Issuance Date: January 28, 2025
Questions Deadline: February 7, 2025
Proposal Due: February 14, 2025
BMA Approval Date: April 28, 2025

CITY OF GERMANTOWN

PROCUREMENT DEPARTMENT
1930 SOUTH GERMANTOWN PARKWAY
GERMANTOWN, TENNESSEE

REQUEST FOR STATEMENT OF QUALIFICATIONS

RFSOQ DESCRIPTION: REDBUD TRAIL DRAINAGE IMPROVEMENTS

RFSOQ NUMBER: 2025-006

DUE DATE: No Later Than

2:00:00 P.M.	**FRIDAY**	**FEBRUARY 14, 2025**
(Local Time)	**(Day)**	**(Date)**

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CITY OF
GERMANTOWN
TENNESSEE
1930 South Germantown Road • Germantown, Tennessee 38138-2815
www.germantonw-tn.gov

INVITATION TO SUBMIT
REQUEST FOR QUALIFICATIONS FOR
REDBUD TRAIL DRAINAGE IMPROVEMENTS
RFSOQ #2025-006

Dear Proposer:

The City of Germantown is requesting the submittal of REQUEST FOR QUALIFICATIONS (RFSOQ) from qualified VENDORS interested in providing Consulting Services for the proposed Red Bud Trail Drainage Improvements Project.
You are invited to submit a proposal. **Please structure your proposal in accordance with the requirements and specifications outlined in this Request for Qualifications. Any deviations, additions or deletions should be so noted.** Your proposal should address the issues and requirements **in order** as outlined on the following pages.

One (1) Electronic copy of your proposal and any supporting documentation must be received by 2:00:00 P.M. (local time), on **FEBRUARY 14, 2025.** PROPOSALS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE CONSIDERED. Written clarification requests must be submitted no later than FEBRUARY 7, 2025.

If you have any questions concerning this Request for Qualifications, please contact Cathryn Perdue, Procurement Director, at (901) 757-7260, FAX (901) 757-7258 or procurement@germantown-tn.gov

All proposals must be submitted via email to procurement@germantown-tn.gov and reference the following information in the subject line:

Procurement & Risk Director RFSOQ 2025-006

by the date and time identified as the Deadline for Submitting a Proposal in the RFSOQ Schedule of Events.

Sincerely,

Cathryn Perdue

Cathryn Perdue, CPPB, SPSM, CPM, NIGP-CPP
Director Procurement & Risk

CITY OF GERMANTOWN PROCUREMENT DEPARTMENT

NOTICE OF PROPOSAL LETTING

Request for Statement of Qualifications Contract Number: RFSOQ 2025-006

Proposal Title: Redbud Trail Drainage Improvement

Proposal Due Time & Date: **2:00 P.M. FRIDAY, FEBRUARY 14, 2025**

Non-Mandatory Pre-Proposal Conference **10:00 AM, FEBRUARY 6, 2025**

Conference Location: **VIRTUAL**

Letter Of Intent to Propose Deadline: **JANUARY 29, 2025**

Deadline for Written Questions: **FEBRUARY 7, 2025**

PLEASE MARK RFSOQ SUBMITTAL WITH:

1. Proposal Due Date and Time
2. Title of Proposal
3. RFSOQ Number

RETURN PROPOSALS TO:

PROCUREMENT@GERMANTOWN-TN.GOV

PROPOSALS SUBMITTED LATE, BY FAX WILL NOT BE ACCEPTED.

Please return the entire document intact.

REQUEST FOR STATEMENT OF QUALIFICATIONS

REDBUD TRAIL DRAINAGE IMPROVEMENTS FOR THE CITY OF GERMANTOWN, TENNESSEE

SECTION I: INTRODUCTION

1.1 Statement of Purpose

The intent of the Request for Statement of Qualifications (RFSOQ) is to obtain proposals from and the services of qualified Engineering firms to produce detailed designs, construction drawings, specifications and obtain the necessary site plan approvals for the Redbud Trail Drainage Improvements Project. This project aims to alleviate localized flooding in the vicinity of Dogwood Trail Drive and Redbud Trail Drive within the Dogwood Forest Subdivision. To achieve this, a thorough assessment of the existing underground drainage network will be conducted, followed by the development of a comprehensive engineering design.

