

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR**  
**Lift Station Inventory, Assessment and O&M Program**

**November 11, 2014**

**SOQ No. 179821.78.0017**



**City of Memphis, Tennessee**

**Black & Veatch (B&V) 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 Qualifications (RFQ)

**Issue Date: November 11, 2014**

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## 1.0 **RFQ Submittal Instructions**

Sealed Responses will be received in the office of:

**City of Memphis**  
**Attention: Sewer Assessment and Rehabilitation Program (SARP10)**  
**Program Manager**  
**3485 Poplar Avenue, Suite 230**  
**Memphis, TN 38111**

**DATE:** December 16, 2014

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

### **QUALIFICATIONS SUBMITTAL**

The Sealed Envelope or other container containing the qualifications shall be marked at a minimum with the Respondent's name, the name of the Project and "SOQ No. 179821.78.0017." 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 qualifications. On the Mailing Container the sender shall state the words that a "**SEALED RESPONSE IS ENCLOSED**" and the RFQ 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 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 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 QUALIFICATIONS**

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 QUALIFICATIONS CONTENT**

The contents of any response 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 request to the maximum extent possible and are required to clearly identify any limitations or exceptions to the requirements.

#### **EXAMINATION OF REQUEST for QUALIFICATIONS 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 RFQ Documents.
- C. Notify B&V/OCI, of all conflicts, errors and discrepancies, if any, in the RFQ 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 RFQ 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:**

**Overland Contracting Inc.**

**Attn: Brad Davis**

**3485 Poplar Avenue, Suite 230**

**Memphis, TN 38111**

**E-Mail: [davisbj@bv.com](mailto:davisbj@bv.com)**

**Reference: Lift Station Inventory, Assessment and O&M Program: RFQ No. 179821.78.0017**

**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 or B&V/OCI 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 RFQ 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 RFQ 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 services in support of the program. The budget for this contract is, to be negotiated on a task order basis using the hourly billing rates defined in the consultant's Statement of Qualifications.

### **SCOPE OF WORK DESCRIPTION FOR INVENTORY AND ASSESSMENT**

Consultant will be asked to conduct an Engineering Evaluation and develop a Summary Report for the specified lift stations. The engineering evaluation will generally consist of the following items:

1. Capacity Evaluation (including pump run time analysis)
2. Physical and Mechanical Condition Assessment
3. Structural Condition Assessment
4. Electrical / Instrumentation & Control Condition Assessment
5. Mechanical Condition Assessment
6. Historical Performance Analysis
7. Critical Response Time
8. Root Cause Failure Analysis (if warranted)

Consultant will review initial design life analysis from the time the station was installed; and should include an assessment of the area served by the station, a review of initial flow design parameters such as population growth projections; land development projections; contributions from residential, commercial, and industrial growth. In addition, system head and pump curves should be researched to evaluate how well the station handles flows under various conditions. If historical inadequacies of the station are revealed, and these curves are not available, the feasibility of performing draw down tests should be determined.

Determine any major pump improvements performed at station which would have impacted capacity and design life. Verify that station is capable of discharging peak flow with the largest pump out of service. This analysis should be done for the initial design as well as for present day flows. Included in this analysis should be a determination of historical pump starts and run times, resulting in the calculation of Nominal Average Pump Operating Time for the station pumps.

Provide an estimation of the remaining design life of the station including analysis of future flow parameters. Determine the need for protection from clogging the pumps at the station. Any historical maintenance records of such occurrence and frequency should be researched. Confirm that pump suction and discharge openings are at least 4 inches in diameter, and that neither pumps nor piping will prevent passing a 3 inch solid. If station receives flow from a 30-in diameter sewer or larger, determine if a bar screen is installed; if not, determine the feasibility of such an installation.

Pump design should be verified that pumps are operating under positive suction head and force main velocities are maintained at 2 feet per second, minimum. Verify that structures, electrical, and mechanical equipment are protected from damage by the 100 year flood, and are accessible during the 25 year flood. The most recent FEMA flood delineation should be used in making this determination. If the modern flood levels are found to encroach upon the station or components, a recommendation for mitigation should be made.

Verify that emergency pumping capability currently exists and/or make recommendations for improving this function. For each station, a critical response time calculation will be performed.

Determine the elevation of the top of the wetwell using engineering grade field survey measurements. All measurements shall be made from City of Memphis control points. An accurate field measurement of the wet well geometry (interior dimensions and depth) shall be confirmed, as well as the elevation setting of the high level alarm. If conditions permit, a more exhaustive survey of the station may be performed. This should include all pump level set points as well as depth and diameter of incoming line.

