

**RFQ # 13-010-22**  
**REQUEST FOR QUALIFICATIONS**  
**ENGINEERING SERVICES FOR BOILER UPGRADES AT 140 ADAMS,**  
**201 POPLAR AND MONITORING SYSTEM FOR VARIOUS SITES**

**I. INTRODUCTION**

Shelby County Government (the “County”), is soliciting services of a qualified engineering consulting firm to provide engineering services for the replacement of existing boilers at 140 Adams and 201 Poplar, and the design of a monitoring system for boilers at various sites.

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the design of replacement boilers and boiler monitoring system. The County will select and negotiate a contract with the consultant most qualified for this project. Submittals include, but are not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- List of key personnel and experience.
- Qualifications of staff.
- Experience and references of past projects with similar scope.
- Summary of suggested approach to meet the County objectives for the project.
- Overview of consulting team including clear statements of engineering expertise in all disciplines associated with Mechanical, Plumbing, Electrical, Structural, Building Automation Systems, and Construction Administration.
- 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.
- Adhere to all Title VI requirements and provide proof/documentation;
- Adhere to the requirements of the “Living Wage Ordinance # 328”;
- A written statement of compliance to Title VI and The Living Wage Ordinance must be provided with your response.
- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

There will be a voluntary pre-bid conference held at 10:00 AM, Monday, November 5, 2012 at the following location: Shelby County Support Services, 584 Adams Avenue, Conference Room, Memphis, Tennessee 38103.

Please be on time, once the pre-bid starts, late arrivals will not be allowed to attend.

## **II. PROJECT DESCRIPTION**

The successful firm will investigate County needs, prepare specifications, prepare construction documents and provide construction administration services. The County is expecting a system, upon completion, that will perform into the next decades with high operational efficiency and minimum maintenance.

### **A. Shelby County Courthouse – 140 Adams**

Two existing steam boilers at the Shelby County Courthouse are in excess of 100 years old. The boilers were originally coal-fired, but have been converted to forced draft natural gas-fired. Originally, they were operated as high pressure boilers; however, their operating pressure was reduced several years ago to extend their operating life and reduce repair costs for failing ancillary steam devices. Chemical build-up on the heat transfer tubes in the boilers has corroded many tubes, thereby reducing the overall capacity and efficiency of the boilers. The County plans to replace one boiler in FY2013 and the other boiler in FY2015.

### **B. Shelby County Criminal Justice Center – 201 Poplar**

Two existing steam boilers at 201 Poplar are more than 30 years old, and have exceeded the manufacturers' recommended useful life. Chemical build-up on the heat transfer tubes has corroded many tubes, thereby reducing the overall capacity and efficiency of the boilers. The boilers were originally operated as high pressure boilers, but their operating pressure was reduced several years ago to extend their operating life and reduce repair costs for failing ancillary steam devices. The County plans to replace one boiler in FY2013 and the other boiler in FY2014.

### **C. Monitoring System for Boilers at Various Sites**

The County desires to have all boilers monitored by a central monitoring system for the following buildings:

- 140 Adams
- 150 Washington
- 157 Poplar
- 201 Poplar
- 160 N. Main
- 814 Jefferson

The consultant shall design a monitoring system that can be expanded in capability if needed.

### **III. SCOPE OF SERVICES**

The services include, but are not limited to:

1. Provide a removal and disposal plan for the existing boilers;
2. Provide a design for the new boilers and associated piping and equipment, including a phased implementation schedule;
3. Provide construction documents, inclusive of technical drawings and specifications, detailing and directing demolition and construction necessary to achieve a fully functioning system;
4. Develop a schematic of each building's mechanical equipment as well as a point list of what is to be monitored or controlled by the central monitoring system and prepare specifications;
5. 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;
6. Provide Construction Administration for the project, hold construction meetings and monitor construction progress relative to scheduling;
7. Provide all correspondence and serve as liaison between County and Contractor;
8. Perform field observation and provide technical assistance as needed to direct the Contractor on any minor changes and clarifications;
9. Coordinate and arrange Contractor access;
10. Review and certify all requests for payment;
11. Perform submittal review, field clarifications and as-built/record drawing review;
12. Provide close-out phase services, including, but not limited to, submission of drawings, as-built drawings, and other project-related documents.

### **IV. 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.

## **V. 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.

### **VI. 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 County.

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, November 9, 2012 by 12:00 p.m. (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](http://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 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.

Firms may request consideration by submitting an original and five (5) copies of a letter of interest and statements of qualification to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County government, 160 North Main Street, Suite 550, Memphis, Tennessee 38103

**All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) November 14, 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.

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.