



# Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

## **RFQ # 12-002-36 REQUEST FOR QUALIFICATIONS**

### **SHELBY FARMS GREENLINE EXTENSION SHELBY COUNTY ROADS BRIDGES & ENGINEERING DEPARTMENT**

Shelby County Government, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more engineering consulting firms to provide professional services related to the Shelby Farms Greenline Extension. Services will be provided in accordance with the requirements of the Tennessee Department of Transportation (TDOT) Office of Local Programs. This project shall adhere to all applicable Federal and State procedures and regulations. The engineering consulting firms must be on TDOT's pre-qualified list for the required disciplines.

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms, and additional information can be found at the following internet address: <http://www.tdot.state.tn.us/consultantinfo.htm>. Any firms without internet access can contact Mr. Nelson Fowler at 901-222-2251 for this information.

#### **General Information:**

Shelby County Government is soliciting proposals for the provision of Design Services for the continuation of the existing 6.5 mile Shelby Farms Greenline. The proposed project will begin where the existing trail ends (near Farm Road), and continues east 4.3 miles to the Old Cordova Train Depot along the abandoned CSX Railroad Right-of-Way. The proposed project will strengthen the existing project by expanding the length of the Greenline and making it accessible to a larger residential population and by providing access to more retail and commercial properties.

#### **Project Scope:**

For program management purposes, the selected firm or firms may be issued work orders for engineering tasks over the life of this project. The method of payment will be lump sum per work order. The scope of work may include some or all of the following:

1. Perform bikeway/walkway trail system design, and other engineering services in conformance with TDOT and local guidelines and specifications. The construction limits for the various improvement projects are expected to be primarily within the Railroad rights-of-way (ROW); therefore none of the projects are anticipated to require ROW or easement acquisition. However, the consultant shall be capable of and experienced with preparation of ROW plans and information suitable for ROW certification by TDOT.
2. Follow requirements of the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects" which includes submittals for approvals of permitting, engineering design, utility relocations, rights-of-way, and disadvantaged business enterprises (DBE).
3. Perform construction engineering inspection (CEI) services for the various intersection improvement projects in conformance with TDOT and local guidelines.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at [nelson.fowler@shelbycountyttn.gov](mailto:nelson.fowler@shelbycountyttn.gov) or at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be Friday, March 2, 2012 by 12:00 p.m. (CST)***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original and five copies of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103.

**All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) March 9, 2012.**

Submittals will be reviewed by a Consultant Review Committee (CRC) that will identify the most qualified proposers. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

### **Proposals:**

Interested consultants should submit a Letter of Interest and Statement of Qualifications including, but not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Summary of suggested approach to meet the County objectives for the project.
- Past experience specific to bikeway/walkway trail system design, and project management of federally funded projects for TDOT and the local jurisdictions within Shelby County following the TDOT Local Programs process, with emphasis on completed projects.
- Past experience specific to performing CE&I services for construction of bikeway/walkway trail systems on federally funded projects for TDOT or following the TDOT Local Programs process, with emphasis on completed projects.
- Overview of consulting team including clear statements of expertise in bikeway/walkway trail engineering of this nature.
- Qualifications of staff and if applicable sub-consultants.
- Demonstrated ability to meet schedules without compromising sound engineering practices.
- Statement of level of certified Locally Owned Small Business (LOSB) participation (**project goal is 20%**) and approach for meeting the participation requirements.
- All consultants must possess a professional license to practice engineering in the State of Tennessee.
- The consultant firms must be on TDOT's pre-qualified list for the required disciplines.
- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and 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.