



# 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: August 11, 2016*

*Due: September 8, 2016 no later than 2:00 P.M. (Central Standard Time)*

**RFQ #17-008-03**

**PROFESSIONAL SERVICES**

**FOR**

**ENVIRONMENTAL PERMITS AND MONITORING**

Shelby County Government, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of an engineering consulting firm to provide services related to Environmental Permits and Monitoring (the "Service").

This notification and any future information regarding this RFQ is and will be located on the County's website at [www.shelbycountyttn.gov](http://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.

## I. INTRODUCTION

Shelby County Government (the “County”), is soliciting services of a qualified consulting firm to provide engineering consulting services related to Environmental Permits and Monitoring (the “Service”).

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.

## II. MINIMUM REQUIREMENTS

All proposers must:

- Have at least 10 years of experience and staff expertise in wetland Mitigation systems.
- 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 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 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 RFQ 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. GENERAL INFORMATION**

Shelby County Government currently monitors several sites that are regulated by a §404 Permits and/or an Aquatic Resource Alteration Permit (ARAP). Each of these sites requires activities involving assessment and documentation of specific identifiable environmental aspects at each site. Work under this contract will consist primarily of monitoring these sites and preparing reports for the appropriate agencies in accordance with the permits for each site. Comprehensive reports of all monitoring activities associated with each site must be prepared and submitted to the U.S. Army Corps of Engineers, Memphis District and/or to the Tennessee Department of Environment & Conservation (TDEC), Division of Water Pollution Control.

### **IV. PROJECT SCOPE**

Required services include, but are not limited to:

The general scope of work is as follows:

1. Preparing environmental permit applications for various Shelby County Government projects.
2. Monitoring wetland and stream mitigation sites, preparing and submitting bi-annual reports to the Tennessee Department of Environment and Conservation (TDEC) and the US Army Corps of Engineers.
3. Report necessary maintenance activities to the County, administer remediation work, such as, planting trees and repairing berms, and perform work related to the requirements of permits.
4. Assist Shelby County with program management to meet scheduled deadlines and performance.

## V. 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 environmental permitting and monitoring..
- Qualifications of staff and if applicable sub-consultants.
- 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.

## VI. 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
2. Capacity to perform required services
  - Areas of expertise addressed by the team members presented in submittal
  - Proposed distribution of tasks among team members
  - Organizational chart, including all team members
3. Qualifications
  - Company overview for all consulting firms participating as team members
  - Resumes for proposal project manager and staff from each participating firm
  - Experience of working with regulating agencies.
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
  - Project staff and their role
5. 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.

## **VII. 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".

## **VIII. 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.

## **IX. Disclosure of Proposal Contents**

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

**Tosha Davenport, Purchasing Specialist  
Shelby County Government  
160 N. Main St. Suite 900  
Memphis, TN 38103  
(901) 222-2250**

Respondents requesting additional information or clarification are to contact Tosha Davenport in writing at [tosha.davenport@shelbycountyttn.gov](mailto:tosha.davenport@shelbycountyttn.gov) or at the address listed above. 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, Tuesday September 6, 2016 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](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, five (5) copies and one (1) Digital CD 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 2:00 PM (Central Standard Time) Thursday September 8, 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.