmental Clearance (NEPA) was completed in Phase 1.
2. Systems Engineering Analysis was completed in Phase 1.
3. Preliminary Engineering – Design (Month 3): Develop a plans package to be submitted for construction of the hardware upgrades. This will include any Utility / ROW certifications needed, ADA upgrades as necessary, as well as construction cost estimates.
4. Signal System Hardware Upgrades (Month 6): Install all detection upgrades, Adaptive Signal Control Technology using the Transparency software platform, and incidentals necessary for a fully functional Traffic Adaptive Signal System for 13 intersections along the Sevier County Tourist Corridor.
5. Adaptive Timing Services (Month 12): Collect all required traffic, intersection and controller data to develop, implement, and evaluate Adaptive Signal Control Technology. This will include the following steps:
 - a. Traffic volume data collection.
 - b. Intersection and signal system inventory.
 - c. Evaluation of existing conditions.
 - d. Develop traffic adaptive parameters.
 - e. Field implement traffic adaptive parameters.
 - f. Observe, field modify and finalize traffic adaptive operation.
 - g. Conduct before/after travel time runs and prepare data for use in project summary report.
 - h. Prepare project summary report.

INTERSECTION LIST

PHASE 2 SIGNALIZED INTERSECTIONS (42 TOTAL)

PHASE 2A SIGNALIZED INTERSECTIONS (29 SIGNALS):

Main Street / Dolly Parton Parkway Corridor (8 signalized intersections)

1. Main Street at Old Knoxville Highway / Hardin Lane (TOD timing, traffic responsive)
2. Dolly Parton Parkway at Gary Wade Boulevard (TOD timing, traffic responsive)
3. Dolly Parton Parkway at Henderson Avenue (TOD timing, traffic responsive)
4. Dolly Parton Parkway at Food City (TOD timing, traffic responsive)
5. Dolly Parton Parkway at Middle Creek Road (TOD timing, traffic responsive)
6. Dolly Parton Parkway at Veterans Boulevard (TOD timing, traffic responsive)
7. Dolly Parton Parkway at Industrial Park Road / Sevier County High School (TOD timing, traffic responsive)

8. Dolly Parton Parkway at Old Newport Highway (TOD timing, traffic responsive)

Veterans Boulevard (11 signalized intersections)

1. Veterans Boulevard at Middle Creek Road North (TOD timing, traffic responsive)
2. Veterans Boulevard at London Lane / Blanton Drive (TOD timing, traffic responsive)
3. Veterans Boulevard at Middle Creek Road South (TOD timing, traffic responsive, fiber)
4. Veterans Boulevard at Ridge Road / Middle Ridge Road (TOD timing, traffic responsive)
5. Veterans Boulevard at Collier Drive / Middle Creek Road (TOD timing, traffic responsive)
6. Veterans Boulevard at Jayell Road (TOD timing, traffic responsive, ATC controller, radio, Ethernet deployment)
7. Veterans Boulevard at Dollywood Dreamland Resort (TOD timing, traffic responsive, radio)
8. Veterans Boulevard at Goldrush Road (TOD timing, traffic responsive, ATC controller, radio, Ethernet deployment, detection upgrade)
9. Veterans Boulevard at McCarter Hollow Road (TOD timing, traffic responsive, ATC controller, radio, Ethernet deployment, detection upgrade)
10. Veterans Boulevard at Teaster Lane (TOD timing, traffic responsive, ATC controller, radio, Ethernet deployment)
11. Veterans Boulevard at Dollywood Lane (TOD timing, traffic responsive, ATC controller, radio, Ethernet deployment)

Isolated Signals (10 signalized intersections)

1. Allensville Road at Home Depot (TOD timing)
2. Old Knoxville Highway at Gists Creek Road (TOD timing)
3. Old Knoxville Highway at Wilderness at the Smokies (TOD timing)
4. Gists Creek Road at Sevierville Convention Center (TOD timing)
5. Bruce Street at Court Avenue (TOD timing, ATC controller)
6. Park Road at Eastgate Road (TOD timing, ATC controller)
7. Wears Valley Road at High Valley Drive / Henderson Springs Road (TOD timing, ATC controller, radio, Ethernet deployment)
8. Wears Valley Road at McGill Street (TOD timing, ATC controller, radio, Ethernet deployment)
9. Teaster Lane at Wears Valley Road (TOD timing, ATC controller, radio, Ethernet deployment)
10. Teaster Lane at Jake Thomas Boulevard (TOD timing, radio, Ethernet deployment)

