

PURCHASING DEPARTMENT

101 EAST 11TH STREET

CITY HALL
SUITE G13

CHATTANOOGA, TENNESSEE

37402

Request for Qualification (RFQ) for the City of Chattanooga, Tennessee

Proposals will be received at 101 East 11th Street, Suite G13, Chattanooga, TN 37402 until 4:00 P M, EST. End of Day on February 3, 2012 End of Day

Ordering Dept.: Mayor's Office

Items Being Purchased: Comprehensive Community Gang Problem Assessment

*****REQUEST FOR QUALIFICATION MUST BE RECEIVED*****

4:00 P.M., EST. on February 3, 2012

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

City of Chattanooga (COC) Terms and Conditions posted on Website are Applicable

<http://www.chattanooga.gov/standardtermsandconditions.htm>

Note: ALL PROPOSALS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Company Title: _____

Signature: _____

City of Chattanooga, Comprehensive Community Gang Problem Assessment

Project Number: GT001

Background

This Request for Qualification provides some background on the Comprehensive Community Gang Problem Assessment and explores the scope of work desired.

Over the past decade, the City of Chattanooga has experienced a growing and increasingly violent gang problem. The City and community have developed a series of strategies from Weed and Seed; Stop the Madness; and other law enforcement and community-based efforts to address the issues. The City, County, District Attorney, and local law enforcement have met over the last year to research and recommend comprehensive strategies to address the violence and gang problem. Based on the recommendations of this committee, the City adopted a response based on the Comprehensive Gang Model (CGM) (<http://www.nationalgangcenter.gov/Comprehensive-Gang-Model>).

In order to effectively implement the CGM, a thorough understanding of the nature, scope, and dynamics of the problem is required. This assessment should result in helping the Gang Task Force and the Steering Committee in understanding who is involved in gang crime and where in the community it is concentrated. The assessment, along with other data and information, will enable targeting of community/neighborhood/law enforcement resources at those areas and at populations where gang crime occurs.

The product of this initial assessment will provide the foundation for developing gang reduction strategies. The product will also provide a template for an ongoing and continuous problem assessment using easily collected qualitative and quantitative data. This data will assist those with responsibility for addressing the problem—representatives of police agencies, schools, probation, youth agencies, grassroots organizations, government, and others—in identifying changes in the gang problem’s nature and causes that result from community responses to the gang problem in targeted neighborhoods. The successful applicant will become the Gang Task Force’s “Research Partner”. As the Research Partner, the team may be given additional task orders in the future to assist in the ongoing assessment of gang problems and evaluation of preventive strategies.

Scope of Work

The City of Chattanooga requests qualifications and a separate cost proposal from an organization or team to serve as the research partner to provide an initial Comprehensive Community Gang Problem Assessment and a template for the ongoing and continuous collection of assessment data by the Steering Committee. The assessment’s purpose is to:

- Identify all existing data sources to aid in the assessment of gang issues and resources and reduce ongoing assessment costs.
- Identify the most serious and prevalent gang-related problems.
- Determine potential factors contributing to gang problems.
- Identify target group(s) for prevention, intervention, and suppression efforts.
- Shape community mobilization efforts and identify community members who should be involved.
- Identify various organizational or systems issues that must be addressed to have a long-term effect on the problem.
- Identify current efforts to address gangs and gang-involved youth.

The assessment should be modeled after the OJJDP’s [A Guide to Assessing Your Community’s Youth Gang Problem](http://www.nationalgangcenter.gov/Content/Documents/Assessment-Guide/Assessment-Guide.pdf) (2009). (<http://www.nationalgangcenter.gov/Content/Documents/Assessment-Guide/Assessment-Guide.pdf>)

The plan should include measurable indicators and planning principles for all key areas of the of the gang assessment including, but not limited to the following five data domains:

1. **Community Demographic Data:** *The most recent general community descriptive and demographic data to provide a context for the assessment as a whole by neighborhood.*
2. **Law Enforcement Data:** *The nature and extent of gang crime and characteristics of local gangs covering the last five years.*
3. **School Data:** *Descriptive data on the climate of local schools, school attendance and disciplinary characteristics of school students who are involved in and/or at risk of involvement in gangs, and perceptions of school staff members.*

