

**RFQ # 14-002-35**  
**REQUEST FOR QUALIFICATIONS**

**BENJESTOWN PEDESTRIAN BRIDGE**  
**OVER THE LOOSAHATCHIE RIVER**  
**SHELBY COUNTY ENGINEERING DEPARTMENT**

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 the design of a new pedestrian bridge on Benjestown Road over the Loosahatchie River. This project shall adhere to all applicable Federal and State procedures and regulations. The engineering consulting firm must be on the Tennessee Department of Transportation's (TDOT) pre-approved list.

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms, and additional information can be found at the following internet address: <http://www.tdot.state.tn.us/consultantinfo.htm>. Any firms without internet access can contact Mr. Nelson Fowler at 901-222-2250 and he will provide this information to you.

**General Information:**

This project will include the construction of a new pedestrian bridge over the Loosahatchie River from the North End of Benjestown Road. This new bridge will be a connecting leg for a pedestrian/bicycle route from Downtown Memphis to the Shelby Forest area.

**Project Scope:**

A general scope of work is as follows:

1. Perform engineering services necessary for construction of a pedestrian bridge over the Loosahatchie River at Benjestown Road in conformance with TDOT, Federal Highway Administration (FHWA) and local guidelines and specifications.
2. Prepare required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA).
3. Prepare engineering design plans and if necessary, right-of-way plats in conformance with TDOT and local guidelines and specifications.
4. Follow requirements of the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects" which includes submittals for approvals of environmental permitting, engineering design, utility relocations, rights-of-way, and disadvantaged business enterprises (DBE).

5. Assist with construction engineering inspection (CEI) services.
6. Review and approve submittals.
7. Assist Shelby County with project management to meet scheduled deadlines for project execution.

**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 bridge design.
- Qualifications of staff and if applicable sub-consultants.
- Possess a professional license to practice engineering in the State of Tennessee.
- Adhere to all Title VI requirements and provide proof/documentation.
- Statement of level of certified Locally Owned Small Business (LOSB) participation (**project goal is 20%**) and approach for meeting the participation requirements.
- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

**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
  - Proof of Engineering 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 proposal 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 (minimum of two projects in each sector). 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

6. Level of certified Locally Owned Small Business (LOSB) participation

- LOSB participation percentage must be calculable from distribution of tasks outlined in Methodology section.

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.

### **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 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 12:00 p.m., Friday, February 21, 2014 (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, 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 900, 160 North Main Street, 38103.

***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 applications to receive the numbers indicated above at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov). To obtain a vendor number and an EOC number, please follow the instructions below:***

#### **Vendor Number (Purchasing Department)**

At the top of the home page, click on the links "Department," "P" for the Purchasing Department and "Conducting Business with Shelby County." The "Vendor Registration" link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. ***(Applications for a vendor number are accepted online only.)***

**Equal Opportunity Compliance (EOC) Number (EOC Administration Office)**

At the top of the home page, click on the links “Department,” “E” for the Equal Opportunity Compliance and “Contract Compliance Program.” The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 900, Memphis, TN 38103. The fax number is 901-222-1101.

*If you have any questions regarding the application, you may contact Purchasing at (901)222-2250 or the EOC Administration at (901) 222-1100.*

**All qualifications must be received by Mr. Fowler’s office on or before 4:00 PM (Central Time) Monday, March 3, 2014.**

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.

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.