



REQUIREMENTS FOR PREPARING AND SUBMITTING STATEMENT OF QUALIFICATIONS (SOQ)

FOR

General Engineering and Field Services

SOQ No. 195803.78.0112

January 8, 2021



City of Memphis, Tennessee

Black & Veatch and Overland Contracting Inc. (B&V/OCI), a subsidiary of Black & Veatch, are the Program Manager and Construction Manager respectively, for the SARP10 Program for the City of Memphis.

Overland Contracting Inc.
845 Crossover Lane, Suite 120 Memphis, TN 38117

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1.0 SOQ SUBMITTAL INSTRUCTIONS

Sealed Responses will be received in the office of:

City of Memphis
Attention: SARP10 Program Manager
845 Crossover Lane, Suite 120
Memphis, TN 38117

DATE: February 11, 2021

TIME: Until 3:00 PM local time
(Responses will NOT be accepted after 3:00 PM)

SOQ SUBMITTAL

The SOQ submittals will be received up and until 3:00 PM local time on February 11, 2021 at the SARP10 Program Office, 845 Crossover Lane, Suite 120, Memphis, TN 38117.

The Sealed Envelope or other container containing the SOQ shall be marked at a minimum with the Respondent's name, the name of the Project and the SOQ number. Sealed Statements that are sent through the mail or other such delivery service shall be sent in such a manner so as to allow the opening of the "Mailing Container" and still have intact the sealed SOQ. On the Mailing Container the sender shall state the words that a "**SEALED RESPONSE IS ENCLOSED**" and the SOQ number.

Firms desiring to submit a Statement of Qualifications should carefully review these instructions. Compliance with all requirements will be solely the responsibility of the Respondent.

One original and six (6) copies of all Responses shall be prepared and submitted in accordance with these instructions. All SOQs must also be submitted in a digital format via CD, DVD, or flash drive. The digital submission must be a single PDF document, containing all SOQ pages in sequential order.

REQUEST FOR STATEMENT OF QUALIFICATIONS DEFINITIONS

Terms used in this Request for Statement of Qualifications documents are defined and have the meanings assigned to them as follows:

"B&V/OCI" means Black & Veatch and Overland Contracting Inc.

"Respondent", "Firm", "Company" or "Subcontractor" means one who submits a Response directly to B&V/OCI for the purpose stated in this Solicitation Request for Statement of Qualifications documents.

"Statement of Qualifications", "Response", "SOQ", or "Respondent's Response" mean all submittal documents provided by the Respondent as required by this Request for Statement of Qualifications.

"Request for SOQ" or "SOQ Documents" means the documents included in this Request for Statement of Qualifications.

Every effort has been made to use industry-accepted terminology in this Request for Statement of Qualifications. Any statement in this document, which uses words such as "must", "shall", "should", "provide for" or "have/provide the capability of/for", means that compliance with the intent of the statement is mandatory and that failure by the Respondent to satisfy that intent may be cause for the Response to be rejected.

FALSE OR MISLEADING STATEMENTS

If a Response contains false or misleading statements or references that do not support a function, attribute, capability or condition requested by the Responder, the entire Response may be rejected.

CLARIFICATION OF PROPOSAL

B&V/OCI reserves the right to obtain clarification of any point in a Response or to obtain additional information as necessary to properly evaluate a particular Response. Failure to respond to such a request for additional information or clarification in a timely manner may result in rejection of the Response.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of any SOQ submitted for consideration will become, at B&V/OCI's option, a part of any future contract agreement. Failure to accept this condition may result in rejection of the Response.

RESPONSIVENESS

Respondents should respond to all requirements of the SOQ to the maximum extent possible and are required to clearly identify any limitations or exceptions to the requirements.

EXAMINATION OF REQUEST for SOQ DOCUMENTS

Before submitting a Response, each Respondent must:

- A. Notify B&V/OCI, of all conflicts, errors and discrepancies, if any, in the SOQ document submitted.
- B. Study and carefully correlate the Respondent's observations with the SOQ Documents.
- C. Consider federal, state and local laws, ordinances, and any other rules and regulations that may in any manner affect the Response, including but not limited to: Executive Orders 11625, 12138, 12432 - as they relate to minority and women business enterprises, and the Davis-Bacon Act - as it relates to local prevailing wages.

