



REQUIREMENTS FOR PREPARING AND SUBMITTING STATEMENT OF QUALIFICATIONS (SOQ)

FOR

General Engineering & Field Services

September 14, 2017

SOQ No. 195803.78.0064



City of Memphis, Tennessee

Black & Veatch and Overland Contracting Inc. (OCI), a subsidiary of Black & Veatch, are the Program Manager and Construction Manager respectively, for the Wastewater Collection and Transmission System (WCTS) Assessment and Rehabilitation Program for the City of Memphis.

Request for Statement of Qualifications (SOQ)

Issue Date: September 14, 2017

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1.0 SOQ Submittal Instructions

Sealed Responses will be received in the office of:

City of Memphis

Attention: Sewer Assessment and Rehabilitation Program (SARP10)

Program Manager

845 Crossover Lane, Suite 120

Memphis, TN 38117

DATE: October 19, 2017

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 October 19, 2017 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 that contains all of the SOQ pages 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. The term "OCI" means Overland Contracting, Inc. The term "B&V" refers to Black & Veatch, Inc. The term "Respondent" or "Firm" or "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. The terms "Request for Qualifications", "Response", "RFQ", or "Respondent's Response" mean all submittal documents provided by the Respondent as required by this Request for Statement of Qualifications. The terms "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. 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, 11246, 12138, 12432 and Davis-Bacon Act.
- B. Study and carefully correlate the Respondent's observations with the SOQ Documents.
- C. Notify B&V/OCI, of all conflicts, errors and discrepancies, if any, in the SOQ document submitted.

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.

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.

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 up to the date listed in the schedule below. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addendum which 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: Justin Avent, PE, ENV SP

justin_avent@gspnet.com

cc: Ginny Dorsey

DorseyV@bv.com

cc: Brad Davis, PE

DavisBJ@bv.com

Reference: General Engineering & Field Services: SOQ No. 195803.78.0064

There shall be no communication between the Firm, their employees or subcontractors concerning this Statement of Qualifications to anyone within Black & Veatch, OCI, Gresham Smith & Partners, Allen & Hoshall, AllWorld Project Management, Rohadfox Construction Control Services Corporation, Integrated Circles Technologies, Tamco, Carter-Malone Group, Antietam Engineering LLC, 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 Justin Avent. 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. Failure to comply with this requirement will be grounds for disqualification.

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.

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.

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 & Partners, Allen & Hoshall, Allworld Project Management, Rohadfox Construction Control Services Corporation, Carter-Malone Group, Antietam Engineering LLC, 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.

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 general engineering and field services in support of the 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 October 31, 2019.

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 \$100,000. 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, acquiring 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, acquiring 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.

The 6 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 of the consulting services that may be needed through October 31, 2019. Therefore, there could be other tasks that are related to those listed above that may be selected through this process.

SELECTION PROCESS

The intent of this process is to establish a pool of qualified consultants that can be used as needs arise for small Task Orders. A SARP10 selection committee will review the Statements of Qualification and produce an approved pool of firms for each task. 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. 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 they will receive a contract. The selection committee intends to make the selections for each task based on experience and ability, including successful completion of similar projects and qualifications of personnel.

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".

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.

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

Tab 3: Project Team Staffing

- 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 contract 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.
- Sub-consultants and/or partner firms are not being requested and do not have to be identified for this SOQ. After contract selection, the prime consultant will assemble a team, including sub-consultants, based on the needs of that specific Task Order Scope of Work. 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. 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 particular 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.