



**Request for Statement of Qualifications
General Engineering & Field Services Addendum No. 1 to
RFSOQ No. 195803.78.0064
September 29, 2017**



The following information encompasses Addendum No. 1 for the above referenced RFSOQ. Bidders shall fully consider and acknowledge this Addendum in the preparation and submittal of its formal Statement of Qualifications. Failure to do so may result in the rejection of the SOQ.

Section 1 – Information Meeting Notes, Additional Bidder Questions received to date, and Sign-In Sheet

Section 2 – Updates to language for two sections: Qualifications Criteria, Tab 1: Cover Letter.

All other conditions and requirements remain unchanged.

**Section 1
Project Information Meeting Notes and Sign-In Sheet**

Q1: How many firms will you select?

SARP10: The intent is to have a minimum of three firms on an approved list for each task. However, the number of firms on each approved list may vary depending on the Qualifications that are received.

Q2: Are we expecting a certain amount of work to be done “in-house” vs done by a teaming partner?

SARP10: No, but after the approved list of firms for each task has been completed, we will assign task orders for projects based on which firm on the list best fits the needs of SARP10 for that specific scope of work. The chosen firm can put together a team based on the needs of the Task Order.

Q3: Should we show subs we have used in the past?

SARP10: You may show subs that you have used in the past, but it is not necessary to specify who would be your partner firms on any work that would be included in this contract.

Q4: Is permitting under Tasks 6?

SARP10: No. The inspections required under Task 6 (Erosion Prevention and Sediment Control Inspections) will take place on projects that are already covered under permits. Acquiring permits will typically be included in Task 1 (Pipeline Planning & Design Services) and Task 2 (Lift Station Planning & Design Services). Those are the tasks that include design service. Acquiring necessary permits will typically be included in the design services scope of work.

Q5: Will you provide further detail on how to address the M/WBE statement in the RFSOQ?

SARP10: We realize it’s feasible, depending on a specific scope of work, to not be able to meet the M/WBE goal on a particular project. Each firm submitting should state that they will partner with M/WBE firms whenever possible to meet or exceed the SARP10 M/WBE goal of 30%. This statement shall be included on the cover letter.

Q6: The selection process says the selection is based on hourly rates. Clarify.

SARP10: This is a qualification based selection and will not be made based on hourly rates. Do not include any hourly rates in your submission. Once the approved list of firms is confirmed, we will use hourly rates to negotiate fees for any task orders issued for this project.

Q7: Is there a form or format for the statement of qualifications?

SARP10: Information required under each section in the SOQ is listed in in the section titled “Qualifications Criteria” beginning on page 8 of the RFSOQ.

Q8: Do you have a preference if the SOQ is bound or not?

SARP10: All SOQ’s shall be bound.

Q9: Are the contract budget numbers concrete?

SARP10: No, they are estimates.



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Q10: Do the SOQs from the previous round impact this SOQ?

SARP10: The 2015 SOQ's have no impact of this SOQ.

Q11: Are teams that were on the approved list for the 2015 General Engineering SOQ required to resubmit for this one?

SARP10: Yes. Once the firms on the 2017 are approved, we will begin to issue task orders to those firms, not the ones on the 2015 approved list.

Q12: Are there any site safety requirements that need to be included?

SARP10: Safety accomplishments are not required to be shown, but is a very important part of the program. However, it is up to each firm to determine how to best show their qualifications for this SOQ.



SIGN-IN SHEET

Project: General Engineering & Field Services	Meeting Date: September 21, 2017
Meeting: Project Information Meeting	Time: 1:30 P.M.
Facilitator: Justin Avent	Place/Room: Benjamin Hooks Library

Name	Company	Phone	E-Mail
Justin Avent	SARP10	901-842-6554	justin-avent@gspnet.com
Scott McAmis	SARP10	865-809-8618	scott-mcamis@gspnet.com
DAVID BOWMAN	NEEL-SCHAFFER NEEL-SCHAFFER	601-624-7497	david.bowman@neel-schaffer.co
Ed Hargreaves	A2H	901-372-0404	edwardh@a2h.com
Sean Hilsdon	Neel-Schaffer, Inc	662-890-6404	sean.hilsdon@neel-schaffer.com
Wain Castons	Cannon & Cannon	901-820-0020	wgastons@cannon-cannon.com
JOHN CAMERON	NEEL-SCHAFFER	662-890-6404	JOHN.CAMERON@NEEL-SCHAFFER.CO
Lee Wilson	Tetra Tech	901-567-3468	lee.wilson@tetratech.com
Caleb Sanders	Hazen	615-490-8120	csanders@hazenandsawyer.com



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**Section 2
Updates to language for two sections: Qualifications Criteria, Tab 1: Cover Letter**

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	September 14, 2017
Project Information Meeting	September 21, 2017
Last Day for Questions	October 5, 2017
Issue Final Addendum	October 12, 2017
Receive all Statements of Qualifications (SOQs)	October 19, 2017

A Non-Mandatory Project Information Meeting will be held at the Benjamin L. Hooks Central Library at 1:30 PM on the date listed above.

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 25 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".

M/WBE GOALS

SARP10 has a 30% M/WBE goal. This goal can be achieved by using any combination of MBE and/or WBE firms on the City's EBO list. The prime consultant shall be required to submit documentation to SARP10 to verify whether or not the M/WBE goals are met.

Tab 1: Cover Letter

The one-page cover letter should *briefly* introduce the firm and should discuss the firm's ability to perform the tasks on which they are submitting. The cover letter must include a statement indicating that no conflicts of interest exist for the work to be performed, **no conflicts of interest exist for the work to be performed, and the firm is committed to achieving a minimum 30% M/WBE participation.**

Tab 2: Firm Profile & Background

Provide the following information for the Firm:

- Number of years in business
- Corporate headquarters address
- General background on 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