B&V/OCI is an affirmative action employer. Accordingly, the parties hereby incorporate by reference the requirements of Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60; 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 and/or 60-300; and 29 C.F.R. Part 471, Appendix A to Subpart A.

Respondents, by and through the submission of their Response, agree that they shall be held responsible for having therefore familiarized themselves with the nature and extent of the requirements in the SOQ Documents.

INTERPRETATIONS AND ADDENDA

If any prospective Firm is in doubt as to the true meaning of any part of the Requirements for Preparing and Submitting Statement of Qualifications for the requested services, they may submit a written request via email (verbal requests will not be accepted) for an interpretation prior to the Last Date for Questions, as noted in the Selection Schedule. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addendum transmitted to each party receiving a set of such documents, and will be posted on the SARP10 website at <http://www.sarp10.com/projects>. B&V/OCI will not be responsible for any other explanations or interpretations of the proposed documents.

SUBMIT ALL QUESTIONS BY E-MAIL TO:

Attn: Jerry Caldwell, PE

caldwellj@bv.com

Cc: Ginny Dorsey

DorseyV@bv.com

Cc: Diane Grossenheider

GrossenheiderD@bv.com

Reference: **General Engineering and Field Services SOQ No. 195803.78.0112**

There shall be no communication between the Firm, their employees or subcontractors concerning this Statement of Qualifications to anyone within Black & Veatch, OCI, Allen & Hoshall, Allworld Project Management, Gresham Smith, Carter-Malone Group, or City of Memphis employee or any such person's spouse, child, parent, brother, sister, dependent or person assuming a relationship being the substantially equivalent of the above except through Diane Grossenheider or Bently Green. Selection Committee members, other Black & Veatch or OCI personnel, are not to be contacted prior to B&V/OCI's decision to approve or reject the Selection Committee's recommendation.

Specifically, this NO-CONTACT PERIOD shall commence on the initial date of the advertisement for the Statement of Qualifications and continue through and include the date B&V/OCI makes its determination to approve or reject the Selection Committee's recommendation. Failure to meet any of these requirements may disqualify your Firm from consideration.

Failure to comply with the above requirement will be grounds for disqualification.

MODIFICATION OR WITHDRAWAL OF SUBMITTALS

Responses may be modified or withdrawn by an appropriate document duly executed (in the same manner that a Response must be executed) and delivered to the place where Responses are to be submitted at any time prior to the submission deadline. A request for withdrawal or a modification must be in writing and signed by an authorized person. Evidence of such authority must accompany the request for withdrawal or modification. Withdrawal of a Response will not prejudice the rights of a Responder to submit a new Response prior to the Response deadline. After expiration of the period for receiving Responses, B&V/OCI may request clarifications or additional information.

REJECTION OF RESPONSES

To the extent permitted by applicable local, state and federal laws and regulations, B&V/OCI reserves both the right to reject any and all Responses, to waive any and all informalities not involving price, time, or changes in the work with the successful Respondent, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional Responses. Also, B&V/OCI reserves the right to reject a Response, in its sole discretion, if the City of Memphis believes that it would not be in its best interest to make an award to that Respondent.

B&V/OCI reserves the right to reject any Response if the evidence submitted by the Responder, or if the investigation of such Respondent, fails to satisfy B&V/OCI that such Respondent is properly qualified to carry out the obligations and to complete the work contemplated therein. All Responses will be rejected if there is reason to believe that collusion exists among Respondents. Responses will be considered irregular and may be rejected if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.

ERRORS IN RESPONSES

Responders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Responses; failure to do so will be at the Responder's own risk.

ADDENDA

Addenda may be issued prior to the receipt of the Responses for the purpose of changing or clarifying the intent of this document. All addenda will become a part of the SOQ and the Respondent shall acknowledge receipt of all addenda in their Response.

