GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. NAME

   Parsons Transportation Group Inc

2. DATE OF GRATUITY

   Not Applicable

3. NATURE AND PURPOSE OF THE GRATUITY

   N/A

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

   N/A

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

   N/A

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

   N/A

7. **DESCRIPTION OF THE GRATUITY**

N/A

8. **COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)**

N/A

9. **The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.**

Robert E McIvor, Jr
Signature

2/27/09
Date

Robert E. McIvor, Jr
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

CONTRACT NO. CA 097624

CONTRACT AND ENCUMBRANCE INFORMATION SHEET
AN ORIGINAL AND 1 COPY OF THIS FORM MUST BE SUBMITTED

THIS SHEET MUST BE COMPLETED, SIGNED BY THE DEPARTMENT HEAD AND DIVISION DIRECTOR AND ATTACHED TO ALL CONTRACT AND RESOLUTION PACKETS BEFORE ANY ACTION WILL BE TAKEN.

1. Department Requesting Services: Regional Services

2. Preparer's Name, Telephone #, and E-Mail Address:
Gwen Harvey, 379-7842, gwen.harvey@shelbycountytn.gov

3. DESCRIPTION OF ITEM TO BE PURCHASED, BUILT, OR SERVICE TO BE PROVIDED:
Professional Services for preparing the Southern Poplar Corridor Study for the Memphis and Shelby County Metropolitan Planning Organization.

4. NAME, ADDRESS, VENDOR NUMBER, AND EOC NUMBER OF VENDOR/CONSULTANT/AGENCY WITH WHICH SHELBY COUNTY WILL BE CONTRACTING:
Dalhoff Thomas Daws LLC
6625 Lenox Park Blvd. Suite 100
Memphis, TN 38115
VENDOR NO.
EOC NO. EOC-S-0809-13370

5. COST OF ITEM OR SERVICE REQUESTED: $247,500.00

6. TERM OF PROPOSED CONTRACT/AGREEMENT: Upon execution - June 30, 2010

7. FUND, ORG, AND ACCOUNT NUMBER (13 DIGITS) **FOR MULTIPLE ACCOUNTS, PLEASE SPECIFY DOLLAR AMOUNT FOR EACH**
380-271111-6634-$100,000.00 FY09 budget
384-271111-6634-$147,500.00 FY10 budget(contingent on adoption)

8. COMMODITY CODE:

9. VENDOR/CONSULTANT/AGENCY SELECTED BY (CHECK ONE):
PLEASE ATTACH APPROVAL DOCUMENTS
a. [X] Bid/RFP Process - # & Date RFP# 09-010-24
b. [ ] Emergency/Sole Source

10. LOSB/MBE INFORMATION: Please check the appropriate description
[ ] MBE (MINORITY OWNED BUSINESS ENTERPRISE)
[ ] MALE [ ] FEMALE
[ ] WBE (WOMEN OWNED BUSINESS ENTERPRISE)
[ ] LOSB (LOCALLY OWNED SMALL BUSINESS)
ANNUAL SALES DOES NOT EXCEED $3 MILLION
[X] N/A

11. SPECIAL INSRUCTIONS (ROUTING, FUNDING, BUDGET TRANSFER IN PROCESS)
Routing for signatures

REVIEWED AND APPROVED BY:

DEPARTMENT HEAD 3/3/09 DATE

ELECTED OFFICIAL

DIVISION DIRECTOR DATE 3/3/09

COPY

Shelby County Government

A C Wharton, Jr.
Mayor

January 12, 2009

Mr. Robert E. McIvor, Jr.
Parsons Transportation Group, Inc.
6750 Lenox Center Court, Suite 117
Memphis, TN 38115

RE: RFP #09-010-25, Houston Levee Road Alignment Corridor Study

Dear Mr. McIvor:

We are pleased to inform you that your firm has been selected to provide a **Road Alignment Corridor Study for Houston Levee Road**, that was issued on the above-described RFP.

