



# Shelby County Government

## RFQ # 12-011-22 REQUEST FOR QUALIFICATIONS ENGINEERING DESIGN SERVICES FOR RANGE OPERATION BUILDING

Shelby County Government is requesting proposals from consultants to provide engineering services for the following project:

### Range Operation Building:

*General: The consultant will provide for the design and construction of a range operation building and a 35-point firing range located at the Sheriff Office Range Complex, 800 Dovecrest, Memphis, Tennessee 38134.*

### Scope of Project:

The selected architectural and engineering consultant will provide for the design and construction of a range operations building and a 35-point firing range located at the Sheriff's Office Range complex at 800 Dovecrest, Memphis, TN 38134.

The building will include approximately 8,000 - 10,000 square feet of operational space to include offices, classrooms, conference area, reception area, restrooms, locker rooms w/showers, vaults, armory, and storage. Operations will be elevated on a concrete structure and the ground level will accommodate parking and storage for non-essential items. The firing line will provide an elevated control tower, state-of-the-art turning targets, required safety structures, and lane barriers for 35 firing points with a maximum firing distance of 35 yards.

Consultant services include, but may not be limited to:

1. Conceptualization and design of all structural requirements including placement and type construction of foundation, exterior and interior walls, roof, interior and exterior doorways, supporting structures and any other necessary structural work;
2. Design and development of all electrical, gas, plumbing, drainage, lighting, access control, heating and air conditioning, duct work, proper ventilation and any other building system necessary to provide a modern and operational facility;
3. Development of the preliminary design, cost and project schedule with emphasis on sustainability, contextual design sensitivity and cost;
4. Ensuring that all aspects are completed in accordance with established codes;

5. Upon approval of the Preliminary Design, Cost and Schedule by Shelby County, the selected engineer will proceed with Design Development, Construction Documents and assisting the County during the bidding process and Construction Contract negotiation processes;
6. Providing Contract Administration Services as required by the County.
7. Any other standard and customary practice for a project of this nature as appropriate and agreed upon by the selected consultant and the County.

*Proposals:*

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

- Summary Letter of Interest
  - Firm name, address, and telephone number.
  - Point of contact: name and telephone number.
  - Summary of suggested approach to meet the County objectives for the cited project.
  - An anticipated schedule for completion of the requested studies project on suggested approach.
  - Level of certified Locally Owned Small Business (LOSB) participation (project goal is 20%) and a statement of approach for meeting the participation requirements.
- Statement of Qualifications
  - Overview of consulting team including clear statements of expertise in Engineering
    - key firm(s)
    - key consultants (individuals and their roles)
    - team structure
    - prior experience

All consultants must be licensed in the State of Tennessee. Inclusion of a fee is not required. A cost proposal will be requested from the selected consultant.

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 above. 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, Tuesday, December 28, 2011 by 12:00 p.m. (CST)***

**Note: All written questions submitted by the deadline indicated above will be answered and posted on the County's website at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov) within 48 hours of the above cut-off date.**

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.

**The proposal, as submitted, should include all qualifications related to the services requested in this RFQ. If selected, your proposal will be the basis for negotiating a contract with Shelby County Government.**

Proposals must be received in the office of the Administrator of Purchasing no later than **4:00 p.m. on Wednesday, January 4, 2012**. Proposals shall be addressed to:

**Nelson Fowler, Manager A  
Shelby County Government  
160 N. Main, Suite 550  
Memphis, TN 38103**

The package containing an original and five (5) copies of your submission must be sealed and marked with the Proposer's name and **"CONFIDENTIAL, ENGINEERING DESIGN SERVICES, RANGE OPERATION BUILDING, RFQ # 12-011-22"** noted on the outside.

Sincerely,

Nelson Fowler, Manager A  
Shelby County Government Purchasing