PHASE 2B SIGNALIZED INTERSECTIONS (14 SIGNALS):

Parkway

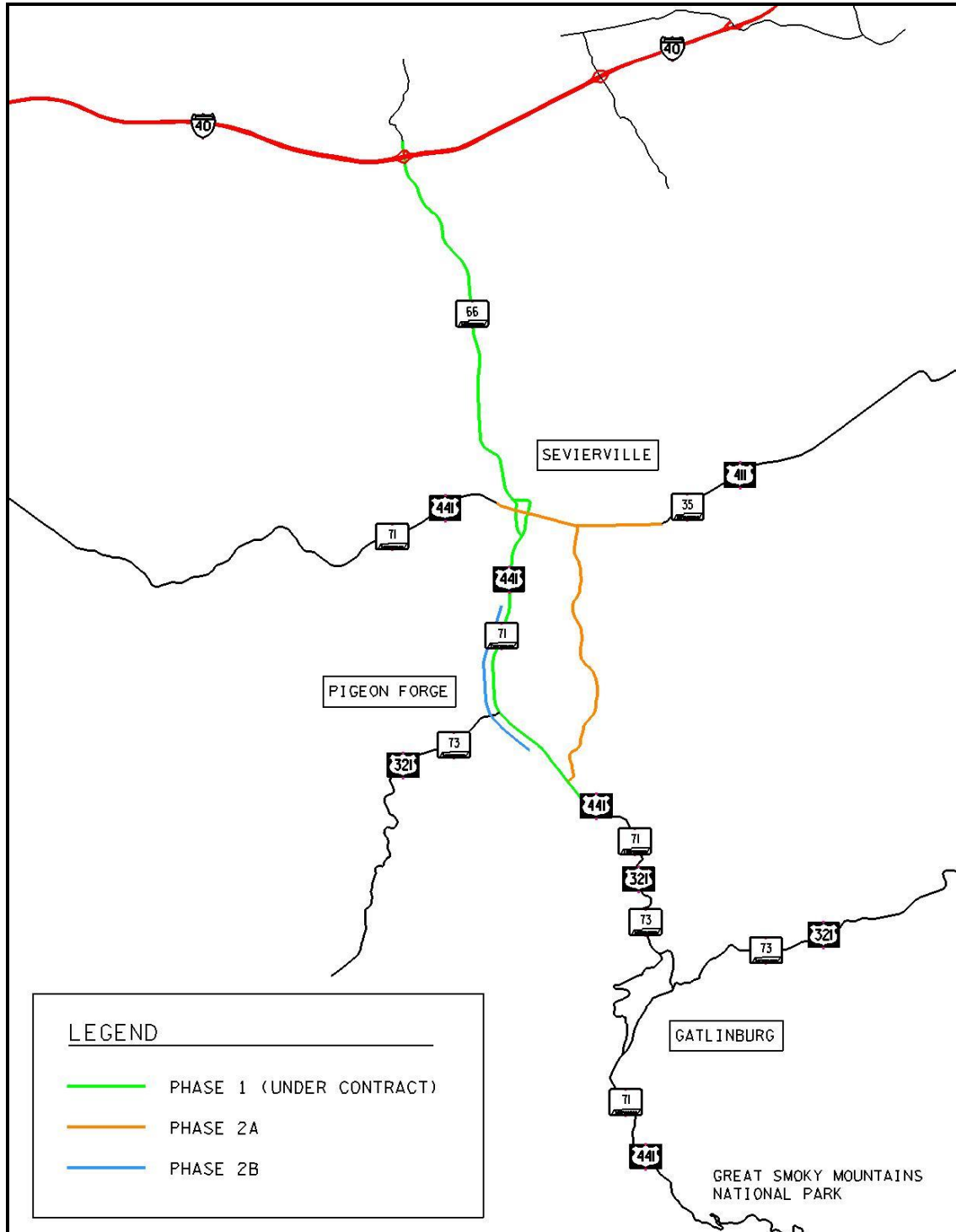
1. Parkway at Collier Drive (Adaptive signal control upgrade)
2. Parkway at New Era Road (Adaptive signal control upgrade)
3. Parkway at Five Oaks Center (Adaptive signal control upgrade)
4. Parkway at Apple Valley Road (Adaptive signal control upgrade)
5. Parkway at Music Road / Lazy Lane (Adaptive signal control upgrade)
6. Parkway at Music Road / Pinoak View Drive (Adaptive signal control upgrade)
7. Parkway at Henderson Chapel Road / Sugar Hollow Road (Adaptive signal control upgrade)
8. Parkway at Teaster Lane (Adaptive signal control upgrade)
9. Parkway at Christmas Tree Lane (Adaptive signal control upgrade)
10. Parkway at Community Center Drive (Adaptive signal control upgrade)
11. Parkway at Wears Valley Road (Adaptive signal control upgrade)
12. Parkway at The Island Drive (Adaptive signal control upgrade)
13. Parkway at Pigeon Forge Factory Outlet Mall (Adaptive signal control upgrade)
14. Parkway at Jake Thomas Boulevard (Adaptive signal control upgrade)

