

**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

ADDENDUM 1

Addendum I to RFQ #21004 - NOTICE TO CONSULTING FIRMS REGARDING REQUIREMENTS FOR PREPARING AND SUBMITTING STATEMENT OF QUALIFICATIONS (SOQ) FOR MSQ2 PROGRAM PROFESSIONAL SERVICES CITY OF MEMPHIS FISCAL YEARS 2024 – 2025 contains the following:

1. Responses to Written Question Received Before 3pm on June 22, 2023.
2. Revisions to SOQ pertaining to pages 7 and 8.

Please provide acknowledgement of any addendum(s) distributed.



Professional Service RFQ #21004

Response to Written Questions Submitted Before 3:00PM June 22, 2023

Question Number	Question	Response
1	Do tabs or section dividers count as pages?	The cover page and tabs/dividers is not included in the page count.
2	What is the page limitation on individual resumes? Page 7 states that each resume is limited to 2 pages, but page 8 says to provide 1-page resumes for each key team member.	Resumes for key staff members should be full page format, it is acceptable for a max of 2 pages to be included if necessary.
3	Will the evaluation team consider relevant project examples for peer cities that are outside of the 250- mile limit?	The primary scoring for this section will be focused around the request for 3-5 projects within the 250 mile limit however projects outside that limit in addition to what is requested may be considered in the evaluation process and discussions
4	The RFQ states that Sections 4-10 pertain to Relevant Experience, with Section 4 covering Stormwater Conveyance Planning & Design Services , Section 5 covering Stormwater Detention Planning & Design Services, and Section 6 covering Stormwater Structural Planning & Design Services. What is expected to be covered in Sections 7, 8, 9 and 10?	Please see revised sections on pages 7 and 8 that remove references to sections 7-10 and rename the resume section "Section 7".
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Section	Criteria	Weighting Percentage (%)
1	Cover Letter	Evaluated for Compliance Only
2	Firm Profile & Background	20
3	Project Team Staffing	30*
4-10 4-6	Project Experience	50
11 7	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

Sections 4 through ~~10~~ 6: 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~~ 7: Resumes

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