

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

FOR

MSQ2 PROGRAM PROFESSIONAL SERVICES

CITY OF MEMPHIS FISCAL YEARS 2024-2025

RFQ No. 21004



City of Memphis, Tennessee

Allworld Project Management, LLC is the Program Manager for the
Memphis Stormwater Program for the City of Memphis
60 N. B. B. King, Memphis, TN 38103

Request for Statement of Qualifications (SOQ)

**Stormwater Conveyance Planning & Design Services
Stormwater Detention Planning & Design Services
Stormwater Structural Planning & Design Services**

Issue Date: June 15, 2023

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1.0 SOQ Submittal Instructions

To be considered, firms (or teams) must submit via email a PDF with a Letter of Interest and “Statement of Qualifications” (SOQ) to:

Jacob Wiley
Email: MSQ2Procurement@allworldmail.com

Subject line of the email must include, “MSQ2 PROGRAM PROFESSIONAL SERVICES”
The City of Memphis and City’s Program Manager reserves the right at any time to change or extend the due date and time for any reason.

SOQ SUBMITTAL

The SOQ submittals will be received up and until 3:00 PM local time on July 6, 2023, via email at MSQ2Procurement@allworldmail.com. Responses will NOT be accepted after 3:00 PM.

The email containing the SOQ shall contain at a minimum the Respondent’s name, and the name of the Project.

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.

Schedule of Events

The following schedule will be adhered to during the selection process. It is subject to change at the sole discretion of The City’s Program Manager (all times Central):

EVENT	DATE/TIME
Issue Solicitation	June 15, 2023
Deadline for Submitting Written Questions	June 22, 2023, by 3:00pm CST
Anticipated Release of Written Answers	June 29, 2023
Deadline for Submission of Qualifications	July 6, 2023, by 3:00pm CST
Notification of Qualification	July 20, 2023
Expected Date of Master Services Agreement	August 24, 2023

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 "AWPM" means Allworld Project Management, LLC. The term "Respondent" or "Firm" or "Company" or "Subcontractor" means one who submits a Response directly to AWPM 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

AWPM 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 AWPM'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 AWPM, 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 thoroughly familiarized themselves with the nature and extent of the requirements in the SOQ Documents.

AWPM 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. AWPM will not be responsible for any other explanations or interpretations of the proposed documents.

QUESTIONS

Submit all questions in writing by 3pm on
06/22/2023.

TO: Attn: Jacob Wiley

Msq2procurement@allworldmail.com

cc: Andrea Eason

aeason@allworldmail.com

Reference: MSQ2 PROGRAM PROFESSIONAL SERVICES: RFQ No. (21004)

There shall be no communication between the firm/team, their employees or subcontractors concerning this Statement of Qualifications to anyone within the City's Program Manager's or The City of Memphis' personnel 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 John Cameron and Kimbra Bernard. Evaluation Committee members and other AWPM personnel are not to be contacted concerning this RFQ prior to the City of Memphis or the City's Program Manager's decision to approve or reject the Evaluation Committee's recommendation.

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 the City of Memphis and The City's Program Manager makes its determination to approve or reject the Evaluation Committee's recommendation. Failure to meet any of these requirements may disqualify your firm/team from consideration.

Failure to comply with the above requirement will be grounds for disqualification.

MODIFICATION OR WITHDRAWAL OF SUBMITTALS

REJECTION OF RESPONSES

To the extent permitted by applicable local, state and federal laws and regulations, AWPM 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, AWPM 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.

AWPM reserves the right to reject any Response if the evidence submitted by the Responder, or if the investigation of such Respondent, fails to satisfy AWPM 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.

MWBE PARTICIPATION

The City of Memphis and the Allworld Project Management, LLC are firmly committed to the principles of diversity and inclusion. Increasing opportunities for minority and women-owned businesses a high priority. The Stormwater Management Program has a combined M/WBE goal of 27%. Firms/Teams meeting the requirements for the Stormwater Program Management M/WBE goals must be registered on the City's Equal Business Opportunity (EBO) list.

