



**Request for Statement of Qualifications
General Engineering Clarification No. 1 to
SOQ No. 179821.78.0014
March 9, 2015**



The following information encompasses Clarification No. 1 for the above referenced SOQ. Please consider this Clarification in the preparation and submittal of the Statement of Qualifications.

Section 1 – Questions Received to Date

Section 2 – Updated to Statement of Qualifications

Section 3 – Informational Meeting Sign-In Sheet

All other conditions and requirements remain unchanged.

Section 1 – Questions Received to Date

Q1: If you are an M/WBE as the prime do you still need to meet the 30% goal?

Q2: Does a MBE and WBE have to be separate firms?

Q3: If you are an MBE as the prime do you still need to reach the WBE goals?

Q4: You have an MBE and DBE but they are both different. Does a DBE qualify as an MBE?

SARP10: (Response to Q1-Q4) The SRF requirements and references to DBE goals have been removed, so answers to these questions are no longer necessary. The only applicable goal is the SARP10 30% M/WBE goal. This goal can be achieved using any combination of MBE or WBE firms on the City's EBO list. The goal can be met in many different ways such as: 30% MBE and 0% WBE, or 10% MBE and 20% WBE, or 0% MBE and 30% WBE, etc.

Q5: If you are submitting on more than one task order do you need to submit MWBE information for each of those tasks?

SARP10: Yes

Q6: Will the different tasks be evaluated separately or are they connected?

SARP10: Each Task is a discrete entity and will be evaluated separately. For example, if you are submitting on planning and design services only, then you should include all of your team info and experience under "Tab 4: Planning and Design Services." Therefore, you would include your survey team in that Tab as well. However, if you are submitting on both the planning and design services and the surveying and easement services and you are using the same surveyor for BOTH tasks, you can submit all the survey team info in the "Surveying and Easement Services" tab and simply state in the "Planning and Design Services" section that you will be using that team or company for survey on "Planning and Design Services" task.

Q7: Will the contracts be set up on a "time and expense" basis?

SARP10: The type of contract used will depend on the actual scope of work. Given the nature of this work, it is possible that some of the contracts will be set up as "hourly not-to-exceed."

Q8: Why will we be submitting hourly billing rates if this is a qualification based selection?

SARP10: We will be looking at hourly billing rates as a general guide to make sure they are in the "ballpark" of industry standards.

Q9: Will we only be submitting on which tasks we want to work?

SARP10: Yes, a firm can submit on as many tasks as they feel appropriate. 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 particular section.

Q10: Since they are being judged individually can a firm be selected for more than one task?

SARP10: Yes.



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Q11: Is the \$100,000 limit only for design or does it include construction?

SARP10: This RFSOQ is for design only and does not cover any construction. The intent is the use the qualifications to select firms to provide professional services only.

Q12: What does our firm need to do to be prequalified?

SARP10: Submitting a Statement of Qualifications is the start of the prequalification process for this effort. Additional information may be requested at a later date.



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Section 2 – Update to Request for Statement of Qualifications

- 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 additional teaming partners resources and capabilities (if applicable) that may be utilized.

Tabs 4 through 8 should contain the relevant experience and proposed staffing for each of the Tasks described above. 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. 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 particular section.

Tab 4: Design Services

Tab 5: Force Main Assessment

Tab 6: Surveying and Easement Services

Tab 7: Geotechnical Engineering and Services

Tab 8: Materials Testing

Tab 9: MWBE Commitment

- The overall Program goal for MWBE participation is 30% (~~based firms listed~~ on the City's EBO list).
- ~~• The SRF goal is 5.2% for MBE and 5.2% for WBE.~~
- ~~• All vendors on the City of Memphis DBE list qualify to count toward the SRF goal.~~
- ~~• Under this tab, list the DBE partners that will be included on each task on which you propose. List the proposed role each DBE firm will perform and the percentage of the contract that has been identified for each MWBE partner. Include the actual qualifications for the DBE firms in the Tab for that specific task.~~
- The selection committee will consider the team's ability to meet the DBE-MWBE goals as part of the selection process.
- See RFSOQ Attachment 1 for additional required documentation.
- Complete RFSOQ Attachment 1 documentation for each task your firm is providing qualifications for. Note this documentation does not count against overall page limitation.

Tab 10: Billing Rates by Personnel and Job Classification

- Provide a table with the hourly billing rates by job classification. Provide the job classification for staff proposed for the work. It is preferred that firms provide one billing rate table that is applicable to all tasks is acceptable. However, if a firm prefers to provide billing rates per task that is also acceptable.
- Some field services related contracts, such as surveying, geotechnical and materials testing may have provisions for reimbursable expenses. It should be noted that SARP10 will only reimburse mileage at a rate of \$0.50/mile.

Tab 11: 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.

