

**City of Memphis Request for Qualifications
For
Project Administrator**

RFQ #38475

Prepared by: Office of Business Diversity and Compliance

Closing Date for Submittals: September 15, 2017

Submittals accepted at Attn:

Purchasing Department

125 North Main St., Ste. 354

Memphis, TN 38103

Email Inquiries: Eric.Mayse@memphistn.gov

Request for Qualifications For Project Administrator

The City of Memphis (hereafter referred to as the “City”) is issuing this Request for Qualifications (RFQ) through its Office of Business Diversity & Compliance for the solicitation of the services described herein. Inquiries for information related to this RFQ document should be directed in writing to:

Submittal delivery address: ATTN: Eric Mayse 125 N. Main Ste 354 Memphis, TN 38103

Completed submittals will be accepted at the delivery address shown above only and must be submitted by 2:00 p.m. (CST) on September 15, 2017. Late submittals will NOT be accepted and will therefore be disqualified. In order to be considered for selection, respondents must submit a complete response to the RFQ. Incomplete submittals will not be considered if the omissions are determined to be significant in the City’s sole discretion.

The City reserves the right to reject any and/or all submittals and to request additional information from any or all respondents. The contract will be awarded to the respondent who, based upon evaluation, is determined to have the best submittal.

1. INTRODUCTION

1. The City of Memphis acting through its Office of Business Diversity & Compliance is requesting Statements of Qualifications (SOQ) from interested and qualified project managers to provide project administrative services.

2. SCOPE OF SERVICES

1. The job description of Project Administrator consists of the following responsibilities:
 - Perform administrative functions and oversee concerns within the project scope.
 - Act as the liaison with MWBE contractors, providing individual contractor status & progress reports as required.
 - Clearly communicate project status, risks, and scope creep with impact to all stakeholders on a regular basis.
 - Monitor and maintain project goals, success criteria, timelines, resource needs, and communicate project budgets.
 - Review inventory tracking and asset management processes.
 - Prepare status and progress reports as requested. Elevate all issues and concerns to the Project Leadership.
 - Develop effective working relationships to gain a matrix of resources to support project initiatives.

3. REQUIRED QUALIFICATIONS

1. Respondents must have the following qualifications to be considered for the Project:
 - Knowledge of Project Management Institute (PMI) principles, concepts, and practices
 - Familiar with Project management tools (FMEA, RACI, MS Project, Stage Gate, etc.)
 - Minimum of 3 years of project administration / project management experience
 - Highly proficient with Microsoft Office, MS Project, Visio
 - Knowledge of personal computer software and operation
 - Knowledge of basic proficiency with IP network functionalities
 - Have highly developed interpersonal, writing & presentation skills
 - Experience administering similar sized projects
 - Demonstrable technical management experience

4. PREFERRED QUALIFICATIONS

1. While not required, it is preferred that the respondent have the following qualifications:
 - Project Management Professional (PMP) Certified
 - Computer Networking Certification

5. SUBMITTAL EVALUATION AND SELECTION PROCESS

1. If the Office of Business Diversity & Compliance does not reward the Project Administrator contract, the respondents will not be entitled to recover any monetary awards of any type whatsoever.

6. SELECTION PROCESS SCHEDULE

Schedule Activities	Schedule
RFQ Advertised	August 15 & 16, 2017
Last day to submit RFQ questions	August 21, 2017
Q&A Posted to City of Memphis Website	August 28, 2017
Statement of Qualifications due	September 15, 2017; 2:00 p.m.
Successful proposer announced (tentative date)	September 25, 2017
Project Administration Begins	October 2, 2017

7. INSTRUCTIONS FOR SUBMITTING AN SOQ

1. Statement of Qualifications must be received in the Managing Office shown herein before the date and time shown in the Selection Process Schedule.
2. Respondents for the Project shall submit a Statement of Qualifications (SOQ) in accordance with the following instructions:
 - Provide all information required by this RFQ.
 - Provide information as it pertains to your firm. When referencing projects that were joint ventures, indicate such and explain your firm's role in the project.
 - The SOQ should be well organized and as concise and complete as possible while still providing the requested information.
 - Information you believe is relevant to the selection of your firm for this Project but not requested by the RFQ may be submitted as an appendix to the SOQ.
 - Where contact information is requested, include the company name, address and a company representative's name, phone number and email address.
 - Submit one (1) original (clearly marked as such) and five (5) copies of the SOQ in "8 ½ x 11" format and one copy as a digital file in PDF format.
 - Deliver the SOQ in a sealed packaged marked on the outside "SOQ for" and add the Project Name and Project Number.
 - Deliver the SOQ to: 125 N Main St., Room 354, Memphis, TN 38103 prior to the date and time indicated in the Selection Process Schedule.