If directed by the program, a root cause failure analysis may be assigned. This may be necessary for stations with a history of chronic failures. If required this analysis will include an investigation of the occurrences; the impact to the incoming and outgoing collection system; and possible remediation paths, their viability, and costs.

#### **SCOPE OF WORK DESCRIPTION FOR O&M PROGRAM**

Consultant will be asked to complete various tasks that relate to formulating and helping the City to implement a Lift Station O&M Program. This work may include the following tasks:

1. Development of "Communication Plan" detailing and documenting how communication occurs between lift stations, field crews and even between supervising staff and work crews.
2. Descriptions of each lift station monitoring system
3. Written preventative O&M schedules and procedures. This may include compiling and updating existing PM and SOP documents
4. Written emergency/reactive operations that would include incidents like a failed pump, failed motor, loss of power or high wetwell alarm
5. Assistance with developing an inventory management system for critical equipment and spare parts

6. Assistance with developing Key Performance Indicators for the Lift Stations

**SELECTION PROCESS**

B&V/OCI intends to prequalify one or more firm(s) based on experience and ability, including successful completion of similar projects; qualifications of personnel; and MWBE commitment. It is possible that one consultant may be selected for the Inventory and Assessment work and a separate consultant may be selected for the O&M Program work. The Consultant should state in their cover letter that they want to be considered for the Inventory and Assessment work only, the O&M Program work only, or both.

**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.

<b>Event</b>	<b>Completed By</b>
Advertising date	November 11, 2014
Project Information Meeting	November 20, 2014
Last date for questions	December 2, 2014
Post clarifications on City's website	December 5, 2014
Receive all Statements of Qualifications	December 16, 2014 by 3:00 pm local time
Final Selection and/or short-listed firms to be notified by B&V/OCI	January 7, 2015

The Project Information Meeting will be held from **2:00 P.M. to 3:00 P.M. (local time)** at the **Benjamin L. Hooks Central Library located at 3030 Poplar Avenue, Memphis, TN 38111** on **date stated above**. You are required to attend at your own cost. Attendance shall be limited to three representatives per Consultant.

**QUALIFICATIONS CRITERIA**

SOQ's should be concise. Excessive language or unclear responses may jeopardize your Firm's chances of being approved for the project. The response must comply with the format and content described in the following Tabs. Dividers with tabs should separate each section of the response, and the tabs should be labeled with the Tab numbers listed below. The response 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 response that is not specifically requested. Total scoring of qualifications is identified by each tab.

**Cover Letter**

The one-page cover letter should *briefly* introduce the firm. It should list three (3) reasons why the firm is uniquely qualified to undertake the work contemplated by B&V/OCI, and should also state that no conflicts of interest exist for the work to be performed. Also, Consultant should state in their cover letter that they want to be considered for the Inventory and Assessment work only, the O&M Program work only, or both.

**Tab 1: 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 2: Project Approach and Understanding**

- Provide detailed description of the overall project approach for the lift station assessment, and the anticipated challenges to completing this.
- Describe project procedures for reports and assessments that will assure timely completion of the project.
- Describe any obstacles or problems that you anticipate in being able to complete the project.

**Tab 3: Project Team Staffing**

- List the Primary Project Manager that the firm commits to use on this Contract.
- List additional teaming partners resources and capabilities (if applicable) that may be utilized on this contract.
- Include the percent availability for the proposed staff.
- Provide one-page resumes for key staff (this will not count against the page limit)

**Tab 4: Experience of the Team**

- List at least 3 similar projects completed by the firm and/or its teaming partners (if applicable).
- Detail how the firm has managed and partnered with MWBE 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: Ability to meet the Program MWBE Goal**

- List MWBE partners included on the proposed team, their proposed role on the program (depending on project assignments), and the percentage of the contract that has been identified for each MWBE partner.
- The Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) Requirements:

Per Executive Order 11625 and SRF Fair Share Goals:

**MBE goal**

Supplies, Services, and Equipment    **5.2%** (from TDOT approved DBE list)

**WBE goal**

Supplies, Services, and Equipment    **5.2%** (from TDOT approved DBE list)

**SARP10 overall MWBE goal:                    30% (from City of Memphis approved EBO list)**

**Tab 6: 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 this contract.
- Provide anticipated expense data for surveying and field investigation activities.

**Resumes**

- Provide one-page resumes for key project team members proposed for this contract. Note that resumes do not count against the overall page limitation.