

RFQ # 13-004-78
REQUEST FOR QUALIFICATIONS
GROUNDWATER MONITORING SERVICES

Shelby County Government, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of an engineering consulting firm to provide professional services for the provision of groundwater monitoring services of the Walnut Grove Road and Shake Rag Road Landfills (the “Landfills”).

General Information:

In accordance with the Post Closure Plans for the referenced landfills, the Shelby County Department of Public Works is responsible for the sampling and analyzing of groundwater from the two (2) landfills. The TDEC monitors these Closure Plans to ensure compliance with their regulations.

The term of the Contract for the Services shall be a period of three (3) years, renewable July 1 of each year.

Project Scope:

Samples must be taken from ten (10) monitoring wells two (2) times annually. Each sample shall be analyzed for the contaminants required by TDEC. Collection procedures and analytic methods of samples shall conform to TDEC/EPA standards. The resulting analytical data shall be used to produce a report for each landfill summarizing the result for each monitoring period.

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.
- Past experience specific to performing groundwater-monitoring sampling.
- Past experience specific to performing groundwater-engineering studies.

- Qualifications of staff and if applicable sub-consultants.
- 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.
- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

EVALUATION CRITERIA

The selection of the consultant will be based on the following criteria:

- Proof of applicable licensure to conduct professional services in the State of Tennessee. Failure to do so will result in automatic rejection.
- Valid EOC certification number.
- Written statement of compliance to Title VI and the Living Wage Ordinance.
- Capability to perform required services and qualifications of staff.
- Extent of experience and past performance on similar projects.
- Proposed schedule and approach to perform required services in a timely manner.
- Project understanding, approach and methodology.
- Responsiveness and demonstrated ability to deliver high quality reports and documentation.
- Level of LOSB participation 20% minimum.

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., May 17, 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.

Firms may request consideration by submitting an original, six copies, and a digital CD of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Vasco A. Smith Administration Building, Purchasing Department, Room 550, 160 North Main Street, 38103.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) May 22, 2013.

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

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