M/WBE PARTICIPATION

The SARP10 Program has a combined M/WBE goal of **30%**. Firms meeting the requirements for the SARP10 M/WBE goals must be registered on the City's Equal Business Opportunity (EBO) list. Note that firms that are registered to both TDOT Certified Business Enterprise (DBE) List and the City of Memphis Equal Business Opportunity (EBO) List may satisfy the requirements of both goals simultaneously. Firms registered to only one list may only satisfy the goal pertaining to that registry.

SAFETY REQUIREMENTS

Service Contractor shall be solely and exclusively responsible for compliance with all safety requirements and for the safety of all persons and property. Service Contractor shall comply, and shall secure compliance by Subcontractors, with all applicable health and safety laws and regulations. Service Contractor agrees to conduct its operations to provide maximum safety and shall, while on the premises of Purchaser or Owner or on the Jobsite, comply with the safety programs and regulations of Purchaser and of Owner, if any.

OTHER ITEMS

This SOQ does not commit B&V/OCI to enter into a contract, nor does it obligate B&V/OCI to pay for any costs incurred in the preparation and submission of Responses or in anticipation of a contract. Costs of preparing the Statement of Qualification in response to this request are solely the responsibility of the Respondent.

By responding to this solicitation, the respondent attests that no employee of Black & Veatch, OCI, Gresham Smith, Allen & Hoshall, Allworld Project Management, Carter-Malone Group, or City of Memphis employee or any such person's spouse, child, parent, brother, sister, dependent or person assuming a relationship being the substantially equivalent of the above, has an existing or pending, direct or indirect, financial interest in the respondent's business.

This project may be paid partially with a Clean Water State Revolving Fund Loan Program through the Department of Environmental & Conservation, and State and Federal requirements may apply, such as, but not limited to; Davis-Bacon Act, Minority/Women's Business Enterprise Goals and Equal Employment Opportunity Goals.

No Respondents to this solicitation shall discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

2.0 SOQ SUBMITTAL REQUIREMENTS

STATEMENT OF PURPOSE

Black & Veatch and Overland Contracting (a subsidiary of Black & Veatch), as the Program Manager and Construction Manager for the Wastewater Collection and Transmission System (WCTS) Assessment and Rehabilitation Program on behalf of the City of Memphis, is soliciting qualification packages for conducting **General Engineering and Field Services** in support of the SARP10 Program. The approximate budget for each contract is two-hundred and fifty thousand dollars (\$250,000), to be negotiated on a task order basis, using hourly billing rates.

TERM OF ENGAGEMENT

All Responses provided will be valid through at least February 28, 2023.

SCOPE OF WORK DESCRIPTION

The intent of this RFQ is to obtain qualifications for a wide range of wastewater collection system consulting and surveying services that SARP10 may need for smaller Task Orders. Generally speaking, small Task Orders would be less than \$250,000. Some of the services provided may include, but are not limited to:

Task 1 – Pipeline Planning & Design Services

Consultant shall be capable of providing complete Engineering Planning & Design Services. SARP10 anticipates most of this work to be related to the rehabilitation of existing facilities, but the design of new facilities may also be required. Design related to rehabilitation may include repair or replacement of sewer segments, manholes, siphons, and other structures within the City of Memphis Wastewater Collection and Transmission System. Planning and design of new facilities may involve alignment selection, capacity assessment, acquisition of all necessary permits and creating plans and specifications for both gravity and pressured lines not associated with lift station work. Design work must meet the criteria required by the SARP10 Program Specifications and Details, City of Memphis Division of Engineering Design & Policy Review Policy Manual; Subdivision Regulations Code of Ordinances; Sanitary Sewer Standard Details; Civil Standards; Standard Construction Specifications and all other applicable regulatory requirements. Design tasks will vary depending on the type of project described by the scope of work required for a particular Task Order.