Link to EBO List:

<https://memphis.mwsbe.com/FrontEnd/SearchCertifiedDirectory.asp?XID=9922&TN=memphis>

To achieve this goal, the City's Program Manager is requiring a commitment from the proposing firms to include MWBE participation when the program identifies an opportunity to engage qualified minority and women-owned businesses for an assigned project.

SAFETY REQUIREMENTS

The Consulting Team shall be solely and exclusively responsible for compliance with all safety requirements and for the safety of all persons and property. Consulting Team shall comply, and shall secure compliance by Subconsultants, with all applicable health and safety laws and regulations.

Consulting Team agrees to conduct its operations to provide maximum safety and shall, while on the premises of Purchaser or Owner or on the Jobsite, comply with the safety programs and regulations of Purchaser and of Owner, if any.

OTHER ITEMS

This SOQ does not commit AWPM to enter into a contract, nor does it obligate AWPM 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 Allworld Project Management, LLC, The MSQ2 Program Management Team, a 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

Allworld Project Management, LLC, as the Program Manager for the Stormwater Program (MSQ2) on behalf of the City of Memphis, is soliciting qualification packages for Survey Services, Geotechnical Services, and Stormwater Design Services in support of the program. The approximate budget will be established by negotiated task order. Task orders will be invoiced on a time and expense basis.

TERM OF ENGAGEMENT

All Responses provided will be valid through at least sixty (60) days after the submittal deadline. The qualified firms selected may be eligible for work assigned through June 30, 2025.

SCOPE OF WORK DESCRIPTION

The intent of this RFQ is to obtain qualifications for a wide range of stormwater services that MSQ2 may need for specific Task Orders. Some of the services provided may include, but are not limited to:

Stormwater Conveyance Planning & Design Services

Consultant shall be capable of providing complete Engineering Planning & Design Services for stormwater conveyance. Consultant shall be able to demonstrate experience with PCSWMM or other SWMM family hydraulic modeling software for purposes of design analysis. MSQ2 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 pipe segments, manholes, open channels, weirs, and other structures within the City of Memphis Stormwater System. Planning and design of new facilities may involve alignment selection, capacity assessment, acquiring all necessary permits and creating plans and specifications for both closed conduit and open channel segments. Design work must meet the criteria required by the MSQ2 Program Specifications and Details, City of Memphis Division of Engineering Design & Policy Review Policy Manual; Subdivision Regulations Code of Ordinances; Civil Standards; Drainage 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 the Task Order.

Stormwater Detention Planning & Design Services

Consultant shall be capable of providing complete Engineering Planning & Design Services for stormwater detention. Consultant shall be able to demonstrate experience with PCSWMM or other SWMM family hydraulic modeling software for purposes of design analysis. MSQ2 anticipates most of this work to be related to the design of new facilities, but the rehabilitation of existing facilities may also be required. Planning and design of new facilities may involve siting, sizing, grading plans and control structure design, acquiring all necessary permits and creating plans and specifications for this work. Design related to rehabilitation may include sizing, grading plans and control structure design, acquiring all necessary permits and creating plans and specifications for this work. Design work must meet the criteria required by the MSQ2 Program Specifications and Details, City of Memphis Division of Engineering Design & Policy Review Policy Manual, Subdivision Regulations Code of Ordinances; Civil Standards; Drainage 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.

Stormwater Structural Planning & Design Services

Consultant shall be capable of providing complete Engineering Planning & Design Services for stormwater structural, bridges/ culverts/ large structures. MSQ2 anticipates most of this work to be related to the design of new facilities, but the rehabilitation of existing facilities may also be required. Planning and design of new facilities may design of large, non-standard structures and / or bridges including all associated analysis, acquiring all necessary permits and creating plans and specifications for this work. Design related to rehabilitation may include repair or replacement of structural elements of the stormwater system including large scale culverts, concrete channel linings, bridges and control structures within the City of Memphis stormwater system. Design work must meet the criteria required by the MSQ2 Program Specifications and Details, City of Memphis Division of Engineering Design & Policy Review Policy Manual, Subdivision Regulations Code of Ordinances; Civil Standards; Drainage 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.