RFSOQ Attachment 1 (4 pages)

Certificate of Nondiscrimination

As Bidder, Contractor, or Subcontractor on Purchaser's Contract, General Engineering

The undersigned states that it does not discriminate against any subcontractor, employee, or applicant for employment on the grounds of race, color, national origin or sex and, if awarded a contract for this project, agrees in performance of work:

1. Not to discriminate against any subcontractor, employee, or applicant for employment on the grounds of race, color, national original or sex;
2. To maintain payrolls of laborers and mechanics employed on this contract until seven (7) years after final release and final payment by the City;
3. To require a similar certificate to be executed by each subcontractor at the time a subcontract is executed under the contract with the requirement that such subcontractor agrees to require a similar certificate of requirement on any lower tiers of subcontracts.
4. To conform to federal law, state statutes, executive orders, and local ordinances identified and listed under Non-discrimination, all entities contracting with the Purchaser agree to abide by and to take affirmative action when necessary to ensure compliance with the nondiscrimination clauses set out below, and agree to show proof of non-discrimination upon request and to post in conspicuous places available to all associate agents and their employees. In the event of non compliance with nondiscrimination clauses, or with provisions of Executive Orders 11141 (age), 11246, 11375 (women), 12086 (Vietnam veterans), 11478 (federal employees), 11625 (minority business) 11701 (veterans), Title 41, Chapter 60 (handicapped) and specifically the handicapped affirmative action clause in Section 60-741.6.9 of OFCCP Rules, and any and all other federal laws prohibiting discrimination, contracts may be canceled, terminated, or suspended in whole or in part by the Purchaser.

Service Contractor's Name

Date

Signature

Printed or Typed Name and Title

**THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL OR THE PROPOSAL MAY BE
CONSIDERED NON-CONFORMING.**

Equal Business Opportunity Program Compliance Form

This form must be submitted with Bidder's proposal. Failure to execute and submit this document with Bidder's proposal may cause the proposal to be rejected as non-conforming. In addition, each Subcontractor must execute the form.

This Service Contract will be subject to the requirements of the City of Memphis Ordinance #5384 which establishes the Equal Business Opportunity ("EBO") Program. It is up to the Respondent to ensure that all requirements of this ordinance are met. The Ordinance may be accessed on the City's website at www.memphistn.gov under "Doing Business". The intent of the EBO Program is to increase the participation of locally owned minority and women owned business enterprises (M/WBE). Toward achieving this objective, the overall M/WBE participation goal for this solicitation is **30%**. The percentage of M/WBE participation is defined as the dollar value of subcontracts awarded to certified minority and/or women business enterprises divided by the total proposed base proposal amount.

Participation Plan

The Participation Plan must include: (1) level and dollar amount of participation your firm anticipates to achieve in the performance of contract resulting from this RFP; (2) the type of work to be performed by the M/WBE participation; and (3) the names of the M/WBE firm(s) the Respondent plans to utilize in the performance of the contract resulting from this RFP.

Eligible M/WBE and/or DBE Firms

To qualify as an M/WBE firm, per the requirements of City of Memphis Ordinance #5384, a firm must be included on the City's EBO list of certified M/WBE firms.

A list of the City's eligible M/WBE firms and DBE firms may be requested from Purchaser as a guide only. If a Bidder desires to utilize an M/WBE firm not included on the list, it is the Bidder's responsibility to confirm that the desired firm is certified by the City of Memphis. Such confirmation must be obtained from the City's Contract Compliance Office, in writing, before the proposal/response due date. Requests for verification must be submitted to the City's Contract Compliance Office listed below:

Requests for verification must be submitted to the City's Contract Compliance Office listed below:

Mary Bright, Esq.
City of Memphis
Contract Compliance Office
125 North Main Street, Suite 546
Memphis, TN 38103
Phone: (901) 576-6210
Fax: (901) 576-6560
Email: mary.bright@memphistn.gov

Minority/Women Business Enterprise Compliance Form

SERVICE CONTRACT TITLE: General Engineering - Task: _____

Project M/WBE Goal: Overall Combined **30%**

The following sections must be completed by Bidder. A certified subcontractor or supplier is defined as a firm from the list of certified firms provided with this specification.

Bidder's Name

Section A - If the Bidder is a certified firm, so indicate here with a check mark.

_____ MBE _____ WBE

Section B - Identify below those certified firms that will be employed as subcontractors or suppliers on this Project. By submitting this Proposal, the Bidder commits to the use of the firms listed below.

\$ = Show the dollar value of the subcontract to be awarded to this firm

% = Show the percentage this subcontract is of your base Proposal

M/WBE = Show by inserting an M or W whether the subcontractor is an MBE or WBE

<u>\$</u>	<u>%</u>	<u>M/WBE</u>	<u>CERTIFIED SUBCONTR. NAME, ADDRESS, TEL. #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\$ _____ % _____ = **Total M/WBE**

THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL OR THE PROPOSAL MAY BE CONSIDERED NON-CONFORMING.