A contract for these services will be forwarded to your office for your review and approval. Until then, no work should begin on this project until you receive an official "Notice to Proceed," along with a fully negotiated and executed copy of the contract.

Thank you for your proposal and congratulations on your selection. Shelby County Government looks forward to the successful and timely delivery of this very important service and your company's efforts in reaching this goal.

Sincerely,

Clifton Davis
Administrator of Purchasing
Shelby County Government

CD/shw

cc: Martha Lott, Administrator, Memphis MPO Coordinator
Kathy K. Johnson, Contract Administrator
Tonya Blunt, Contracts Administration

Purchasing Department
160 N. Main, Suite 550
Memphis, TN 38103
(901) 545-4365
Fax: (901) 545-4531

Shelby County
Tennessee

A C Wharton, Jr., Mayor

Memorandum

To: **Honorable A C Wharton, Jr.**
Shelby County Mayor

From: **Clifton Davis, Administrator**
Purchasing Department

Date: **January 7, 2009**

Re: **RFP #9-010-25, Houston Levee Road Alignment Corridor Study**

Seven (7) companies submitted proposals indicating their interest in providing the above-described services.

	Evaluation Score	EOC Rating	Consultant Fees
1. **Parsons Transportation Group**	**89.83**	C	**$119,980.00**
2. Davis Engineering Co.	89.17	D	$102,300.00 - $120,000.00
3. Askew Hargraves Harcourt	87.50	E	$127,150.00
4. Buchart Horn, Inc.	85.75	C	$110,063.18
5. Pickering Firm, Inc.	85.33	F	$107,650.80
6. Gresham Smith & Partners	83.83	Non-compliant	
7. ETI	58.50	F	$576,226.00

An evaluation committee comprised of five (5) members from the Memphis Metropolitan Planning Organization (MPO) and Purchasing evaluated the proposals and determined that the proposal submitted by **Parsons Transportation Group** thoroughly demonstrated their ability to meet the requirements of the Scope of Services described in the RFP. It is the recommendation of the evaluation committee, with the concurrence of the Purchasing Department, that **Parsons Transportation Group** be awarded the contract to provide the Houston Levee Road Alignment Corridor Study for the Memphis MPO.

Although Davis Engineering, Pickering Firm, and Buchart Horn submitted lower cost proposals, their proposals did not address any onsite counts, field reviews, or windshield surveys, which were major requirements in the RFP.

The evaluation committee concluded that the proposal submitted by Parsons Transportation Group be recommended based upon the following: (i) Their firm exceeded in counts needed to perform the analysis work; (ii) Due to federal requirements placed on MPOs for Public Participation, their Public

Participation component was stronger; and (iii) they received the highest overall average score by the evaluation committee members.

A copy of the department's recommendation letter is attached.

EOC Rating Codes:

A Compliance – 90% or more
B Compliance – 80%-89.9%
C Compliance - 50%-79.9%
D Less than 15 employees (automatically qualify)
E Approval by EOC Board of Appeals
F Exception granted by CAO or Administrator of EOC

Please indicate your approval or disapproval of this selection in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 1/9/09

A C WHARTON, JR., MAYOR

cc: Martha Lott, Administrator, Memphis MPO Coordinator

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 03/03/2009

PRODUCER
Aon Risk Insurance Services West, Inc.
Los Angeles CA Office
707 Wilshire Boulevard
Suite 2600
Los Angeles CA 90017-0460 USA

PHONE - (866) 283-7122 FAX - (847) 953-5390

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	National Union Fire Ins Co of Pittsburgh	19445
INSURER B:	Insurance Company of the State of PA	19429
INSURER C:		
INSURER D:		
INSURER E:		

INSURED
Parsons Transportation Group Inc.
1133 - 15th Street N.W.
Washington DC 20005 USA

COVERAGES

SIR applies per terms and conditions of the policy

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LIMITS SHOWN ARE AS REQUESTED