The City of Germantown, Tennessee, located approximately twenty miles east of Downtown Memphis, Tennessee hereinafter referred to as the City, intends to secure a contract for engineering design for the Redbud Trail Drainage Improvements.

1.2 Scope of Services

All proposals must be made on the basis of an either meet or exceed the requirements contained herein. All Proposers must be able to provide professional civil and other specialty engineering services to design the Redbud Trail Drainage Improvements located in the area of Dogwood Trail Drive and Redbud Trail Drive, Germantown, Tennessee. Specialists may include civil, hydraulic and hydrologic specialists, permitting and regulatory compliance, estimating services, construction observation and inspection and others as needed to fulfill the requirements of the project.

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1.3 Project Description

The Dogwood Forest Subdivision has experienced recurring flooding issues, notably during 2-year rain events. This is attributed to the existing drainage system's inadequate design and performance, dating back to the late 1970s. This project aims to address ongoing flooding concerns within the Dogwood Forest Subdivision, specifically impacting properties along Dogwood Trail Drive and Redbud Trail Drive. The primary focus of the project is to complete a comprehensive evaluation of the existing drainage system to identify deficiencies and develop a revised design to effectively mitigate flooding risks. The project objectives include, improving drainage capacity and efficiency, minimizing flood risks, and enhancing the quality of life in the affected areas.

The project will include the following:

A. Data Collection: This involves assembling and reviewing data, system planning which will include surveying, locating outfall locations and background information.
    1. The types of information to consider include:
        a. Watershed, land use (existing and expected future), and soils maps
        b. Flood histories and high water mark elevations, descriptions and performance data for existing drainage systems
        c. Utility plans and descriptions
        d. Existing right-of-way and property boundary information for easements

e. Federal, state, and local regulations.

B. Agency/Stakeholder Coordination: This may involve coordination with internal offices as well as regulatory and other invested agencies. Several jurisdictions and agencies may need to speak into the design of the system. Involving these jurisdictions and agencies early in the design process is essential to designing a system that will suit the needs of all who have an interest in the system.
    a. Permitting with TDEC and other governmental entities
C. Preliminary Concept Development: This involves preliminary layouts for the repaired/modified stormwater drainage system alternatives and conceptual cost estimate.
D. Concept Refinement (hydrologic and hydraulic design): This involves the process of moving from preliminary to final design. This may consist of:
    1. The types of information to consider include:
        a. Sizing modified system components (e.g. intakes, manholes, and pipes).
        b. Repaired/Modified System layout (schematic)
        c. Computing and reviewing the hydraulic grade line.
        d. Revising and recalculating until a satisfactory stormwater drainage system repair/improvement is achieved.
        e. Updating a more definitive opinion of probable construction costs.
E. Finalizing Design Documentation: This involves finalizing documentation for the design files and construction plans. Documentation includes the information and resources used to complete the first 4 steps of the design process as well as information related to construction and operation of the system.
F. Public Engagement: Assist the City in presenting project design information, set expectations for the project outcomes, and in gaining Construction Access from residents
G. Bid Preparation
H. Construction Administration: RFI reviews and approvals, progress meetings, pay request review and approval, etc
I. Construction Engineering and Inspection

1.4 Contractor Minimum Qualifications

Any Proposer wishing to submit a proposal and be considered for this solicitation shall have had successful experience in assessing existing drainage networks for capacity analysis and subsequent design and construction of flood mitigation efforts.

