December 2009 – January 2010 (Phase III)

1. Prioritize Projects
    a. prepare initial based on ranking criteria
    b. develop project evaluation matrix
    c. Revisions after stakeholders meeting
2. Public involvement activities
    a. hold stakeholders meeting
3. Prepare Technical Memorandum #3

February - March 2010 (Phase IV)

1. Summarize each of the study components to integrate into the final plan document to include an Executive Summary of the Plan.
2. Provide a draft document for review by the Engineering and Technical Committee, and Transportation Policy Board with a two to four-week comment period.
3. Revise the draft document to incorporate comments received and submit final plan
   documents.
4. Deliver to the MPO (50) color copies of the Southern Poplar Corridor including an Executive Summary of the plan. Documentation of the public involvement activities will be included as an appendix.
5. All documents and data will be delivered to the Memphis MPO on a DVD at the project conclusion

EXHIBIT B

LOBBYING CERTIFICATION

Dalhoff Thomas Daws LLC certifies, to the best of his/her knowledge and belief, that::

a. No federally appropriated funds have been paid or will be paid, by or on behalf of the Metropolitan Planning Organization ("MPO"), to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, and entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with is grant, loan, or cooperative agreement, the **Dalhoff Thomas Daws LLC** shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. **Dalhoff Thomas Daws LLC** shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subrecipients of federally appropriated funds shall certify and disclose accordingly.

[signature] - President
NAME AND TITLE

3.3.09
DATE

RENEE D. WALKER NOTARY PUBLIC AT LARGE SHELBY CO. TN

CORPORATE ACKNOWLEDGMENT

STATE OF Tennessee

COUNTY OF Shelby

Before me, the undersigned Notary Public, in and for the State and County aforesaid, personally appeared Robert Dalhoff, with whom I am personally acquainted or proved to me on the basis of satisfactory evidence, and who, upon oath, acknowledged himself/herself to be president or other officer authorized by appropriate Corporate action and/or Resolution to execute the preceding instrument of the Dalhoff Thomas Daws LLC, the within named bargainor, a corporation, and that he as such President, executed the foregoing instrument for the purpose therein contained, by signing the name of the corporation by himself/herself as President.

WITNESS my hand and official seal at office this 3rd day of March, 2009.

Renee D. Walker
Notary Public

My Commission Expires: 4/20/2011

EXHIBIT C

SUSPENSION AND DEBARRMENT

Dalhoff Thomas Daws LLC warrants that no part of the total Contract Amount shall be paid directly or indirectly to entities who are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 of February 18, 1986 (3 CFR, 1986 Comp., p. 189).

RDW - President

NAME AND TITLE

3.3.09

DATE

RENEE D. WALKER NOTARY PUBLIC AT LARGE SHELBY CO., TN

CORPORATE ACKNOWLEDGMENT

STATE OF Tennessee

COUNTY OF Shelby

Before me, the undersigned Notary Public, in and for the State and County aforesaid, personally appeared Robert Dalhoff, with whom I am personally acquainted or proved to me on the basis of satisfactory evidence, and who, upon oath, acknowledged himself/herself to be president or other officer authorized by appropriate Corporate action and/or Resolution to execute the preceding instrument of the Dalhoff Thomas Daws LLC, the within named bargainor, a corporation, and that he as such President, executed the foregoing instrument for the purpose therein contained, by signing the name of the corporation by himself/herself as President.

WITNESS my hand and official seal at office this 3rd day of March, 2009.

Renee D. Walker

Notary Public

My Commission Expires: 11/20/2011

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 16, 2009**

Re: **RFP #09-010-24, Southern /Poplar Corridor Study**

Four (4) companies submitted proposals indicating their interest in providing the above-described services.

	Evaluation Score	EOC Rating	Consultant Fees
1. **Dalhoff Thomas Daws, LLC**	**91.57**	**E**	**$247,500.00**
2. Buchart Horn, Inc.	89.93	C	$256,740.00
3. Parsons Transportation Group	84.36	C	$249,933.00
4. Gresham Smith & Partners	78.14	noncompliant	$173.068.00

An evaluation committee comprised of six (6) members from the Memphis Metropolitan Planning Organization (MPO) and Purchasing evaluated the proposal responses and determined that the proposal submitted by Dalhoff Thomas Daws, LLC 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 **Dalhoff Thomas Daws, LLC,** be awarded the contract for the Southern/Poplar Corridor Study for the Memphis MPO.

The evaluation committee concluded that the proposal submitted by Dalhoff Thomas Daws, LLC, is recommended based upon the following: (i) the firm was ranked the highest based on the selection criteria: (ii) the firm had the lowest proposal cost with a valid EOC certification number; (iii) the firm is locally based; (iii) this firm had the stronger public participation process which is most vital; and (iv) the firm has a positive work experience.

