

RFQ # 13-010-24
REQUEST FOR QUALIFICATIONS

BIG CREEK DRAINAGE BASIN
WATERSHED STUDY

Shelby County Government, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of an engineering consulting firm to provide professional services related to a Big Creek Drainage Basin Watershed Study. This project shall address continual flooding problems within the basin. This study will determine priority sub-basins that can provide the highest levels of flooding reduction and bank stabilization including potential projects, conceptual designs and parametric costs for treatments identified.

General Information:

The Big Creek Basin located in north Shelby County and southern Tipton County is a tributary to the Loosahatchie River with a drainage area of approximately 154 square miles. In order to address continuing downstream flooding problems within this basin, an engineering study is being solicited that will focus on the development of a Watershed Plan that will meet the following goals:

- Identify the best methods for reducing the potential for further substantial damage to properties as a result of flooding;
- Strengthen stream bank slopes and reduce head-cutting; and
- Improve water quality within the basin.

Project Scope:

1. The Consultant will be provided the following:

- Copies of previous studies and available GIS information.
- Channel cross sections in Tipton County.
- Drainage sub-basins in Shelby County.
- Recon problem areas in Tipton County and provide conceptual designs and cost estimates

- Identify water quality opportunities in Tipton County, field recon the sites, and provide conceptual design and cost estimates.
- Field Recon information of potential treatment sites in Tipton County and conceptual designs of treatments.

2. The Consultant will provide the following services

- Review the past studies and available GIS information and collect additional information that may be need to complete the study.
- Prepare the land use and cover maps utilizing the available GIS data layers.
- Develop conceptual design and parametric cost estimates for solutions to stream bank instability and head-cutting in the reach of Big Creek between Woodstock-Cuba and Fite Roads.
- Work with the County to identify and prioritize the sub-basins that will be studied in detail regarding flood flows and water quality.
- Perform a sub-basin level analysis and evaluation of frequency of flood flows, focusing on the prioritized tributaries that contribute significantly to flooding in and around Millington. Identify sub-basins with greatest potential for improvement.
- Identify opportunities to improve water quality in prioritized sub-basins.
- Identify locations in the basin to determine potential treatments to better manage storm flows and water quality, considering both small and large scale improvements.
- Prepare conceptual designs and parametric costs for treatments identified.
- Prepare final report.

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 watershed studies.
- Past experience specific to performing engineering design services for stream bank stabilization projects and detention basin design.
- Overview of consulting team including clear statements of expertise in work 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.
- 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., November 8, 2012 (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 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) November 15, 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