4. **Community Perceptions Data:** *Data that describes how key segments of the community are experiencing the gang problem, including community members, parents, community leaders, youth, and gang members themselves.*
5. **Community Resources Data:** *Current and historical responses to the gang problem, including gaps in and barriers to services for at risk youths.*

The Gang Assessment Plan shall include Memorandum of Understanding with agencies participating in the assessment to provide relevant ongoing assessment data to the Steering Committee in the form required. The plan shall include tools to measure the impacts of proposed practices and shall provide critical evaluation methods for further development of such practices. The plan should provide adequate analysis to guide decisions surrounding the priority and timing of specific sustainability initiatives.

City Duties

The City will be responsible for providing base maps, neighborhood contacts and crime and other data maintained by City Departments. The Comprehensive Gang Prevention staff will also be responsible for arranging and hosting internal review meetings and other meetings related to the assessment as request by the Research Partner.

Contact:

Artie Prichard

Purchasing Department

101 E 11th Street Suite G13

Chattanooga, TN 37402

Phone (423) 757-5184

Fax (423) 757-0949

Project Schedule

Advertise RFQ	January 19, 2012
RFQ Available	January 18, 2012
Bidder's Conference (Q&A), 3 rd Floor Conference Rm	January 20, 2012, 11:00 am

Anyone contemplating submitting qualifications under this RFQ must submit the name of the principle contact person, address, telephone number and email address by COB January 25.

SOQ's due at City of Chattanooga	February 3, 2012
Evaluation of SOQ's	February 6 – 8, 2012
Reference Checks, Interview & Develop Short List	February 10-15, 2012

The anticipated proposal schedule is tentative. The exact dates will be set forth in an "Announcement to Prequalified Proposers".

Letter to Selected Consultants	February 16–17, 2012
Consultant Interviews (tentative)	February 22-24, 2012
Select Consultant and begin Fee Negotiations	February 27-29, 2012
Recommendation to City Council	March 6, 2012
Start Assessment Process	March 26, 2012
Preliminary Assessment Workshop	May 2012
Submit Draft Assessment Report	July 2012
Present Completed Assessment	August 1, 2012

QUALIFICATION FORMAT AND COST PROPOSAL

Must submit One (1) Original and six (6) Copies and one (1) electronic copy of the proposal in a 3-ring notebook 8.5"x11" format with project and the identification of the lead research organization on cover stock and at the bottom of each page. Use 12-point font and number each page consecutively.

The qualification submitted must address the following major topics in the following order:

Approach. A general statement of the team's approach with particular focus on distinguishing characteristics or services.

Work Proposed to be Performed. A discussion of the consultant's general understanding of the scope of services to be provided and the major work tasks to be performed. The discussion must spell out how the team will incorporate existing and ongoing data into the assessment in order to reduce the cost of the assessment.

Project Schedule. Include a Gantt or other graphic chart schedule indicating the anticipated duration and start and completion dates for tasks, keyed to the scope of work, and integrating critical elements of the assessment process. The schedule should also show consultant payments by percentage of total. The schedule should show the cost of each phase of the work as well and should be tied to the overall cost proposal.

Key Personnel. The proposal must include information about the organization's and partner's personnel, stating their proposed role in this project, education, title, related qualifications, past relevant experience and the date in which that person joined the team. The qualification package shall specifically identify the key personnel assigned. Submit a statement of qualifications, demonstrating experience and previous projects successfully completed of the lead organization and all partners.

Writing Sample. Please include a minimum of one sample document prepared by or under the guidance the proposed project manager. This sample should be illustrative of the project manager's writing skills as well as management capabilities.

Relevant Experience. A statement of the organization's and partners' past appropriate experience, including a brief description of the project, the client's name, address and telephone number. Also, provide a description of any consultant's exact responsibilities on the project, and clarify whether this project is an example of the team's experience or an individual's experience.

References. Include three professional references in the proposal. This information should include the person's name, title, address and telephone number.

Additional Information. The consultant may include any other information in the proposal that will assist the City in the selection process.

