



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: June 3, 2016

Due: June 24, 2016 @ 3:00 P.M. (Central Standard Time)

RFQ #16-006-84

ENGINEERING SERVICES FOR MEMPHIS AND SHELBY COUNTY SPORTS AUTHORITY

Shelby County Government is soliciting qualification statements for the provision of Engineering Services for Memphis and Shelby County Sports Authority. The RFQ is located on the County's website at www.shelbycountyttn.gov.

RFQ 16-006-84

**ENGINEERING SERVICES FOR MEMPHIS AND SHELBY
COUNTY SPORTS AUTHORITY**

Shelby County Government is soliciting written qualifications, on a competitive basis, from interested and qualified companies or professionals to provide Engineering Services.

Information regarding this RFQ is 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**.

The qualifications, as submitted, should include all information requested in the RFQ. If selected, a contract will be negotiated and issued.

Proposals must be received in the Shelby County Purchasing Department no later than June 24, 2016. Proposals should be addressed to:

**Clifton Davis
Shelby County Government
160 N. Main St. Suite 900
Memphis, TN 38103**

The package containing the original and five (5) copies must be sealed and marked with the Proposer's name and "CONFIDENTIAL – Engineering Services for Memphis and Shelby County Sports Authority noted on the outside.

Sincerely

Signed Original On File

Clifton Davis
Shelby County Government
Purchasing Department

REQUEST FOR QUALIFICATIONS
RFQ # 16-006-84
ENGINEERING SERVICES
FOR MEMPHIS AND SHELBY COUNTY
SPORTS AUTHORITY

I. INTRODUCTION

The Memphis and Shelby County Sports Authority (the “Sports Authority”), is soliciting services of a qualified engineering consulting firm to provide professional engineering services related to the review of the routine maintenance procedures and Capital Repairs requests at the Arena Complex.

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the services requested by the RFQ specifications. The Sports Authority intends to evaluate submitted proposals and award a contract to the firm exhibiting comprehensive engineering experience.

II. MINIMUM REQUIREMENTS

All proposers must:

- Possess a professional license to practice engineering in the State of Tennessee.
- Have at least 10 years of experience and staff expertise in design and/or construction administration of commercial facilities with emphasis on arenas.
- Adhere to all Title VI requirements and provide proof/documentation.
- 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.
- Adhere to all insurance requirements and provide documentation. Insurance requirement subject to change. Provide a copy of current Certificate of Insurance for evaluation.

III. PROJECT DESCRIPTION

The City of Memphis and Shelby County entered into a Memphis Arena use and Operating agreement with Hoops, L.P. The operating agreement includes a section which defines the responsibilities for Capital Repairs and maintenance obligations. The Sports Authority is seeking a consulting engineering firm to assist them in the monitoring of the facility maintenance program and verification of the validity of the Capital Repair requests.

IV. SCOPE OF SERVICES

Required services include, but are not limited to:

1. Review the reports generated by the Computer Maintenance program and inspect the facilities twice a year to verify equipment is maintained in accordance with manufacturer's schedule; and repairs and replacements are completed.
2. Review the Capital repairs request to determine if they qualify as a capital repair as defined by the Use and Operating agreement. The Capital repairs include:
 - a. Repairs or replacement to Structural and Roof Components
 - b. Repairs or replacement to Mechanical systems
 - c. Repairs or replacement to Electrical and low voltage systems
 - d. Repairs or replacement to elevator
 - e. Repairs or replacement of Arena floors, i.e. basketball, precast concrete, terrazzo, etc.
 - f. Repair or replacement to seats and platforms
 - g. Necessary changes required by the broadcast media which are required by all NBA teams.
 - h. Changes or improvements required by the NBA which are required by all teams
 - i. Replacement of lighting and display systems, i.e. Scoreboards, sports-lights, etc.
 - j. Other items as defined in the Use and Operating Agreement.
3. Review the overall design of the Capital repairs to assure that the designs are appropriate for the facility.
4. Review pricing of the requested Capital repairs to assure the Authority that the cost is appropriate and provides the best life cycle cost.
5. Assist the Hoops team in the recommended method for bidding and contracting for the needed Capital repairs
6. Review final price proposals and make recommendation of approval or rejection to the Sports Authority;
7. Make final inspection of completed Capital Repairs.
8. Other engineering services as requested by the Sports Authority.

V. SUBMITTAL FORMAT/ EVALUATION CRITERIA

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.

Proposal Format:

Response to this RFQ must be in the form of a proposal package that must be submitted in the following format:

1. Cover Page: – Submit a letter, on letterhead stationary, signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposal that must include the following information:
 - a) Firm name, address, and telephone number:

- b) Point of contacts: name and telephone number: A statement indicating which individuals, by name, title, address, telephone number, and signature are authorized to negotiate with the County on behalf of the organization/firm.
 - c) A written statement of compliance with Title VI
 - d) Proof of Licensure
 - e) Provide a current Certificate of Insurance for evaluation
2. Capacity to perform required services: Submit a paragraph detailing areas of expertise addressed by the team members presented in submittal
3. Qualifications
- a) Company overview for all consulting firms participating as team members
 - b) Resumes for proposed project manager and staff from each participating firm
4. Experience: Provide case study information documenting relevant experience from five (5) projects for the Senior Engineer/Project Manager and support staff. Case studies shall list the following as a minimum:
- a) Client and client's point of contact information
 - b) Senior engineer or support staff members' role in project
5. Methodology: Provide a summary of suggested approach and methodology including:
- a) Clearly defined scope of work
 - b) Proposed distribution of tasks among team members
 - c) Organizational chart, including all team members.
6. Fee: 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 hourly rates for team members prior to the signing of a contract.