Task 2 – Lift Station Planning & Design Services

Consultant shall be capable of providing complete Engineering Planning & Design Services. SARP10 anticipates most of this work to be related to the rehabilitation of existing facilities, but the design of new facilities may also be required. Design related to rehabilitation may include repair or replacement of lift stations, associated force mains, and all other associated assets (wet wells, electrical components, etc.) within the City of Memphis Wastewater Collection and Transmission System. Planning and design of new facilities may involve lift station location selection, capacity assessment, wet well sizing and design, electrical design, acquisition of all necessary permits and creating plans and specifications for this work. Design work must meet the criteria required by the SARP10 Program Specifications and Details, City of Memphis Division

of Engineering Design & Policy Review Policy Manual; Subdivision Regulations Code of Ordinances; Sanitary Sewer Standard Details; Civil Standards; Standard Construction Specifications and all other applicable regulatory requirements. Design tasks will vary depending on the type of project described by the scope of work required for a particular Task Order.

Task 3 – Surveying and Easement Services

Consultant shall provide various field survey services. This work may include many different types of survey, but an example would be the performance of topographical survey of the surface conditions at selected pipe segments, acquiring spot elevations, locating property corners, structures, utilities and any prominent features that could affect the repair or replacement of the sewer facilities. The work may also include capturing manhole rim elevations and pipe sizes and

invert elevations. This work may also include engineering grade survey of deep interceptor lines that are difficult to access. Consultant shall verify the existence of existing sewer easements or perform necessary office and field work required to establish new easements including the creation of easement plats. This effort shall be led by a professional surveyor licensed in the State of Tennessee.

Task 4 – Geotechnical Engineering & Services

Consultant shall be able to provide various geotechnical services that may be needed for the investigation of existing sanitary sewer facilities or the installation on new facilities. The scope could include various testing such as soil borings or soil characterization and strength analysis as well as general consulting on point repairs or construction projects.

Task 5 – Materials Testing

Consultant shall provide material testing services for the engineering tasks above. Material testing will vary based on project scope, but testing should follow ASTM standards. Examples of tests that may be required include proctor testing, concrete strength testing, and asphalt extraction testing. It is anticipated that much of the testing performed will be related to construction projects.

Task 6 – Erosion Prevention & Sediment Control Inspections

Consultant shall provide inspection and reporting services for erosion prevention and sediment control on various construction sites related to SARP10 projects. Inspections shall be conducted in accordance with the current State of Tennessee General NPDES Permit for Discharges Associated with Construction Activities. This includes twice weekly inspections by certified personnel and the delivery of inspection reports to SARP10 staff via email. The inspection report shall contain the completed and signed TDEC inspection form CN-1173, appropriate site pictures, and rainfall records.

Task 7 Bank Stabilization

To protect the sewers crossing existing stream bed elevation and reduce further erosion, Consultant shall provide design services for bank stabilization, grade control structures, and sewer repair. Bank Stabilization design will require all necessary permits and creating plans and specifications for this work. Design work must meet the criteria required by the SARP10 Program Specifications and Details, City of Memphis Division of Engineering Design & Policy Review Policy Manual; Subdivision Regulations Code of Ordinances; Sanitary Sewer Standard Details; Civil Standards; Standard Construction Specifications and all other applicable regulatory requirements. Design tasks will vary depending on the type of project described by the scope of work required for a particular Task Order.

Task 8 - Environmental/Permitting

Consultant shall provide on-site investigation, evaluation, and recommendations on various areas within the various SARP10 project boundaries. Services include the determination of jurisdictional “wetlands” or “waters of the US”, submit a report indicating the results of the evaluation, mapping showing the boundaries of the features, flag boundaries for survey acquisition and produce the necessary permits.

The 8 Tasks listed above are not intended to be an exclusive list of work that may be performed under this RFSOQ. At the time of the publication of this RFSOQ, B&V/OCI is not aware of all the consulting services that may be needed through February 28, 2023. Therefore, there could be other tasks that are related to those listed above that may be selected through this process.