The services listed above are not intended to be an exclusive list of work that may be performed under this SOQ. At the time of the publication of this SOQ, AWPM is not aware of all the consulting services that may be needed through City of Memphis FY2024. 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 Task Orders. A MSQ2 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 service. 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 MSQ2 website. It is the intent to enter into a Master Services Agreement with the firms selected; however, this does not guarantee that they will receive a Task Order as the projects are currently being developed. The selection committee intends to make the selections for each service based on experience and ability, including successful completion of similar projects and qualifications of personnel. As previously stated, the City of Memphis and the AWPM Team is firmly committed to the principle of diversity and inclusivity. Increasing the opportunities for minority and women-owned businesses is a high priority, and because of this, the scoring metrics will include a scoring multiplier (1.05) for qualified MWBE firms.

AWPM will review the SOQ for responsiveness to the requirements and evaluate all responsive SOQs according to factors and weightings outlined in Table 1.1.

Section	Criteria	Weighting Percentage (%)
1	Cover Letter	Evaluated for Compliance Only
2	Firm Profile & Background	20
3	Project Team Staffing	30*
4-10	Project Experience	50
11	Resumes	*Included as part of Section 3 - Project Team Staffing
	Certified M/WBE Firm	1.05 multiplier applied to total score
	Addendum Acknowledgement	Evaluated for Compliance Only
	M/WBE Commitment	Evaluated for Compliance Only

TABLE 1.1

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 Sections listed below. Each section of the SOQ should be separate, and the Sections should be labeled with the Section numbers listed below. Sections 1 through 3, Cover Letter, Firm Profile & Background, Project Team Staffing will have a total 5-page limit. Each Service is considered to be standalone and will have a 5-page limit for each section.

Proposals shall be a minimum 11-point Font. Pages can include 8 ½ x11"with 1" margins, and foldouts permitted if addressing project design or graphics. Foldouts are permitted in 11x17 sheet size but will count as 2 pages. Each individual resume should be limited to 2 pages. Submissions greater than 15MB in size will be transmitted via some other digital transfer process with provision of a link via email to enable download.

Do not include any information in the SOQ that is not specifically requested.

AWPM will contract directly with each prime firm performing the work under a Task Order. Once a Scope of Work is defined for a specific task, the prime consultant can then assemble a team of sub-consultants if needed. It is important to note that the consultants selected will have made a commitment to include MWBE participation if/when the program identifies an opportunity to engage qualified minority and women-owned businesses.

Sections 1 through 3: Cover Letter, Firm Profile & Background, Project Team Staffing (total 5-page limit)

Section 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.

Section 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

Section 3: Project Team Staffing

- List the Primary Contact that the firm commits to MSQ2. Clearly, the staff working on the project will vary with the exact scope, but it is important that MSQ2 have a distinct point of contact that has a strong stormwater background as well as project management experience.
- Provide a full project team organizational chart, list lead staff that will work on the various tasks and any additional resources 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 subconsultants, based on the needs of that specific Task Order Scope of Work. MSQ2 will review all sub-consultants and/or partner firms during the Task Order negotiation process.

Sections 4 through 10: Relevant Experience (5-page limit for each service)

In general, firms should provide 3-5 recent regional projects that have been completed within the last 5 years. Regional projects are defined as projects that have been completed within 250 miles of Memphis & Shelby County. Projects are to include a list of staff that worked on these projects, design and construction values, and provide any other information pertaining to how these particular services stand out as adding special value to the MSQ2 Program. You can show prior teaming partners on specific projects if applicable. If a firm is not interested in performing work under a certain service, indicate so by placing "no information provided" on the Section for that particular service.

- **Section 4: Stormwater Conveyance Planning & Design Services**
- **Section 5: Stormwater Detention Planning & Design Services**
- **Section 6: Stormwater Structural Planning & Design Services**

Section 11: Resumes

- Provide ONE PAGE resumes for each key project team member that has been proposed for the work.

M/WBE Certification

Provide M/WBE Certification (if applicable)

M/WBE Participation Commitment

The proposing team must include a Statement of Commitment for M/WBE participation when the project identifies an opportunity to engage qualified minority and women-owned businesses.

Addendum Acknowledgement

Provide acknowledgment of any addendums distributed.