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: 1/21/09

A C WHARTON, JR., MAYOR

cc: Martha Lott, Memphis MPO

Memphis and Shelby County

Division of Planning and Development

1075 MULLINS STATION RD, MEMPHIS, TENNESSEE 38134-7795
Tel: (901) 379-7840 Fax: (901) 379-7864

A C Wharton, Jr.
Mayor, Shelby County

Dr. W.W. Herenton
Mayor, City of Memphis

To: Cliff Davis, Administrator
Bob Brenner, Buyer

From: Martha Lott, Administrator ML

Subject: Consultant Selection RFP #09-010-24

Date: January 14, 2009

The Memphis MPO selection committee has chosen Dalhoff Thomas Daws, LCC, Inc for the Southern Poplar Corridor Study, Request for Proposal #09-010-24 based on the proposal response, selection criteria scores, and cost.. For your reference I have included the evaluation score and cost proposed by each company below.

1. Dalhoff Thomas Daws, LCC	90.83	$224,600 - $247,500	
2. Buchart Horn, Inc.	89.25	$256,740	
3. Parsons Transportation Group	83.08	$249,933	
4. Gresham Smith & Partners	77.73	$173,068	Noncompliant

The reasons the review team selected Dalhoff Thomas Daws, LCC were:

Dalhoff Thomas Daws, LCC

- Firm was ranked the highest based on the selection criteria
- Firm had the lowest proposal cost with a valid EOC number
- Firm is locally based
- Firm had stronger Public Participation Process
- Firm had positive previous work experience

Buchart Horn, Inc

- Firm had negative comments regarding previous work experience and product delivered
- Firm had weaker Public Participation Process
- Firm's study costs exceed the amount released in the RFP.

Parsons Transportation Group

- Firm proposal was weakest of the weakest
- Due to previous knowledge of Firm receiving another bid, committee felt Firm did not have personnel to conduct both studies at the same time.
- Firm had the second highest cost estimate

I have attached the final score sheet to the memo. Please notify Dalhoff Thomas Daws, LCC that the Memphis MPO would like to negotiate the contract at their earliest convenience.

Thank you

Copy to M. Bright 1/27/09 K. J.

Tonya gave Kathy on 1/27/09

Shelby County Government

A C Wharton, Jr.
Mayor

January 23, 2009

Mr. Bob Dalhoff
Dalhoff Thomas Daws, LLC
6625 Lenox Park Dr., #100
Memphis, TN 38115

RE: RFP #09-010-24, Southern/Poplar Corridor Study

Dear Mr. Dalhoff:

We are pleased to inform you that your firm has been selected to provide the **Southern/Poplar Corridor Study**, 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
Kathy K. Johnson, Contract Administrator
Tonya Blunt, Contracts Administration

Equal Opportunity Compliance

Company Details

Bid Number: I0901024 SOUTHERN/POPLAR CORRIDOR STUDY

Company Name: BUCHART HORN, INC. **CID:** 27535

Other name (DBA):
Vendor Number: Owner Code: WM
Commodity: ENGINEERING & ARCHITECTURE
Firm Type: Division
Certified: National Standards
County: National, SM: 27.20%
Phone: Fax: EMail:
KnowAs:
Additional Notes:

Company Type:
Contractor
Service

EnteredBy: Enter
DateEntered: 8/1/2007
EditBy: Doris
DateEdit: 8/1/2007

Compliance History

Compliance Date 12/03/2008 ☐ Compliance
Compliace Code C ☐ Certificate
EOC Number: EOC-CS-0609-13833
Number: Last Edited By: doris.vester
Percent: Date Last Edited: 12/3/2008
Expires: 6/30/2009 **Current**
Status:
Survey Number: 0

Compliance Date 09/05/2007 ☐ Compliance
Compliace Code C ☐ Certificate
EOC Number: EOC-CS-0308-11814
Number: Last Edited By: doris.vester
Percent: Date Last Edited: 9/5/2007
Expires: 3/31/2008 **Expired**
Status:
Survey Number: 0

Contacts:

Contact First Name:
Contact Last Name:
Contact Title: JACK V. SCHERER, REG. MGR.
Contact Phone: 9013636355
Contact Date: 08/01/2007
Contact Notes:

Active Contact
Entered By:
Date Entered:
Last Edited By:
Edit Date:

Equal Opportunity Compliance

Company Details

Bid Number: I0901024 SOUTHERN/POPLAR CORRIDOR STUDY

Company Name: BUCHART HORN, INC. **CID:** 27535

Contact First Name:		Inactive Contact	
Contact Last Name:		Entered By:	
Contact Title:		Date Entered:	
Contact Phone:		Last Edited By:	
Contact Date:	12/02/2008	Edit Date:	
Contact Notes:	*OTHER OFFICES USING THIS #: SOUTHERN REGION: MEMPHIS, NASHVILLE, BATESVILLE & BATON ROUGE		

Contact First Name:		Inactive Contact	
Contact Last Name:		Entered By:	
Contact Title:		Date Entered:	
Contact Phone:		Last Edited By:	
Contact Date:	08/01/2007	Edit Date:	
Contact Notes:	*PARENT CO.; BUCHART HORN, INC. 445 W. PHILADELPHIA ST. YORK, PA 17401		

Mailing Addresses:

Address:	3150 LENOX PARK BLVD., SUITE 300		
MailCity:	MEMPHIS	ST: TN	Zip: 38115
County:		Active Mailing Address	
Entered By:		Last Edited By:	
Date Entered:		Edit Date:	