

**REQUIREMENTS FOR PREPARING AND SUBMITTING
STATEMENT OF QUALIFICATIONS (SOQ)**

FOR

General Engineering, Surveying and Testing Services

February 23, 2015

SOQ No. 179821.78.0014



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: February 19, 2015

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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 (SARP 10)
Program Manager
3485 Poplar Avenue, Suite 230
Memphis, TN 38111

DATE: March 24, 2015

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 March 24, 2015 at the SARP 10 Program Office, 3485 Poplar Avenue, Suite 230, Memphis, TN 38111.

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.

All SOQs must be submitted in a digital format via email, 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 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 RESPONSE

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 (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 to the City of Memphis website at <http://www.memphistn.gov/Government/PublicWorks/UpcomingProjects.aspx>. B&V/OCI will not be responsible for any other explanations or interpretations of the proposed documents.

SUBMIT ALL QUESTIONS IN WRITING OR BY E-MAIL TO:**Black & Veatch****Attn: Brad Davis****3485 Poplar Avenue, Suite 230****Memphis, TN 38111****E-Mail: davisbj@bv.com****Reference: General Engineering, Surveying and Testing Services; RFQ No. 179821.78.0014**

There shall be no communication between the Firm, their employees or subcontractors concerning this Statement of Qualifications to anyone within Black & Veatch or OCI except through Brad Davis. 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 RFQ and the Respondent shall acknowledge receipt of all addenda in their Response. Addenda will be posted on the City of Memphis website: <http://www.memphistn.gov/Government/PublicWorks/UpcomingProjects.aspx>

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, Allen & Hoshall, Allworld Project Management, Gresham Smith and Partners, 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.

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, surveying and testing services in support of the program.

TERM OF ENGAGEMENT

All Responses provided will be valid through at least March 31, 2016.

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 projects. Generally speaking, small projects would be less than \$100,000. Some of the services provided may include, but are not limited to:

Task 1 – 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, lift stations, 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 and permitting requirements as well as plans and specifications for both gravity and pressured lines. Design work must meet the criteria required by the SARP 10 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 project.

Task 2 – Force Main Assessment

Consultant shall be capable of performing force main assessments. These assessments may be as simple as walking the alignment and verifying the location of air release valves. Possibly included will be developing assessment criteria which take into account several factors and that categorize the force mains as high, medium, or low criticality. After criticality assessment, visual and non-destructive techniques may be required. Demonstrate and discuss self-performed services and ones that will require both low tech and more sophisticated techniques, with strategies for each. The techniques for sophisticated evaluation may include both proprietary and non-proprietary technology.

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 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 a new easement. This effort shall be led by a professional surveyor licensed in the State of Tennessee.

Task 4 – Geotechnical Engineering and 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 small 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 the majority of the testing performed will be related to construction projects.

The 5 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 March 31, 2016. 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 projects. A SARP10 selection committee will review the Statements of Qualification and make a short list of firms for each task. The intent is to have three firms on a short list for each task. However, the number of firms on each short list may vary depending on the Qualifications that are received. A list of the firms that have been short listed for each task will be published on the City's website. That fact that a firm is listed on a short list does not guarantee that they 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	February 23, 2015
Project Information Meeting	March 3, 2015
Last date for questions	March 11, 2015
Post Clarifications to City's website	March 16, 2015
Receive all Statements of Qualifications (SOQs)	March 24, 2015 by 3:00 pm local time

A Non-Mandatory Project Information Meeting will be held at the Benjamin L. Hooks Central Library at 9:30 AM 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 35 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 project that will be performed is not known at this time.

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 (by task)
- 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 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 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 goals as part of the selection process.

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.