8. SUBMITTAL REQUIREMENTS

1. Submittals shall be organized in a manner requested in the RFQ. Submissions will not be considered responsive unless fully compliant with the requirements in this Section, as well as the additional instructions provided regarding the required Submission formats and Submission process.
2. Cover Letter. The cover letter should contain:
 - Firm name, address, and telephone number
 - Point of contact: name, telephone number, and email address
 - Proof of all applicable licensuresAdditionally, the cover letter should indicate the underlying philosophy of your firm in providing the service. The letter must be signed by a person who is authorized to commit the offeror's organization to perform the work included in the request for qualifications and shall identify all materials and enclosures being forwarded in response to the RFQ. The letter should summarize key elements of the bidder's submission. Include any supplemental information that is felt would be helpful in assisting the evaluation of the submission.
3. Qualifications

- Resumes for proposed project manager and staff from each participating firm
Areas of expertise of all team members presented in submittal.
 - For each person, the resume should provide the following information:
 1. Name
 2. Address, Phone Number and E-mail address
 3. Title
 4. Role
 5. Description of past assignments would prepare him or her for this assignment
 6. Educational qualifications
 7. Tenure at firm
 8. Years of relevant experience
 9. Years of public sector experience
4. Experience
- Provide case study information documenting relevant experience within the past five years (minimum of three projects with at least one in the Memphis/Shelby County area and preferably at least one public sector). Case studies shall list the following as a minimum:
 1. Summary of the project
 2. Client and client's point of contact information
 3. Firm's role in the project
5. Approach
- Summary of suggested approach shall include:
 1. Proposed distribution of tasks among team members
 2. Organizational chart, including roles of all team members

9. NUMBER OF SUBMITTAL COPIES

1. Each respondent must submit one (1) complete original submittal that clearly has been marked as the "ORIGINAL" RFQ submittal. Each respondent must also submit five (5) full, complete and exact copies of the original. The copies are necessary in the evaluation of the response by the Evaluation Committee. Respondents failing to provide the required number of copies shall be charged the cost incurred by the City in producing the required number of copies. It is suggested that the respondent make and retain a copy of the submittal.

10. COMPLIANCE WITH LAWS

1. The selected Project Administrator shall be required to comply with all applicable local, state, and federal laws in the performance of the contract. Specifically, the Project Administrator shall comply with the City's MWBE, Local Preference Ordinances, and State of Tennessee's SRF Loan program.

11. REVISIONS TO THE RFQ

1. An addendum will be prepared and distributed at such a time when a written clarification or revision to this RFQ is necessary. Addendums will be posted to the City's website.
2. Any Addendum to this RFQ shall become part of this RFQ and part of any agreement resulting from this RFQ.

12. RESPONDENT'S RESPONSIBILITY

1. The respondent assumes sole responsibility for the complete effort required by this RFQ. It acknowledges that it is responsible for the information in the RFQ and all subsequent amendments. No special consideration shall be given after response submittals are opened because of a respondent's failure to be knowledgeable of all the requirements of the RFQ. By submitting a response to this RFQ, each respondent represents that it has satisfied itself, from its own investigation, of all requirements of this RFQ. The respondent further represents that it has made its own calculations, based on the information provided and its own research and experience, of costs, and expenses, for which the City bears no liability

13. CONTENTS OF RFQ RESPONSE - PUBLIC RECORD

1. The entire content of every submittal is subject to public records release after the Intent to Award is issued.

14. GENERAL QUESTIONS

1. General Questions shall be submitted via email to Eric Mayse, the Purchasing Agent for the City of Memphis at the address provided on the cover sheet included herein.

15. AMBIGUITY, CONFLICT OR OTHER ERRORS IN THE RFQ

1. If a respondent discovers any ambiguity, conflict, discrepancy, omission or other in the RFQ, it shall immediately notify the City of Memphis Purchasing Agent Eric Mayse of such error in writing or by email and request modification or clarification of the document. The City will make modifications by issuing a written revision, which will be posted to the City's website.

16. ACCEPTANCE OF SUBMITTALS

1. The City reserves the right to request clarifications or corrections to submittals and shall accept all submittals that are submitted properly. Such requests for clarification of submittals shall be in writing and shall not alter the respondent's given information.

17. VALIDITY OF SUBMITTALS

1. All submittals shall be valid for a period of one-hundred and twenty (120) days from the Closing Date provided on the cover sheet included herein.

18. EQUAL BUSINESS OPPORTUNITY PROGRAM

1. The Agreement is subject to the requirements of the City of Memphis Ordinance **#5384** which establishes the Equal Business Opportunity (EBO) Program. It is up to the respondent to ensure that all requirements of this ordinance are met. The Ordinance may be accessed on the City's website at www.memphistn.gov under "Doing Business". The intent of the EBO Program is to increase the participation of locally owned minority and women owned business enterprise (MWBE) in the City's purchasing activities. Toward achieving this objective, the MWBE participation goal for the project administrative services of this solicitation is **50%**. The percentage of MWBE participation is defined as the dollar value of subcontracts awarded to minority and/or women business enterprises divided by the total proposed base bid amount. This goal only represents a minimum dollar value established by the City and respondents are encouraged to increase such participation to the extent possible.