



Shelby County

Tennessee

Mark H. Luttrell, Jr., Mayor

Request for Qualifications Shelby County Government Purchasing Department

160 N. Main, Suite 900
Memphis, TN 38103

Issued: January 6, 2016

Due: January 21, 2016 no later than 4:00 P.M. (Central Standard Time)

RFQ #16-001-34

REQUEST FOR QUALIFICATIONS ARCHITECTURAL & ENGINEERING SERVICES FOR SHELBY COUNTY JUVENILE COURT ROOF REPLACEMENT PROJECT

Shelby County Government (the "County"), is soliciting services of a qualified architectural and/or engineering consulting firm to provide professional services in construction administration of the roof replacement project at the Juvenile Court building located at 616 Adams Avenue, Memphis, TN.

I. INTRODUCTION

Shelby County Government (the “County”), is soliciting services of a qualified architectural and/or engineering consulting firm to provide professional services in construction administration of the roof replacement project at the Juvenile Court building located at 616 Adams Avenue, Memphis, TN.

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 deemed most qualified for the project, based on information presented in the Statement of Qualifications.

II. MINIMUM REQUIREMENTS

All proposers must:

- Possess a professional license to practice engineering and/or architecture in the State of Tennessee.
- Have at least 10 years of experience and staff expertise from past projects with similar scope.
- Adhere to all Title VI requirements and provide proof/documentation.
- Adhere to the requirements of certified Locally Owned Small Business (LOSB) participation. Project goal is 20% participation.
- Adhere to all insurance requirements and provide documentation if a contract is awarded.

Please Note: *As a part of doing business with Shelby County, each individual, company or organization is required to apply for a vendor number and an “Equal Opportunity Compliance” certification number. The successful bidder must obtain these numbers prior to executing the contract with Shelby County.*

You can access the online application to receive the numbers indicated above at www.shelbycountyttn.gov and click the link “Department” at the top, then P for Purchasing Department, then click on the link “Conducting business with Shelby County”. Please download the application instructions and read thoroughly prior to accessing the application.

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, proposals from vendors who apply prior to the RFQ due date 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

The County presently owns and maintains the Juvenile Court facility at 616 Adams Avenue. Due to the age of the roof, a complete replacement is necessary. The selected consultant shall conduct a comprehensive analysis of the project and provide County with the fee to plan and administer the project.

IV. SCOPE OF SERVICES

The services include, but are not limited to:

1. Evaluate existing site condition, including current roof, flashing, roof penetrations, and standing equipment.
2. Provide new roof design documents, to include specifications and measurements.
3. Provide shop drawing review.
4. Advise on any alternate roofing materials based on cost, durability and reliability.
5. Provide preliminary scope of work for proposed project.
6. Provide an estimate of construction costs.
7. Provide assistance with bid evaluation and attend all pre-bid conferences.
8. Provide clarification and addendum as required.
9. Provide oversight for construction and compliance with specifications and current codes.
10. Provide a cost proposal for architectural/engineering fees.

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
- Proof of 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 proposed project manager and staff from each participating firm

4. Experience

Provide case study information documenting relevant experience from five (5) projects within the past 10 years. Case studies shall list the following as a minimum:

- Description of project scope
- Client and client's point of contact information
- Firm's role in project
- Consultant(s) fee
- 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. Project Schedule

- Provide project timeline including major tasks and/or milestones

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

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

VI. INSURANCE REQUIREMENTS

The Provider will provide evidence of the following insurance coverage with limits no less than:

1. *Commercial General Liability Insurance* - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:
 - a. Premises/Operations
 - b. Products/Completed Operations
 - c. Contractual
 - d. Independent Contractors
 - e. Broad Form Property Damage
 - f. Personal Injury and Advertising Liability
2. *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Coverage is to be provided on all:
 - a) Owned/Leased Autos
 - b) Non-owned Autos
 - c) Hired Autos
3. *Workers Compensation and Employers' Liability Insurance* - As required by Tennessee State Statute. Employers Liability limit is \$1,000,000 per accident. Contractor/provider waives its right of subrogation against Shelby County for any and all workers' compensation claims.
4. *Professional Liability Insurance* – Errors and Omissions Coverage in limits of no less than \$1,000,000 per claim/\$3,000,000 annual aggregate.

All policies will provide for sixty (60) days written notice to Shelby County of cancellation of coverage provided. Ten (10) days notice is applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Provider/Provider will provide immediate notice to Shelby County and evidence of replacement coverage with no lapse.

If the Contractor maintains higher limits than the minimums shown above, the County requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County as additional insureds.

Upon termination or cancellation of any claims-made insurance currently in effect under this Contract, the Provider shall purchase an extended reporting endorsement or replace coverage with the same retroactive date and furnish evidence of same to the County.

All insurance policies maintained by the Provider/Provider shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

VII. 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

VIII. DISCLOURE OF PROPSAL CONTENT

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

**Tosha Davenport, Purchasing Specialist
Shelby County Government
160 N. Main St. 9th Floor
Memphis, TN 38103
(901) 222-2250**

Respondents requesting additional information or clarification are to contact Tosha Davenport in writing at tosha.davenport@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 Thursday, January 14, 2016 at 12:00 p.m. (CST)***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

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 Ms. Tosha Davenport, Purchasing Specialist, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 900, Memphis, TN 38103.

All qualifications must be received by Ms. Davenport's office on or before 4:00 PM (Central Time) Thursday, January 21, 2016.

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.