Intersection list is subject to change as signals are added to the system.

FUTURE PHASES

Application for funding for future phases is expected to be made, so additional scope of services may be required as this project expands.

Location Map:



QUALIFICATIONS OF PROPOSING COMPANY

All firms, including any public or private universities, shall have a current prequalification status which can be found on the Tennessee Department of Transportation's website. <http://www.tn.gov/tdot/article/consultantinfo-forms>

Firms and their employees must comply with the applicable state licensing law requirements including but not limited to Tennessee Code Annotated Title 62, Chapter 2 (Architects, Engineers, and Landscape Architects), Title 62, Chapter 39 (Real Estate Appraisers), Title 62, Chapter 18 (Land Surveyors), and Title 62, Chapter 36 (Geologists).

Firms prequalified by the Tennessee Department of Transportation for engineering and design related services shall have either an "Unlimited" or "Limited" prequalification status as described below:

1. Unlimited Prequalification: This level of prequalification allows consulting firms to compete for any projects for which they are professionally and financially pre-qualified with the Tennessee Department of Transportation. Continued prequalification at this level requires submittal of the prequalification form every three years.
2. Limited Prequalification: This level of prequalification allows firms seeking prequalification for engineering and design related services to:
 - a) Compete for projects with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract (see Section VI), or
 - b) Work as a sub-consultant or as contract labor with fees estimated to be less than the "Small Purchase Maximum Contract Value" per contract.

Expiration or termination of a consultant's prequalification status may be cause for the Agency to terminate any contract with a consultant. A name change, merger, buy out or other similar change in status shall cause a termination of the existing prequalification and necessitate the submittal of a new prequalification form to the Tennessee Department of Transportation. A firm's prequalification status shall be terminated if the firm is included on the Federal Excluded Parties List or if it has been suspended or debarred by the Tennessee Department of Transportation or any other agency of the State of Tennessee.

The Owner intends to select Design Firms that have the experience and resources to perform this project. The design effort should include a team of seasoned professionals with demonstrated experience in the type of work described herein.

The intent is to employ Design Firms to accomplish these functions in an effective and cooperative effort with the Owner.

Proposing Design Firms must provide a brief profile of the company, including a brief history of the company, corporate structure, ownership interest, and the length of company's existence. All personnel proposed to be employed on this project should be listed with complete biographical information.

A detailed description of the Design Firm's experience and qualifications for this type of project shall be provided. Related projects and similarities as well as details about how the organization worked to make the projects successful should be described.

The Owner may make such investigations as he/she deems necessary to determine the ability of the Design Firm to supply the necessary services, and the Design Firm shall furnish to the Owner all such information and data for the purpose as the Owner may request.

The Owner reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Design Firm's fail to satisfy the Owner that such Design Firm is properly qualified to carry out the obligation of the contract by supplying the service contemplated therein. Conditional proposals may be accepted.

REFERENCES

If the proposing Design Firm is not currently under contract with the Owner, proposals shall include company/agency names, contacts, phone numbers and detailed description of projects for at least five (5) references. The Owner will most likely contact all listed references as well as any other client listed in the proposal.

