

**REQUEST FOR QUALIFICATIONS
FOR
DESIGN FOR THE EXPANSION OF THE MEMPHIS ZOO PARKING LOT
FOR THE
CITY OF MEMPHIS**

Purpose: The City of Memphis, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to obtain statements of qualifications from Engineering firms interested in the preparation of plans and specifications for the expansion of the Memphis Zoo parking lot and other parking in Overton Park.

Project Description:

This project is being undertaken as a result of the agreement reached between the Memphis Zoo and the Overton Park Conservancy. This agreement was reached after several months of mediation resulted in an impasse, and the Mayor announced a parking plan for Overton Park. Subsequently, the Memphis Zoo and Overton Park Conservancy came to a consensus on a parking plan to provide additional parking for Memphis Zoo patrons and permanently end parking on the Greensward, which is supported by the Mayor, and supported and reduced to writing by City Council per a Resolution on July 19, 2016. Therefore, the project will be required to conform to the agreed upon conditions and boundaries, as stated in the City Council Resolution, which will be provided to the selected firm prior to scope and fee negotiations. The design will include the expansion of the existing main parking lot and also the expansion of the existing lot that fronts along Prentiss Place to provide an additional 415 parking spaces. The design of the expanded parking lot will be ADA compliant.

The Consultant's design team responsibilities include, but are not limited to:

- Topographic survey
- Tree survey
- Civil Engineering
- Geotechnical engineering
- Development of revised parking lot design
- Drainage design of existing parking lots and expanded parking areas
- Landscaping and irrigation design
- Design of a relocated guard house
- Design of a parking management system
- Pavement design
- Structural design
- Public involvement and stakeholder meetings
- Analysis and circulation plans
- Utility coordination, including parking lot lighting plan

- Development of Plans/Documents suitable for public bidding.
- Distribution of bid document/participation in analysis of bid submittals
- Construction administration services
- ADA
- Estimate of probable cost

Factors in Selection:

- Evaluation of the proposer's approach to providing the required services.
- Relevant Experience – identification of at least three (3) projects similar in scope and complexity within the last five (5) years
- Overall capability and experience of design team members.
- Specific experience and position in the firm of key individuals to be involved with the project.
- Identification of minority and women owned certified EBO firms included on the design team and a description of their respective roles in the project. This contract will be subject to the requirements of the City's Ordinance #5384 which establishes the Equal Business Opportunity ("EBO") Program. It is up to the Consultant to verify their certification as a City of Memphis certified EBO firm. Confirmation can be found on the home page of the City of Memphis web site under "doing business with the City".
- Adherence to the requirements of this RFQ

Design Contract Conditions:

- The successful submittal and consultant team will be expected to sign a City of Memphis negotiated contract on a lump sum basis

Format/Content of Proposals:

- Format - Submittals should be on 8 ½ x 11 sheets (fold-out sheets permitted) contained in one loose-leaf binder no greater than 1 ½" in thickness. Five (5) copies shall be submitted. Proposals will not be returned. Proposals not conforming to the required format will not be considered.
- Content - As a minimum, proposals should contain the following:
 1. Organization chart showing the team's member firms. If only one firm is involved, the chart should show the individuals who will be team members.
 2. Information on the member firms, discussing their experience with the design criteria noted above and the role each shall play.
 3. A one-page resume on individual team members.

4. A description of the proposed approach the team will take in providing specific design services requested and the proposed staffing of the various phases of the project, in terms of full- time and part-time team members.

5. Firms submitting qualifications are not expected to include cost information at this time.

Submittal Schedule: Proposals should be addressed to:

Mr. Jack Stevenson, P.E.
Administrator, Land Development/Budget
Division of Engineering
125 N. Main Street – Room 644
Memphis, TN 38103

and received not later than 3:00 p.m. on XXXXXX XX, 2016

Method of Selection: Submittals will be reviewed by the Owner's representatives, who will make a recommendation for selection. Consultants may be asked to submit a proposal and/or invited for an interview, if that is considered necessary. All proposers will be advised when selection has been made.

Reservations: The City of Memphis reserves the right to reject any and all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.

Public Review: The City of Memphis may elect to post on line the proposals submitted under this RFQ so that they may be reviewed by the general public.