SELECTION PROCESS

B&V/OCI intends to prequalify one or more firm(s) based on experience and ability; including successful completion of similar projects, qualifications of personnel, service experience (including record keeping and administrative ability), critical path scheduling, cost control, quality control, safety record, and general

performance as described in the Selection Criteria below. Pre-qualified firms will then be asked to submit a detailed proposal for any projects awarded under this RFSOQ.

A list of the firms that have been approved for each task will be published on the SARP10 website. The fact that a firm is on an approved list does not guarantee that the firm will receive a contract.

SELECTION SCHEDULE

The following schedule will be adhered to during the selection process. It is subject to change at the sole discretion of B&V/OCI.

Event	Completed By
Advertising Date	January 8, 2021
Project Information Meeting	January 14, 2021
Last Date for Questions	January 28, 2021
Issue Addendum for Answers to Questions	February 4, 2021
Receive all Statements of Qualifications	February 11, 2021 by 3:00PM local time

* A Non-Mandatory Project Information Meeting will be held via Microsoft Teams Meeting, at **1:30 PM on January 14, 2021**. A dial-in number and PIN information will be posted to the SARP10 website, by 5:00 PM January 13, 2021.

REGISTRATION AND APPROVAL (must be completed prior to date SOQ is due)

- Completion of Black & Veatch’s Supplier/Subcontractor Registry process:
 - Send an email to Ginny Dorsey DorseyV@bv.com with the subject line “New SARP10 Vendor - “Name of Project”. The message should include a main point of contact name, phone number, email address, and remit to address. The email must also include a PDF attachment of the Firm’s W-9 Request for Taxpayer Identification Number and Certification.
 - Depending on the anticipated value of an impending award, a Black & Veatch Sourcing Specialist will send a separate email requesting additional information for review and approval by Black & Veatch / OCI. The information required for B&V/OCI prequalification may include, but is not limited to:
 - technical literature, sales material, and company services
 - previous project references with current names and phone numbers
 - organization chart of relevant and key contacts
 - audited financials for the last two years
 - current safety manual
 - OSHA 300 and 300A logs for the past three years (injury rate is expected to be 3.5 or less and the number of days away less than 1.2)
 - EMR ratings covering the past three years on insurance company letter head (EMR expected to be less than 1.0)
 - Quality Control Program that includes NCR, M&TE Calibration, Preventative Maintenance and Sub Tier Supplier Qualification
 - QA/QC professionals’ qualifications and certifications (i.e.: CWI, ACI, NACE, ASNT)
 - sample invoice (so that correct vendor payment location information can be set up)
 - remit to address information
 - current diversity certifications (if applicable)
 - written safety, health and accident prevention policy
 - confirmation of full-time safety and health manager - if yes, provide resume
 - confirmation of documented safety, health, and accident prevention program/system
 - confirmation of documented safety and health training program
 - confirmation of drug free workplace program documentation including pre-employment testing, post-accident testing, for cause testing, random testing, and if program includes all employees
 - any federal or state plan OSHA citations received in the past 5 years
 - all details related to any fatalities occurring in the past 5 years

DO NOT submit these items with your SOQ, unless explicitly requested under “Qualifications Criteria”:

The following minimum insurance amounts are provided as examples of required limits. Actual required limits may vary and will be indicated in any subsequent contract award documents (this information is being provided for informational purposes only and submittal of insurance certificates is not required):

Commercial General Liability: \$1,000,000 in the aggregate and \$1,000,000 for each occurrence
Endorsements: Indemnified Parties as additional insured, waiver of subrogation to Indemnified Parties, cross-liability or severability of interest clause, a per project aggregate endorsement, and coverage for personal injury liability, contractual liability, products and completed operations (covering lawsuits brought in the USA and the country of the Jobsite), explosion, building collapse, and damage to underground property.

Umbrella Insurance: \$4,000,000 for each occurrence and in the aggregate.
Endorsements: Indemnified Parties as additional insured, waiver of subrogation to Indemnified Parties, cross-liability or severability of interest clause, a per project aggregate endorsement, and coverage for personal injury liability, contractual liability, products and completed operations (covering lawsuits brought in the USA and the country of the Jobsite), explosion, building collapse, and damage to underground property.