CONTRACT TERMS

This will be a project specific contract that has the potential to be split into multiple phases. No proposal will be finally accepted, and no agreement will be binding on Owner, until Owner and the Design Firm have signed a written contract containing all terms of the agreement between Owner and the Design Firm. The selected Design Firm will be responsible for providing a contract for services to the Owner. The contract will be based on the proposal that is most beneficial to Owner and best suits the needs of Owner.

OBLIGATION OF PROPOSING COMPANY

At the time of the opening of proposals, each Design Firm will be presumed to have read and to be thoroughly familiar with the proposal requirements. The failure or omission of any Design Firm to examine all the forms, instruments, and documents shall in no way relieve the Design Firm from any obligation in respect to a proposal.

Each Design Firm must fill out and return the attached Title VII Information sheet, Vendor Information sheet, and W-9 form as a part of the proposal package.

All Design Firms are required to include in the proposal an affidavit attesting that effective no later than proposal date, Design Firms operate a drug-free workplace program that complies with the requirements of Tennessee Code Annotated Section 50-9-101 through 50-9-144 OR a program at least as stringent as the program operated by the City of Sevierville.

The City of Sevierville operates a drug-free workplace program that complies with the above-referenced law. The City of Sevierville performs drug or alcohol tests at the following times: a. Job Application b. Reasonable Suspicion c. Post-Accident d. Routine Fitness for Duty e. Follow-up f. Random. All testing and specimen-handling procedures conform to the standards of the U.S.

Department of Transportation guidelines. A Medical Review Officer (MRO) provides medical oversight to assure appropriate processing and accurate interpretation of the results. Failure to submit to substance abuse testing or testing positive for prohibited drugs and/or alcohol may result in discipline up to and including termination.

For further information on the drug-free workplace program operated by the City, please contact Jamie Tyler, City Risk Manager, at (865) 453-5504.

EVALUATION

The City of Sevierville has adopted Local Government Guidelines Form 1-2, Consultant Selection Policy for Projects Funded in Whole or in Part with Funds provided by the Federal Highway Administration (FHWA) or TDOT.

This will be a qualifications-based selection process. The Owner, through a Consultant Evaluation Committee, will evaluate the qualifications for those submitting responses and may (1) select two firms with which to attempt negotiations for the two contracts or (2) develop a "short list" of firms for further evaluations. Each Design Firm from which a response was received will be informed of their success or failure after the initial evaluation. The factors that will be considered in evaluation of proposals and relative weight of importance of each are as follows:

- A. Experience (25%)
Past experience specific to TDOT Local Programs projects and/or past experience with TDOT and/or other clients; Past experience with CMAQ-funded and/or other federally-funded projects; and demonstrated experience in advanced traffic engineering projects.
- B. Technical Capability/Staff Qualifications (25%)
Qualifications and availability of staff; amount of work under contract with TDOT and/or other clients; Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice.
- C. Technical Offerings/Compliance with Requirements (20%)
The extent of the Offeror's compliance and willingness to comply with all the terms and other requirements of the RFQ.
- D. Technical Innovations (20%)
The extent of the Offeror's use of innovative solutions for satisfying the requirements of this RFQ and the resulting contract. Demonstrated abilities in systems engineering analyses, traffic signal system design including traffic responsive and adaptive control systems, field implementation of signal timing, and experience with CEI as related to traffic signal projects.
- E. Accessibility/Location Qualifications (10%)
The degree of accessibility that the Offeror will be able to provide to the Owner who will be administering the contract. The team will need to maintain close cooperation and coordination to achieve the objectives of this project.

Should the evaluation process move into a second phase, formal interviews will be requested. Competing offerors may be asked to bring additional information or examples of their work to

the interviews if such information will contribute to the evaluation process. Specific questions may be asked of each offeror to clarify qualifications, written proposals, or oral presentations.