1.5 Proposal Deadline

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the within the Notice of Proposal Letting. Proposers shall respond to the written RFSOQ and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Proposers assume the risk of the method of dispatch chosen. The city assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the City. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer. **Proposals may not be delivered orally or by facsimile transmission.**

1.6 Letter of Intent to Propose

A letter indicating a vendor's intent to respond to this RFSOQ with a proposal should be sent to the RFSOQ Coordinator no later than the *Letter of Intent to Propose* deadline date detailed in the Notice of Proposal Letting. *Letters of Intent to Propose* may be delivered by email to the RFSOQ Coordinator. Vendors may withdraw their *Letter of Intent to Propose* at any time before the deadline for submitting a proposal.
The following information should be included in the *Letter of Intent to Propose.*

Vendor Name
Name and Title of Vendor Main Contact
Address, Telephone Number, and Facsimile Number of Vendor Main Contact
Signed Statement of Intent to Propose

Submittal of a *Letter of Intent to Propose* by the specified deadline is not a prerequisite for submitting a proposal, but it is necessary to ensure a vendor's receipt of RFSOQ amendments and other communications regarding the RFSOQ.

END OF SECTION

SECTION II: GENERAL REQUIREMENTS AND INFORMATION

2.1 RFSOQ Coordinator

The main point of contact for this RFSOQ shall be:

Cathryn Perdue, Director Procurement & Risk
Procurement and Risk Department
1930 South Germantown Road
Germantown, TN 38138

Telephone: 901/757-7260
Fax: 901/757-7258
E-Mail: procurement@germantown-tn.gov

The main point of contact shall hereinafter be referred to as the RFSOQ Coordinator.

2.2 RFSOQ Number

The City has assigned the following RFSOQ identification number – it should be referenced in all communications regarding the RFSOQ:

RFSOQ 2025-006

2.3 Communication Regarding the RFSOQ

2.3.1 Upon release of this RFSOQ, all vendor communications concerning this procurement shall be in writing and must be directed to the RFSOQ Coordinator. Any oral communications shall be considered unofficial and nonbinding on the City

2.4 Proposal Submittal

2.4.1 Proposers shall respond to this RFSOQ with a Technical Proposal. No pricing information shall be included in the Technical Proposal. Inclusion of Cost Proposal amounts in the Technical Proposal shall make the proposal nonresponsive.

One (1) digital copy of the Technical Proposal shall be submitted to the City via email to procurement@germantown-tn.gov and be clearly marked:

"Technical Proposal in Response to RFSOQ # 2025-006 -- Do Not Open"

2.4.2 All proposals must be submitted via email to procurement@germantown-tn.gov and reference the following information in the subject line:

by the date and time identified as the Deadline for Submitting a Proposal in the RFSOQ Schedule of Events.

2.5 Proposal Preparation Costs

The City of Germantown will not be liable in any way for any costs incurred by respondents in replying to any part of this RFSOQ.

2.6 Proposal Withdrawal

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the RFSOQ Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

2.7 Proposal Amendment

The City shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the City formally requests such, in writing.

2.8 Prohibition of Proposer Terms and Conditions

A Proposer may **not** submit the Proposers own contract terms and conditions in a response to this RFSOQ. If a proposal contains such terms and conditions, the City, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

2.9 Conflict of Interest and Proposal Restrictions

2.9.1 By submitting a proposal, the Proposer certifies that no amount shall be paid directly or indirectly to an employee or official of the City of Germantown, Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFSOQ.

2.9.2 Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFSOQ or its scope of services which shall be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFSOQ.

2.10 RFSOQ Amendment and Cancellation

The City reserves the unilateral right to amend this RFSOQ in writing at any time. The City also reserves the right to cancel or reissue the RFSOQ at its sole discretion. If an amendment is issued it shall be provided to all vendors submitting a *Letter of Intent to Propos*e. Proposers shall respond to the final written RFSOQ and any exhibits, attachments, and amendments.

2.11 Right of Rejection

2.11.1 The City reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFSOQ in its entirety.

2.11.2 Any proposal received which does not meet the requirements of this RFSOQ may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFSOQ and all applicable City laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFSOQ.

