



REQUIREMENTS FOR PREPARING AND SUBMITTING STATEMENT OF QUALIFICATIONS (SOQ)

FOR

Design of Sanitary Sewer EQ Basins

SOQ No. 195803.78.0114

May 15, 2019



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

TABLE OF CONTENTS

1.0 SOQ SUBMITTAL INSTRUCTIONS 1

2.0 SOQ SUBMITTAL REQUIREMENTS 5

1.0 SOQ SUBMITTAL INSTRUCTIONS

Sealed Responses will be received in the office of:

Black & Veatch SARP10 Program Office
Attention: SARP10 Program Manager
845 Crossover Lane, Suite 120
Memphis, TN 38117

DATE: June 14, 2019

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

SOQ SUBMITTAL

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 five (5) copies of all Responses shall be prepared and submitted in accordance with these instructions. Responses must also be submitted in a digital format via CD, DVD, or flash drive. The digital submission must include one PDF document that contains all pages and documents of the SOQ, in 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 (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. 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: Justin Avent

justin.avent@greshamsmith.com

Cc: Ginny Dorsey

DorseyV@bv.com

Cc: Brad Davis

DavisBJ@bv.com

Reference: **Design of Sanitary Sewer EQ Basins: SOQ No. 195803.78.0114**

All requests should be clearly marked and must be received by Last Date for Questions, as stated in the Selection Schedule herein. Once clarified and/or answered, a response will be returned to all Firms that attended the Project Information Meeting, with the original question via addendum.

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, Integrated Circles Technologies, Tamco, Carter-Malone Group, Rohadfox Construction Control Services Corporation, 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 Brad Davis 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.

Firms submitting qualified Statement of Qualification may be asked to submit a follow-up and more detailed proposal for specific projects awarded under this RFSOQ.

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 combined MWBE goal will be determined for individual projects, once the scope of work is developed. M/WBE Goals for SARP10 design projects have historically been in the range of 15% - 30%. Firms meeting the requirements for the SARP10 MWBE goals must be registered on the City's Equal Business Opportunity (EBO) list.

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.

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 the design of sanitary sewer equalization basins at various locations in the City of Memphis.

TERM OF ENGAGEMENT

All responses provided will remain valid through June 30, 2021.

SCOPE OF WORK DESCRIPTION

The intent of this RFSOQ is to obtain qualifications for consulting, design, and surveying services for a wide range of sanitary sewer equalization (EQ) basin types and sizes (above ground, below ground, gravity in/pump out, etc.). The consultant and team shall be capable of providing complete Engineering Planning & Design Services, including ancillary services related to the planning & design of EQ basins.

SELECTION PROCESS

The intent of this RFSOQ is to receive Statements of Qualifications, then choose the most qualified firm/team for each specific project as the scope of work is developed. These choices will be based on experience and ability, including successful completion of similar projects, qualification of personnel, general performance, service experience (including record keeping/administrative ability), critical path scheduling, cost control, quality control, and safety record; as described in the Selection Criteria below. As such, no specific selection method will be developed. All firms/teams that submit compliant SOQ's will be considered as eligible for work. It is likely that multiple firms/teams may be awarded under this RFSOQ. The schedule, number of projects, location, size, layout, type (above ground, below ground, etc.), and operation characteristics (gravity in/pump out, etc.) are currently unknown. As projects are developed and approved for design, SARP10 and/or City of Memphis staff will review the SOQ's and determine the most qualified firm for each project. At such time, the firm will be contacted and issued draft Terms and Conditions for review. Once Terms and Conditions are reviewed and confirmed acceptable by all parties, a contract to complete the work will be executed.

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	May 15, 2019
Project Information Meeting	May 22, 2019
Last Date for Questions	May 29, 2019
Issue Addendum for Answers to Questions	May 31, 2019
Receive all Statements of Qualifications	June 14, 2019 by 3:00PM local time

*** A Non-Mandatory Project Information Meeting will be held at Benjamin Hooks Central Library 3030 Poplar Avenue Memphis, TN 38111, at 9:30 AM on the date listed above.**

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 - "Design of Sanitary Sewer EQ Basins". 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 (ie: 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 that includes 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 "Registration and Approval" items with your SOQ, unless they are explicitly requested under "Qualifications Criteria".

Please Note: 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.

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, and should also state that no conflicts of interest exist for the work to be performed.

Tab 2: Profile & Capabilities

- number of years in business
- corporate headquarters address
- Dunn & Bradstreet number (D&B rating of financial stress score and commercial credit class score expected to be 3 or above)
- address of the local office where work on this project will be performed
- copy of Tennessee certifications pertinent to type of work
- copy of Tennessee licenses pertinent to the type of work
- total number of employees overall and in the local office
- breakdown number of employees by job classification - for example, number of project managers, superintendents, trades, estimators, field, clerical, etc. overall and in the local office.
- provide any additional information (3-page limit) you wish B&V/OCI to consider in this proposal.
- to the extent possible, provide names and addresses of any subcontractors that are contemplated for the project, and the services they will provide.
- brief description of all litigation and outcome(s) during the last three years, as well as any pending litigation.
- name of insurance carrier(s) and bonding companies (including bonding capacity), address, name and telephone number of contact person, and current liability insurance limits.

Tab 3: Project Staffing

- List the Primary Project Manager that the firm commits to use for this project. 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.
- List any additional teaming partners, along with their resources and capabilities (if applicable) that may be utilized on this project.
- Include the percent availability for the proposed staff.
- Provide resumes for key staff. These do not count against the overall page limitation.

Tab 4: Experience of the Firm

- List EQ basin projects completed by the firm and/or team partners.
- Detail how the firm has managed and partnered with DBE/MBE/WBE/SBE companies on other projects with similar scope and magnitude.
- Identify the specific year(s) projects were completed; owner name; owner contact person, telephone number and email address; brief project description, project size; project location; project completion date; initial and final contract price. List all local projects first.
- Recent projects are preferred.

Tab 5: Project Approach and Schedule

- Include an outline of the approach to perform the design work required including field investigation, design, easements, environmental permits, structural, cost opinions, and bidding tasks.

Tab 6: Ability to Meet M/WBE Goal

- List M/WBE partners included on the proposed team, their proposed role on the project, and the percentage of the work that has been identified for each M/WBE partner.
 - *NOTE ON PARTNER FIRMS:* We acknowledge that the scope of work for any specific project is currently unknown and staff and teaming partners could change depending on the exact scope of work for a given project. The intent of Tab 3 – Project Staffing and Tab 6 – Ability to meet M/WBE Goal is to communicate to SARP10 your intent for partner firms and what their role will be on a typical project. Once the details of a particular project are known, the partner firms and their percentage and scope of work can be adjusted to meet the needs to the project.