The factors that will be considered during the Phase II evaluation and relative weight of importance of each are as follows:

- A. Responsiveness to the RFQ (10%)
Did the firm follow the content requirements set forth in the RFQ and demonstrate such in the interview?
- B. Firm Experience specific to Advanced Traffic Engineering Projects (15%)
Does the firm have significant experience in similar projects?
- C. Individual Experience and Availability (10%)
Do the individuals presented as part of the team have significant experience in similar projects?
- D. Scheduling and Work Efficiency (10%)
Does the firm show that it is successful in working under deadlines with multiple constraints?
- E. Understanding of the Project (15%)
Does the firm show that it fully understands this project?
- F. Design/Construction Engineering Inspection Approach (15%)
Is it apparent that the firm has taken the time to think through the project and develop an approach? Has the firm identified any particular challenges, design issues, or ideas based on the information given in the RFQ?
- G. Description of Proposed Work Plan (15%)
Does the firm describe the tasks that it will require to accomplish successful completion of the project? Has a detailed scope of services been developed?
- H. Amount of Work Currently Under Contract (10%)
Does the firm seem to have sufficient time to devote to meet the requirements of this project?

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the 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 the City of Sevierville, Tennessee.

EXPENSES INCURRED:

This invitation does not commit the Owner to award a contract agreement. Nor shall the Owner be responsible for any cost or expense incurred by any Design Firm in preparing and submitting a proposal, nor for any cost or expense incurred by any Design Firm prior to the execution of a contract agreement. The Owner reserves the right to require any or all Design Firms to appear for interviews and/or oral presentations at no cost to the Owner.

POST PROPOSAL CONFERENCE

Due to the importance of this project to the Owner, post-proposal interviews may be utilized as the final step in selecting the Design Firms. To be responsive, the proposal team must make themselves available for an interview at the time offered.

NOTICE OF ACCEPTANCE AND EXECUTION OF CONTRACT

Upon the acceptance of the proposal, a letter, electronic mail, and/or facsimile will notify the successful Design Firms. The successful Design Firms will be responsible for preparing a standard contract for services and forwarding it to the Owner for review.

NOTICE TO PROCEED

Upon execution of the Contract, the successful Design Firms will be notified by letter and/or electronic mail to proceed with the work.

DESIGN FIRM'S AGREEMENT

By the submission of their proposal, each Design Firm shall be deemed to have agreed that this request and the contract documents referred to in the Contract Form are by this reference made a part of their proposal; that they will not withdraw their proposal during the period of time from the proposal opening until sixty (60) days thereafter.

SCOPE OF SERVICES

The design deliverables must include complete drawings and specifications (both hard copy as well as electronic files) with sufficient detail to illustrate the needed work and provide information on how this project is to be completed.

The selected firm shall also be prepared to make a presentation to a joint meeting of Sevierville and Pigeon Forge Governing Bodies of their findings and recommendations as well as provide a written report both as hard copy and electronic documents.

ESTIMATION OF COSTS

No billing information is required with the initial submittal. Design Firms will be evaluated based on submitted information, interviews, and other information gathered during the process. Contract negotiations with the selected Design Firms will include establishment of billing rates and "not to exceed" ceilings. If those negotiations fail to result in a contract that is acceptable to the Consultant Evaluation Committee, that Design Firm will be dismissed. The next qualified Design Firm will be called in for negotiations, and this process continued until an acceptable contract is negotiated.

PAYMENT

The Design Firms will invoice the City of Sevierville on a monthly basis for services provided under this contract. Invoices shall be in accordance with the unit prices set forth in the schedule contained in the contract. Payment by check will be made within twenty (20) working days after receipt of acceptable itemized and certified invoices for services rendered.

DURATION OF CONTRACT

The time required for completion of this work will be included in the final contract negotiations. Included will be the option to assess liquidated damages for failure to deliver the report within the mutually agreed time period.

INSURANCE COVERAGE REQUIREMENTS

These coverage requirements apply to the Design Firm and any subcontractors who may perform services under the contract.

Commercial General Liability Insurance - \$1,000,000 limit per occurrence for property damage and bodily injury. Coverage should be occurrence form.

Business Automobile Liability Insurance - \$1,000,000 limit per accident for property damage and personal injury.

Workers' Compensation and Employers' Liability Insurance - Workers' Compensation statutory limits as required by Tennessee law. This policy should include Employers' Liability coverage for \$1,000,000 per accident.

Professional Liability Insurance - \$1,000,000.