Workers Compensation: \$1,000,000 for each occurrence and in the aggregate.
Endorsements: waiver of subrogation to Indemnified Parties, for US work "all states" or "other states" endorsement and employer's liability insurance protecting Subcontractor against claims for injury, disease or death of employees which are not covered by the worker's compensation insurance.

Employers Liability: \$1,000,000 for each occurrence and in the aggregate.
Endorsements: waiver of subrogation to Indemnified Parties, for US work "all states" or "other states" endorsement and employer's liability insurance protecting Subcontractor against claims for injury, disease or death of employees which are not covered by the worker's compensation insurance.

Automobile: \$1,000,000 for each occurrence and in the aggregate, covering owned, non-owned and hired vehicles. Endorsements: waiver of subrogation to Indemnified Parties

Professional Liability (if applicable): \$1,000,000 for each occurrence and in the aggregate.

QUALIFICATIONS CRITERIA

SOQs should be concise. Excessive language or unclear SOQ responses may jeopardize your Firm's chances of being approved for the project. The SOQ must comply with the format and content described in the following Tabs. Dividers with tabs should separate each section of the SOQ, and the tabs should be labeled with the Tab numbers listed below. The SOQ is to be limited to a maximum of **30** pages not including the front and back covers and the dividers. Do not include any information in the SOQ that is not specifically requested. A set scoring system has not been established as the nature of each Task Order that will be issued is not currently known.

B&V/OCI will contract directly with each prime firm performing the work under each task. Once a Scope of Work is defined for a specific task, the prime consultant can then assemble a team of sub-consultants if needed.

Each task is a separate entity and will be evaluated separately. For example, if you are submitting on Pipeline Planning & Design Services only, then you should include your information and experience under “Tab 4: Pipeline Planning & Design Services” and all other tabs should be labeled “no information provided”.

Tab 1: Cover Letter

- The one-page cover letter should briefly introduce the firm. It should include a concise description of the firm's ability to perform the task(s) outlined in this RFSOQ, should also state that no conflicts of interest exist for the work to be performed, and the firm is committed to adopting a goal of 30% M/WBE participation.

Tab 2: Profile & Background (10 points)

- number of years in business
- corporate headquarters address
- general background of firm's resources and capabilities
- address of the local office where work on this project will be performed
- total number of employees overall and in the local office

Tab 3: Project Team Staffing (40 points)

- List the Primary Contact that the firm commits to SARP10. Clearly, the staff working on the project will vary with the exact scope, but it is important that SARP10 have a distinct point of contact that has a strong wastewater background as well as project management experience.
- List staff that will work on the various tasks and any resources and capabilities (if applicable) that may be utilized on this project.
- Key sub-consultants and/or partner firms are being requested to be identified for the different Task within this RFSOQ. After contract selection, the prime consultant will assemble a team, including the key sub-consultants and other sub-consultants, based on the needs of that specific Task Order Scope of Services. SARP10 will review all sub-consultants and/or partner firms during the Task Order negotiation process.

Tabs 4 through 9 should contain the relevant experience and proposed staffing for each of the Tasks described above. (50 points)

In general, firms should list similar recent projects or experience, list staff that worked on these projects and provide information that shows how their particular services stand out as adding special value to the SARP10 Program. You can show prior teaming partners on specific projects if applicable. If a firm is not interested in performing work under a certain task, indicate so by placing "no information provided" on the Tab for that section.

Tab 4: Pipeline Planning & Design Services

Tab 5: Lift Station Planning & Design Services

Tab 6: Surveying & Easement Services

Tab 7: Geotechnical Engineering & Services Tab 8: Materials Testing

Tab 9: Erosion Prevention & Sediment Control Inspections

Tab 10: Resumes

- Provide ONE PAGE resumes for key project team members proposed for the work. Note that resumes do not count against the overall page limitation.

Maximum allowable score: 100 points

Cover Letter – No points

Profile & Background – 10 points

Project Team Staffing – 40 points

Tabs 4 through 9 (combined) – 50 points