Certificate of Insurance. Qualification submittals shall include a separate letter affirming the possession of a Certificate of Insurance covering all activities involved in this engagement.

Cost Proposal. In a separate sealed envelope labeled "COST PROPOSAL FROM [organization's name, address and telephone numbers], include a fixed price line item cost proposal. The cost proposal should also included loaded labor rates for each consultant that can be used in future task orders, if any.

Instructions to Applicants

1. Respond concisely to the Qualification Format demonstrating an understanding of the Assessment Guidelines recommended by the National Gang Center. A list of projects of similar scope, complexity, utilization of existing data and cost will be essential to a successful application. The Statement of Qualifications must be signed by a responsible member of the lead organization applying for the project.

2. Include supplementary information supporting qualifications (8 1/2 x 11 format). Organization and brevity will be appreciated. Work submitted as an example of the assessment team's qualifications will be considered only to the extent it is similar to the proposed project. Additional information may be submitted demonstrating experience in criminal and juvenile justice planning and design and work with at risk populations. Identify the team and consultants for all projects listed as examples of your team's work. Provide information on proposed staff and consultants for this project and an organization chart. Provide a list of previous projects the proposed team has participated in together.

3. Return to: Artie Prichard
 Purchasing Department
 101 E 11th Street G13
 Chattanooga, TN 37402

4. Submit seven (7) copies.

5. Due Date: February 3, 2012, no later than 4:00 p.m.

The City reserves the right to reject late proposals. Extensions requested in advance of the deadline will not be considered.

The City reserves the right to reject any and all submittals, as well as the right to waive informalities. The City also reserves the right to issue written notice to all participating teams of any change in the qualification submission schedule should the City determine, in its sole discretion, that changes are necessary. The City's receipt of any qualification submitted pursuant to this Request for Qualification shall not constitute any implied intent to enter into a contract for consultant services.

6. Assessment teams with qualifications considered appropriate by the Screening Committee may be asked to submit additional detailed proposals for consideration by the Selection Committee.

Selection

The selection process will consist of an evaluation of submittals and a one-hour interview at the City. A subcommittee of the Steering Committee will craft a shortlist of potential research partners for the interview. Selected teams will be separately notified of site visits and the date, time, and place of their interview. Selection of the research partner will be based on a number criteria: • Qualifications, capabilities, and resources of the consultant. • Appropriateness of the approach. • Scope of work proposed to be performed. • Quality of plans and reports. • Interview. • Affirmative action and equal opportunity. A committee including, task force members, staff, and community residents will select the partner that will be recommended to the City Council for approval.

Fees will be determined in the selection process.

Selection Criteria

1. **Assessment ability.** Ability as it can be evaluated by examination of the functional, technical, economic, and thoroughness of similar projects done for the City or other clients.
2. **Research potential.** Capability to undertake appropriate research methodologies to resolve problems specific to the needs of the program or project under consideration. The extent to which existing data is incorporated in the research model.
3. **Program responsiveness.** Previous experience that demonstrates success in completing projects consistent with program schedule, budget, and technical requirements, and that indicates the ability to complete the proposed project in a manner that is responsive to the specifics of the program.
4. **Evaluation of consultants and team members proposed.** Previous experience with special requirements appropriate to the project under consideration with evidence or expression that appropriate interviewing and/or consulting advice can be obtained as required.
5. **Production capability.** Evidence of ability to perform all phases of the work, to produce documents of superior quality and to meet the completion schedule for each phase.
6. **Coordination and supervision.** Evidence of ability to provide experienced staff and timely support during the project.
7. **Familiarity.** Familiarity with the project populations, willingness to work with and meet both neighborhood and gang members in their own communities/neighborhoods or an association with a local organization able to bridge issues of trust and confidence.
8. **Client relationships.** Recognition of the consultative processes associated with work on urban crime problems.
9. **Equal Opportunity.** The commitment of the City to equal opportunity applies to the selection of assessment and interview professionals.

Privacy Notification

The City requires its research partner to establish policies and procedures that will ensure all participants in the assessment do so based on informed consent and that no individual will be identified directly in the report with a written release from the individual.

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