

RFQ # 15-010-12
REQUEST FOR QUALIFICATIONS
ROOFING CONSULTANT
ROOF REPLACEMENT AT 1045 MULLINS STATION RD.

I. INTRODUCTION

Shelby County Government Division of Corrections (“SCDOC”) is soliciting services of a qualified roofing consulting firm to provide roofing specifications, bid documents, installation monitoring and construction administration for the roof replacement of the Main Building and Women’s Building located at 1045 Mullins Station Road.

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.

A **Voluntary** pre-bid conference will be held 9:00 AM, Friday, October 17, 2014 at the following location: Shelby County Division of Corrections, Maintenance Office, located at 6359 Haley Road, , Memphis, Tennessee 38134

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 requirement of certified Locally Owned Small Business (LOSB) participation. Project goal is 20% participation.
- Prime and LOSB contractors must **apply** and **qualify** for an Equal Opportunity Compliance (EOC) certification number through our EOC Administration prior to submitting your response.
- Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act (effective date of 1/1/2012). Proof and documentation of employment eligibility must be included with the proposal.

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. 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 200, Memphis, TN 38103. The fax number is 901-222-1101.

Note: Because of the length of time it takes to apply and receive an EOC number, vendors who apply prior to the RFP due date, bid will be accepted pending EOC approval of their 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.

III. PROJECT DESCRIPTION

Main Building: The roof of the Main Building is over 16 years old and divided into approximately twenty-one (21) separate roof areas. The roof system varies from poor to severe surface deficiencies and consists of a concrete roof deck, three inches of a urethane roof insulation type, one-half inch of perlite roof insulation, a built-up roof system surfaced with a flood coat and gravel surface. In the past three years, several roof areas were coated with a white reflective roof coating. This portion of the project pertains to the replacement of the entire roof of the Main Building.

Women’s Building: The roof of the Main Building is over 16 years old and divided into approximately ten (10) separate roof areas. The roof system varies from poor to severe surface deficiencies and consists of a concrete roof deck, three inches of a urethane roof insulation type, one-half inch of perlite roof insulation, a built-up roof system surfaced with a flood coat and gravel surface. In the past three or four years, several roof areas were coated with a white reflective roof coating. This portion of the project pertains to the replacement of the entire roof of the Women’s Building.

The successful firm will investigate the roofing needs, prepare specifications, bid documents, construction documents, and provide monitoring and construction administration services within a gated and secure facility.

IV. SCOPE OF SERVICES

Required services include, but are not limited to:

1. Conduct survey, analyze all collected data and develop the Preliminary Design and cost estimate for the new roof;
2. Provide an assessment on the impact of building occupants' work areas and traffic of surrounding streets during construction phase;
3. Upon approval of the preliminary design and cost estimate by the SCDOC, proceed with design development, construction documents, inclusive of all required technical specifications and drawings;
4. Provide bid documents and assist the SCDOC during the bidding and construction contract negotiation processes, including participation in the 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 the SCDOC 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/or clarifications;
8. Coordinate and arrange Contractor access to the facility, the SCDOC is a gated and secure facility;
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 closeout 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 Living Wage Ordinance
 - 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 firm 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 roofing 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
 - 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 and calculations. to accomplish scope
 6. Project Schedule - Provide project timeline including major tasks and/or milestones

Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant. The successful consultant will be required to provide its typical fee structure expressed as percentage of the overall construction costs prior to the signing of a contract.

VI. NON-DISCRIMINATION

- **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 nondiscrimination 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.

VII. Disclosure of Proposal Contents

All correspondence, proposals and questions concerning the RFP are to be submitted to:

**Nelson Fowler, Manager A
Shelby County Government
160 N. Main St. Suite 900
Memphis, TN 38103
(901) 222-2250**

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed above. Questions should reference the section of the RFP 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, Wednesday, October 22, 2014 by 12:00 p.m. (CST).

Individual vendor questions will be answered by e-mail as received before the cut-off date. 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, five (5) copies and one (1) Digital 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 900, Memphis, TN 38103.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) Tuesday, October 28, 2014.

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.

Consultant understands and acknowledges that the SCDOC 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.