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM\DD\YY)	POLICY EXPIRATION DATE(MM\DD\YY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [X] CLAIMS MADE [ ] OCCUR [X] Professional Liability [ ] GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	GL2067016	01/01/09	01/01/10	EACH OCCURRENCE	$1,500,000
						DAMAGE TO RENTED PREMISES (Ea occurence)	
						MED EXP (Any one person)	
						PERSONAL & ADV INJURY	
						GENERAL AGGREGATE	$3,000,000
						PRODUCTS - COMP/OP AGG	
A A		AUTOMOBILE LIABILITY [X] ANY AUTO [X] ALL OWNED AUTOS [X] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON OWNED AUTOS [ ] [ ]	CA8263206 AOS CA8263205 MA	01/01/09 01/01/09	01/01/10 01/01/10	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
		GARAGE LIABILITY [ ] ANY AUTO [ ]				AUTO ONLY - EA ACCIDENT	
						OTHER THAN AUTO ONLY : EA ACC	
						AGG	
		EXCESS /UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION				EACH OCCURRENCE	
						AGGREGATE	
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC4990840 AOS	01/01/09	01/01/10	[X] WC STATU-TORY LIMITS [ ] OTH-ER	
B		ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED?	WC4990835 CA	01/01/09	01/01/10	E.L. EACH ACCIDENT	$1,000,000
B		If yes, describe under SPECIAL PROVISIONS below	WC4990838 FL	01/01/09	01/01/10	E.L. DISEASE-EA EMPLOYEE	$1,000,000
						E.L. DISEASE-POLICY LIMIT	$1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Re: Proposal No. 970649 - Houston Levee Road Corridor Study. See Attached Special Clauses.

CERTIFICATE HOLDER

Shelby County Government
Attn: Purchasing Department
160 N. Main Street, Suite 550
Memphis TN 38103 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE *Aon Risk Insurance Services West, Inc.*

Holder Identifier :

Certificate No : 570033203369

Attachment to ACORD Certificate for Parsons Transportation Group Inc.

The terms, conditions and provisions noted below are hereby attached to the captioned certificate as additional description of the coverage afforded by the insurer(s). This attachment does not contain all terms, conditions, coverages or exclusions contained in the policy.

INSURED

Parsons Transportation Group Inc.
1133 - 15th Street N.W.
Washington DC 20005 USA

INSURER
INSURER
INSURER
INSURER
INSURER

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER POLICY DESCRIPTION	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
		WORKERS COMPENSATION					
B			WC4990837 OR	01/01/09	01/01/10		
B			WC4990836 WI	01/01/09	01/01/10		
B			WC4990839 TX	01/01/09	01/01/10		

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate No : 570033203369

INSURED

Parsons Transportation Group Inc.
1133 - 15th Street N.W.
Washington DC 20005 USA

Special Clauses

Additional Insured:

Except as respects Workers' Compensation and Professional Liability Coverage and solely as respects work performed by the named insured, Shelby County Government, its elected officials, appointees and employees are included as an additional insured but only to the extent of the named insured's negligence.

Cancellation Notice:

It is agreed that, in the event of cancellation or material change in the aforementioned policy(ies), the Certificate Holder shall be given thirty (30) days prior written notice. 10-day written notice of cancellation for non-payment of premium.

Shelby County
Tennessee

A C Wharton, Jr., Mayor

Request for Proposal

Shelby County Government

Purchasing Department

160 N. Main, Suite 550
Memphis, TN 38103

Issued: October 24, 2008
Due: November 21, 2008 no later than 3:00 P.M. (Central Standard Time)

RFP #09-010-25

PROFESSIONAL SERVICES – HOUSTON LEVEE ROAD ALIGNMENT CORRIDOR STUDY

Shelby County Government is soliciting written proposals, on a competitive basis, from interested and qualified professionals to provide a road alignment corridor study for Houston Levee Road. Information regarding this RFP is located on the County's website at www.shelbycountytn.gov. Go to "Purchasing Bids" under Online Services on the home page to locate the above-described RFP.