2.12 Ownership of Proposals

All documents submitted in response to this Request For Statement of Qualifications shall become the property of the City.

2.13 RFSOQ and Proposal Incorporated into Final Contract

This RFSOQ and the successful proposal shall be incorporated into the final contract.

END OF SECTION

SECTION III: QUALIFICATIONS AND SELECTION PROCEDURES

3.1 Selection Process

3.1.1 The selection process will consist of three major steps.

3.1.1.1 Submittal and evaluation of the Proposer's qualifications and Technical proposal as covered herein.
3.1.1.2 Optional, interview with each proposer.
3.1.1.3 Recommendation for approval of contract is made to the Board of Mayor and Aldermen.

3.2 Evaluation Process

3.2.1 The City's Evaluation Team will read, review, and evaluate each proposal. The Proposers submitting proposals shall include with their proposal statements on the following:

3.2.1.1. Proven management skills and technical competence including specialized experience in assessment of existing underground drainage network.
3.2.1.2 Credentials of project team, including: lead designer's and major sub-consultant's portfolio of related projects; history of the proposed team working together on past projects, particularly as related to prior work of this nature.
3.2.1.3 Compliance with contractual terms
3.2.1.4 Overall quality and completeness of proposal.

3.3 Submission Requirements

3.3.1 The entire project team, including the A/E Design Firm, its designated Lead Designer, and all consultants who will work on the project, will be evaluated. In the proposal submission, the A/E shall:

3.3.1.1. Be precise about the division of responsibly among their member firms.
3.3.1.2 Identify past experience with assessment of existing underground drainage network.
3.3.1.3 Identify clearly the people that will be involved with the project, as well as their role(s); Proposer shall include resumes of each.
3.3.2 Proposer shall submit an executive summary giving a brief description of the qualities associated with the firm that would qualify the firm to be selected.

3.3.3 Proposer shall submit written certification (use 4.1, Certification of Compliance) and assurance of the Proposer's compliance with:

- The laws of the State of Tennessee;
- Title VII of the federal Civil Rights Act of 1964;
- The Equal Employment Opportunity Act and the regulations issued there under by the federal government;
- The Americans with Disabilities Act of 1990 and the regulations issued there under by the Federal government;
- The Iran Divestment Act of 2016;
- The Non-Boycott of Israel Act;

- The condition that the submitted Proposal was independently arrived at, without collusion, under penalty of perjury; and,
- The condition that no amount shall be paid directly or indirectly to an employee or official of the City of Germantown, Tennessee as wages, compensation, gratuities, inducements, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

3.3.4 Proposer shall submit a project approach narrative describing how the firm plans to complete the scope of services and shall provide an estimated schedule.

END OF SECTION

ATTACHMENT 4.1: Certification of Compliance

Proposer Name

By indication of the authorized signature below, the Proposer does herby make certification and assurance of the Proposer's compliance with:

1. the laws of the State of Tennessee;
2. Title VII of the Civil Rights Act of 1964;
3. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
4. the American with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
5. the Iran Divestment Act of 2016 and each person signing on behalf of any BIDDER certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each BIDDER is not on the list created pursuant to § 12 -12-106 generated to identify entities ineligible to contract with the State of Tennessee or any political subdivision of the State per the Iran Divestment Act, T.C.A. § 12-12-101 et seq., and the current list may be found at the Tennessee Department of General Services, Central Procurement Office, website under the Public Information Library webpage;
6. the Non-Boycott of Israel Act (T.C.A. § 12-4-1 et seq.). by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the beset of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Appliable only to contracts of $250,000 or more and to suppliers with 10 or more employees;
7. the condition that the submitted Proposal was independently arrived at, without collusion, under penalty of perjury; and,
8. the condition that no amount shall be paid directly or indirectly to an employee or official of the City of Germantown as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFSOQ.
9. by submitting a proposal, the Proposer acknowledges their compliance with the scope of services and specifications as set forth in this document.

Proposer Signature and Date