

RFQ # 13-003-65
REQUEST FOR QUALIFICATIONS
ELECTRICAL ENGINEERING DESIGN SERVICES
201 POPLAR EMERGENCY GENERATORS REPLACEMENT

I. INTRODUCTION

Shelby County Government (the “County”), is soliciting services of a qualified consulting firm to provide electrical engineering design services for the replacement of emergency generators at the Criminal Justice Center (CJC) and Jail, located at 201 Poplar.

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the services requested by the RFQ specifications. The County will select and negotiate a contract with the consultant most qualified for the project.

There will be a voluntary pre-bid conference held at 9:00 am, Tuesday, April 2, 2013 at Shelby County support Services, 584 Adams Avenue, Conference Room, Memphis, Tennessee 38103.

II. MINIMUM REQUIREMENTS

All proposers must:

- Possess a professional license to practice engineering in the State of Tennessee
- Adhere to all Title VI requirements and provide proof/documentation.
- Adhere to the requirements of the “Living Wage Ordinance # 328.”
- Adhere to the requirements of certified Locally Owned Small Business (LOSB) participation. Project goal is 20% participation.
- Apply and qualify for an EOC certification number prior to submitting your response.

III. PROJECT DESCRIPTION

The CJC and Jail have been in operation for over 30 years. The facility is equipped with four 800 KW emergency generators that were installed when the buildings were constructed. During the past few years, parts of the generators have been failing during operation. Availability of replacement parts nationwide is extremely scarce since the generators are obsolete.

This project pertains to the replacement of the emergency generators. The successful firm will investigate County needs, prepare specifications, prepare construction documents, and provide construction administration services. This is a multi-phase project. Consulting services to prepare design specifications are scheduled in FY13. Implementation of the replacement of each generator, one at a time, is programmed in FY14 through FY17.

IV. SCOPE OF SERVICES

Required services include, but are not limited to:

1. Assess the existing emergency generator plant and provide a preliminary Design and Cost Estimate for the new emergency generator plant, including a phased implementation schedule;
2. Provide a removal and disposal plan for the existing generators;
3. Upon approval of the Preliminary Design and Cost Estimate by the County, proceed with Design Development, Construction Documents, inclusive of technical specifications and drawings, detailing and directing demolition and construction necessary to achieve a fully functioning system;
4. Provide Bid Documents and assist the County during the Bidding and Construction Contract negotiation processes, including participation in Pre-Bid meeting and preparation of addenda;
5. Provide Construction Administration for the project, hold construction meetings, prepare meeting minutes, progress reports, and monitor construction progress relative to scheduling;
6. Provide all correspondence and serve as liaison between County and Contractor;
7. Provide regular site visits to monitor progress. Perform field observation and provide technical assistance as needed to direct the Contractor on any minor changes and clarifications;
8. Coordinate and arrange Contractor access;
9. Respond to Contractor Requests for Information, and/or review Contractor Change Order Requests;
10. Review and certify Contractor's pay applications;
11. Perform shop drawings/submittal review, field clarifications and as-built/record drawing review; and
12. Provide close-out phase services, including, but not limited to, submission of drawings, as-built drawings, and other project-related documents.

V. SUBMITTAL FORMAT/ EVALUATION CRITERIA

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements
 - Cover letter
 - Firm name, address, and telephone number
 - Point of contact: name and telephone number
 - Written statement of compliance with Title VI and the Living Wage Ordinance

- Proof of Licensure
2. Capacity to perform required services
 - Areas of expertise addressed by the team members presented in submittal
 3. Qualifications
 - Company overview for all consulting firms participating as team members
 - Resumes for proposed project manager and staff from each participating firm
 4. Experience

Provide case study information documenting relevant experience from public and private sector projects within the past five years. Case studies shall list the following as a minimum:

- Client and client's point of contact information
 - Firm's role in project
 - Design fee, construction cost, and change order amounts
 - Project staff and their role
5. Methodology

Summary of suggested approach and methodology shall include:

 - Clearly defined scope of work
 - Proposed distribution of tasks among team members
 - Organizational chart, including all team members
 - Proposed evaluation methods, calculations, software modeling, etc. to accomplish Scope
 6. Project Schedule
 - Provide project timeline including major tasks and/or milestones
 7. Level of certified Locally Owned Small Business (LOSB) participation
 - LOSB participation percentage must be calculable from distribution of tasks outlined in Methodology section

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.

LIVING WAGE ORDINANCE AND PREVAILING WAGE ORDINANCE

Living Wage - In accordance with Ordinance Number 328, commonly referred to as the Living Wage Ordinance, all persons/entities engaged in service contracts with the County, including but not limited to both prime and subcontractors, shall pay a Living Wage to employees for all work performed on said service contract, as defined in the Living Wage Ordinance. Proof of such compensation must be evidenced as required in the Living Wage Ordinance.

Prevailing Wage – Any firm, individual, partnership or corporation awarded a contract by the COUNTY for the construction of, improvement, enlargement, alteration or replacement of a public work or project in excess of \$500,000 and any subcontractors of such public work or project in excess of \$100,000 (“Recipient”) shall be required to pay local prevailing wages and benefits for laborers, mechanics, or other listed classifications as defined by the Tennessee Department of Labor. The prevailing wage rate shall be the most current State of Tennessee prevailing wage established by the Tennessee Department of Labor For Region 1 (Shelby County). The benefit rates shall be the most current rates described in the published schedule by the Memphis and West Tennessee County Code of Ordinances. The applicable rate shall be determined at the time that the project is awarded. In instances where Prevailing wage applies, Prevailing Wage will override the Living Wage requirement.

Non-Discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

Disclosure of Proposal Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at 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 12:00 p.m., Friday, April 5, 2013. (CST).***

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

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty eight (48) hours of the above cut-off date.

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.

Please Note: As a part of doing business with Shelby County, each individual, company, or organization is required to obtain an "Equal Opportunity Compliance" certification number prior to submitting your response.

You can access the online application to receive the number indicated above at www.shelbycountyttn.gov and click the link "Department" at the top, then P for Purchasing Department, then click on the link "Conducting Business with Shelby County." Please download the application instructions and read thoroughly prior to accessing the application. If you have any questions regarding the application, you may contact Purchasing at (901)222-2250 or the EOC Administration at (901)222-1100.

Firms may request consideration by submitting an original, six (6) copies and a CD 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) Friday, April 12, 2013.

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.

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