

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

**FOR**

**MSQ2 PROGRAM FIELD SERVICES  
& PROFESSIONAL SERVICES**

**CITY OF MEMPHIS FISCAL YEARS 2022 - 2023**

**RFQ No. 21003**



**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)**

**Issue Date: August 12, 2021**

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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:

John Cameron

Email: [MSQ2Procurement@allworldmail.com](mailto:MSQ2Procurement@allworldmail.com)

Subject line of the email must include, “MSQ2 PROGRAM FIELD SERVICES & 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 September 2, 2021 via email at [MSQ2Procurement@allworldmail.com](mailto: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):

<b>EVENT</b>	<b>DATE/TIME</b>
Issue Solicitation	August 12, 2021
Deadline for Submitting Written Questions	August 19, 2021, by 3:00pm CST
Anticipated Release of Written Answers	August 26, 2021
Deadline for Submission of Qualifications	September 2, 2021, by 3:00pm CST
Notification of Qualification	September 16, 2021
Expected Date of Master Services Agreement	September 30, 2021

### **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 8/19/2021.

**TO: Attn: John Cameron, PE**

[Msq2procurement@allworldmail.com](mailto:Msq2procurement@allworldmail.com)

**cc: Kimbra Bernard**

[kbernard@allworldmail.com](mailto:kbernard@allworldmail.com)

**Reference: RFQ No. 21003: MSQ2 PROGRAM FIELD SERVICES & PROFESSIONAL SERVICES**

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, the City of Memphis 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 Geotechnical Services and Material Testing 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, 2023.

## 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:

### Geotechnical Engineering Services

Service Provider shall be able to provide various geotechnical services necessary for the investigation of proposed and existing stormwater 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.

### Material Testing Services

Service Provider shall provide material testing services for MSQ2 tasks as necessary. 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 compaction testing. It is anticipated that much of the testing performed will be related to construction projects.

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 services that may be needed through City of Memphis FY2023. 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*
4-5	Project Experience	50
6	Resumes	*At a minimum include resumes for each key project team member listed in 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 (Sections 4 – 5) shall be considered on a standalone basis 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 shall be 11x17 sheet size and will count as 2 pages. Each individual resume shall 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.
- 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 and 5: Relevant Experience (5-page limit for each service)**

In general, firms should provide 3-5 similar relevant projects that have been completed within the last 5 years. Local project experience is desirable. Projects are to include a list 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: Geotechnical Engineering Services**
- **Section 5: Material Testing Services**

**Section 6: Resumes**

- Provide, at a minimum, resumes for each key project team member that has been proposed for the work. Each individual resume shall be limited to 2 pages.

**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.