CONDITIONS FOR ALL COVERAGES

Owner: The City of Sevierville, its Board of Mayor and Aldermen, and all officers, employees, agents, representatives, boards, commissions, committees and volunteers will be covered as Additional Insured respecting: liability arising out of activities performed by or on behalf of the Design Firm; products and completed operations of the Design Firms; premises owned, leased or used by the Design Firms or premises on which Design Firm is performing services on behalf of City. The coverage will contain no special limitations on the scope of protection afforded to the Owner.

Notice of Cancellation or Non-renewal: Each insurance policy required by this clause will be endorsed to state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City's Risk Manager.

Acceptability of Insurers: Insurance will be placed with financially sound Tennessee admitted insurers (Best's rating of A or better) or other insurers approved by the City's Risk Manager: Jamie Tyler, phone 453-5504

Certificates of Insurance: Design Firms will furnish the City with certificates of insurance with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City's Risk Manager before work commences. The certificates of insurance should be directed to Jamie Tyler, the City's Risk Manager and must also be accompanied by a copy of the Notice of Bid Award Letter.

Defense, Indemnification and Hold Harmless Agreement: Design Firms hereby agree to indemnify, defend and hold harmless the City from any and all loss, damage, cost, expense, liability, claims, demands, suits, fines, penalties, attorney's fees and judgments, whether civil or criminal, arising directly or indirectly from or in any manner related to the work, project, event or other purposes, including but not limited to the service of beer, wine and liquor, in connection with the Design Firms' performance or failure to perform under the terms of the contract, regardless of the active or passive nature of any negligence by the City. Design Firms will not be responsible if liability arises from the sole negligence of the City. Design Firms will pay the City for any costs incurred in enforcing Design Firms' obligations to indemnify.

AFFIDAVIT REGARDING DRUG-FREE WORKPLACE PROGRAM

STATE OF _____

COUNTY OF _____

The undersigned, having been duly sworn, deposes and says as follows:

- 1. I am over 18 years of age, and I have personal knowledge of the matters stated herein.
- 2. I am the _____ of _____ hereinafter referred to as "the Design Firm".
(Position) (Name of Company)
- 3. As of the date of the submittal of its Proposal, the Design Firm has a drug-free workplace program that complies with the requirements of Tennessee Code Annotated Section 50-9-101, seq. OR a program at least as stringent as the program operated by the City of Sevierville.

Authorized Signature

Name (Printed)

Title

Date

Sworn to and subscribed before me, this _____ day of _____ 2017,

Notary Public Signature

My commission expires: _____

TITLE VI INFORMATION

The City of Sevierville complies with all applicable federal and state civil rights laws, including but not limited to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000e.), and the City does not discriminate based on race, color, gender, religion, age or national origin. By virtue of submitting a response to this solicitation, bidders agree to comply with the same non-discrimination policy.

Bid Item/Project Name: _____

Bid Date: _____

*For Title VII compliance, we ask for voluntary disclosure of the following information for the majority owner of the business:

Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Race:	<input type="checkbox"/> Caucasian	<input type="checkbox"/> African American
	<input type="checkbox"/> Other (please specify)	

Company Name: _____



**P.O. Box 5500
Sevierville, TN 37864-5500
865-453-5504*Fax 865-453-5518**

VENDOR INFORMATION FORM

Name: _____

Federal Tax ID Number: _____

Business License Number: _____

County and State of License: _____

Mailing Address: _____

Shipping Address: _____

Phone Number: _____

Fax Number: _____

Contact Person: _____

Email Address: _____

Corporation, Sole Proprietor, or Partnership: _____

(If the business is a sole proprietor the owners name): _____

NEW VENDORS WILL BE ADDED AFTER RECEIPT OF THIS COMPLETED FORM AND VERIFICATION OF A CURRENT BUSINESS LICENSE. VENDORS WITHOUT A CURRENT BUSINESS LICENSE WILL NOT BE ACCEPTED. IT IS THE RESPONSIBILITY OF THE FINANCE DEPARTMENT TO ENTER AND UPDATE ALL VENDOR INFORMATION. THANK YOU.

Form **W-9** Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Business name, if different from above
Check appropriate box: Individual/Sole proprietor, Corporation, Partnership, Limited liability company, Other
Address (number, street, and apt. or suite no.)
City, state, and ZIP code
List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding.
Social security number
OR
Employer identification number

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Sign Here
Signature of U.S. person
Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).