Good Faith Efforts Documentation

If a Respondent proposes an M/WBE percentage less than the established goal, the Respondent must, at the time of the response, submit a Good Faith Efforts statement accompanied by the appropriate documentation justifying its submitted M/WBE percentage. The ability of the Respondent to perform the work with its own work force will not in itself excuse the Respondent from making good faith efforts to meet participation goals. The determination of whether a Respondent has made a good faith effort will be made by the City’s Contract Compliance Officer, Director of Finance and the Purchasing Agent, prior to the award of the project. The Good Faith Efforts statement must include the following documentation:

GOOD FAITH EFFORT DOCUMENTATION FORM

To: SARP10

From: _____
CONTRACTOR NAME

PROJECT TITLE: _____ Task: _____

Enclosed please find the required documents:

_____ Said Bidder _____ did / or _____ did not attend the project information meeting.

_____ Copies of all written notification to City of Memphis M/WBE listed firms.
(Please attach list of all firms notified, detail how they were notified and when).

_____ Said Bidder _____ did / or _____ did not select economically feasible portions of the work to be performed by M/WBE firms.

_____ List all M/WBE firms with which negotiations took place. (Attach list. If no negotiations were held, please state so.) Provide names, addresses, and dates of negotiations.

_____ Statement of efforts to assist M/WBE firms, with bonding, insurance, financing, or with document review. (Attach list. If no assistance was provided, please state so.)

_____ The Bidder _____ did / or _____ did not use all M/WBE quotations received. If the Bidder did not use all M/WBE quotations received, list on attached sheets, as required as to the reasons those quotes were not used.

_____ List (on attached sheets as required) all M/WBE firms contacted that the bidder considered not to be qualified, and a statement of the reasons for the bidder’s conclusions. If no firms were found to be non-qualified, please state so.

THIS SIGNED FORM MUST BE SUBMITTED WITH THE BID IF THE BIDDER DOES NOT MEET THE REQUIRED M/WBEPROJECT GOAL WITH THEIR BID. IF NOT SUBMITTED THE BID WILL BE CONSIDERED NON-CONFORMING.

Contractor’s Name

Signature

Printed or Typed Name and Title



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Section 3 – Informational Meeting Sign-In Sheet



SIGN-IN SHEET

Project: SARP10	Meeting Date: March 3, 2015
Meeting: General Engineering Project Information	Time: 9:30AM – 10:30 AM
Facilitator: Brad Davis	Place/Room: Ben Hooks Library

Name	Company	Phone	E-Mail
Douglas Dietz	Tetra Tech	901 755 2819	doug.dietz@tetratech.com
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Diane Vesely	" "	" "	dvesely@bh-ba.com
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DEVIN JONES	IMS	601-968 9194	djones@imsengineers.com
David DeLeeuw	TRC	901-647-9330	ddeleeuw@trcsolutions.com
JAMES COX	FISHER ARNOLD	901-748-1811	jcox@fisherarnold.com
JOHN PERRY	KIMLEY-HORN	901-374-9109	John.Perry@Kimley-Horn.com
Jordan Draper	Kimley-Horn	901-374-9109	jordan.draper@Kimley-Horn.co
Mac Ghassemi	Ghassemi & Associates	901-270-6846	MR6@GhassemiLLC.com
Warren Hixson	Ghassemi & Associates	901-264-5013	Warren@GhassemiLLC.com
MIKE BORGARD	TREKK	314-932-1226	MBORGARD@TREKLLC.COM

Hal Humphrey GSEP
SARP10 1
205 937 5408 hal-humphrey@espnec.com



Name	Company	Phone	E-Mail
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Bryant Bondurant	BWSC	244-5516	bryant.bondurant@bwsc.net
Chris Triplett	BWSC	245-5511	chris.triplett@bwsc.net
Steve Hill	PHD	543-8800	shill@phdmemphis.com
Nisha Powers	PHD	"	npowers "
James Toles	Toles & Assoc	(901) 794-9815	james@tolesinc.com
Lee Wilson	Tetm Tech	(901) 523-9500	lee.wilson@tetratech.com
John Gordon	PSI	(901) 365-1802	john.gordon@psiusa.com
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John Henson	Geotechnology, Inc	9013531981	j-henson@geotechnology.com
Ron Wilson	CAMBRIDGE	901 936-8870	rwilson@caminc.us
Kendrick Norris	Cambridge	901-591-7302	knorris@caminc.us
Duncan Adrian	Geotechnology	901-493-5308	d_adrian@geotechnology.com
Matthew Dorsey	PSI	(901) 365-1802	matthew.dorsey@psiusa.com
SOLOMON AKINDORO	ACOT	901-266-1653	DSA@ACOTASSOCIATES.COM