



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: February 01, 2016

Due: February 26, 2016 no later than 2:00 P.M. (Central Standard Time)

RFQ #16-002-43

DESIGN SERVICES FOR INTERSECTION IMPROVEMENTS AT HACKS CROSS ROAD AND STATELINE ROAD 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 intersection improvements at Hacks Cross Road and Stateline Road. This project shall adhere to all applicable Federal and State procedures and regulations. The engineering consulting firm must be on TDOT's 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 Ms. Tosha Davenport at 901-222-2250 and he will provide this information to you.

This notification and any future information regarding this RFQ is and will be located on the County's website at www.shelbycountyttn.gov. At the top of the home page, click on the links "Department", "P" for the Purchasing Department and "Bids" to locate the name of the above-described Request For Qualifications. Interested parties should submit a **Letter of Interest** and **Statement of Qualifications** related to the services requested by the Request for Qualifications ("RFQ") specifications. Based on an evaluation of responses to this RFQ, one or more firms/consultants will be selected and invited to participate in further discussions and negotiation of a contract for the requested services.

General Information:

This project consists of engineering design services to improve the intersection of Hacks Cross Road at Stateline Road in unincorporated Shelby County, Tennessee to help reduce traffic congestion. Intersection improvements may include additional turn lanes, signage, signalization, bicycle/pedestrian facilities and/or landscaping. Design services will include the development of construction plans and specifications, ROW plats, and preparation of any permitting documents as required.

Project Scope:

The general scope of work is as follows:

1. Develop design plans for intersection improvements at Hacks Cross Road and Stateline Road in conformance with TDOT and local guidelines and specifications.
2. Acquire environmental permitting, if necessary, i.e., storm water pollution prevention plan (SWPPP), aquatic resource alteration permit (ARAP), etc.
3. Identify utility conflicts.
4. Prepare right-of-way plats for property acquisition.
5. Assist with construction administration services, i.e., review and approve submittals.

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.
- Summary of suggested approach to meet the County objectives for the project.
- Past experience specific to traffic engineering intersection design for TDOT funded projects.
- Overview of consulting team including clear statements of expertise in traffic engineering 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.
- The consultant firms must be on TDOT's pre-approved list.

- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

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, 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.

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 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 12:00 p.m., Monday, February 22, 2016 (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, six copies, and a digital CD of a letter of interest and statement of qualifications to Ms. Tosha Davenport, Purchasing Specialist, 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. To obtain a vendor number and an EOC number, please follow the instructions below:

All qualifications must be received by Ms. Davenport's office on or before 2:00 PM (Central Time) Friday February 26, 2016. Please display RFQ number, and Title of project on outside of package:

"RFQ 16-002-43

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CROSS ROAD AND STATELINE ROAD
SHELBY COUNTY ENGINEERING DEPARTMENT"**

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.