c) Contractual
d) Independent Contractors
e) Broad Form Property Damage
f) Personal Injury and advertising liability
g) Employment Practices Liability

2) *Business Automobile Liability Insurance* - $1,000,000 each accident for property damage and personal injury. Coverage is to be provided on all:
   a) Owned/Leased Autos
   b) Non-owned Autos
   c) Hired Autos

3) *Workers Compensation and Employers' Liability Insurance* - Workers Compensation statutory limits as required by Tennessee statutes. This policy should include Employers' Liability Coverage for $500,000 per accident.

4) *Umbrella or Excess Liability* - $2,000,000 per claim or occurrence.

5) *Professional Liability/Errors & Omissions Insurance* - $1,000,000 per claim or occurrence/$3,000,000 annual aggregate. Insurer is to be rated A- or better by A.M. Best.

B. Right to Monitor and Audit

Access To Records. During all phases of the work and services to be provided hereunder the Provider agrees to permit duly authorized agents and employees of the County, to enter Provider's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Provider will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for three (3) years from the date of payment under this Contract for inspection by the County or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.

XI. PROPOSAL SUBMISSION

A. GENERAL

1. All interested and qualified Proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the Proposer has read and

understands this entire RFP, including all attachments, exhibits, schedules, and addenda (as applicable) and all concerns regarding this RFP have been satisfied.

2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

3. Proposals must be complete in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.

4. **Hard copy proposals must be received by <u>no later than 3:00 p.m. (CST) on November 21, 2008</u>, at Shelby County Government Purchasing Department, 160 N. Main St., Suite 550, Memphis, TN 38103.**

5. Proposer agrees to provide County with any additional information it deems necessary to accurately determine ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this organization for the County to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify this organization from further consideration. Such additional information may include evidence of financial ability to perform.

B. PROPOSAL PRESENTATION

1. One (1) original copy (clearly identified as original) and six (6) copies of the Technical proposal and six (6) copies of the Cost proposals are required. Please indicate which are the technical proposals and which a cost proposal.

2. The package containing the original must be sealed and marked with the Proposer's name and **"SOUTHERN/POPLAR CORRIDOR STUDY" RFP #09-010-24 with due date and time indicated.**

3. Proposals must be in ink. Erasures and "white-out" are not permitted. Mistakes may be crossed out, corrections typed adjacent and initialed in ink by the person signing the proposal. Please identify all attachments, literature and samples, etc., with your firm name and our bid number.

4. Proposals must be verified before submission as they cannot be withdrawn or corrected after being opened. The County will not be responsible for errors or omissions on the part of bidders in making up their proposals. A responsible officer or employee must sign proposals. Tennessee sales tax shall not be included in the Consultant's proposal.

C. PROPOSAL FORMAT

Response to this RFP must be in the form of a proposal package that must be submitted in the following format. **Please download ALL attachments to this document.** The Proposal Response Sheet and Utilization Report ***(required documents)*** should be the first two pages of your written response.

1. Cover Page/Proposal Response Sheet – Submit on letterhead stationary, signed by a duly authorized officer, employee, or agent of the organization/firm

2. Utilization Report (***Separate Attachment Form***)

3. Comprehensive Proposal Response:

All consultants or consultant teams are required to prepare a **Technical Proposal** and a **Cost Proposal**.

Technical Proposal Requirements

The Technical Proposal should demonstrate that the Consultant:

- Understands the intent and scope of the project
- The character of the deliverables
- The services required for their delivery
- The specific tasks that must be performed in the course of supplying these services.
- In addition, consultant qualifications necessary to successfully complete this project should be demonstrated.

In order to assist in the evaluation process, please include the following information:

Cover Letter

Project Abstract

This section should summarize the Consultant's overall understanding of the project. It should briefly describe the proposed approach to be taken to achieve stated project goals and objectives.

Introduction to the Consultant Firm(s)

Consultants shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture. Sub-consultant roles should be clearly defined.

a. Firm name and business address, including telephone number and email contact
b. Year established. Include former firm names and year established, if applicable
c. Identify the state in which the firm was organized or incorporated
d. Type of ownership, and name and location of parent company and subsidiaries, if any
e. Indication of whether the firm is licensed to do business in the State of Tennessee and Shelby County, TN.
f. Number of full-time employees. Part-time employees or consultants routinely engaged by the Respondent may be included if clearly identified as such.

Methodology

This section should address the tasks described in the project description section. Please highlight any particular issues or aspects of the corridor study that you believe may need special consideration (e.g. any existing/future conditions information that the Memphis MPO or municipalities would be asked to provide, a proposed approach to issues such as bus way, land use solutions, or special areas of focus). A timetable should accompany the work description showing the expected sequence of tasks, consultant team members assigned to each task and resource requirements for Memphis MPO staff.

Qualifications and Experience of the Consultant Firm(s)

This section should detail the Consultant's and proposed Sub consultants' previous experience relating specifically to this work. Include a listing of all recent work (within the past three years) which would indicate experience with corridor studies. This listing shall include a description of the work, the approximate date the work was completed, project budget, and the name and telephone number of the client's Project Manager. Include information as to whether the project's time schedule and budget were met. Expertise in all aspects of traffic engineering should be highlighted, as well as understanding of transportation/land use relationships, bicycle/pedestrian planning, and socioeconomic issues.

Qualifications and Experience of Key Staff

This section shall contain resumes for only those individuals that will participate in the project. Consultants shall identify key individuals assigned to this project and include the function and/or responsibility of each of the identified individuals along with the percentage of their normal work week estimated to be spent on this project. Project

organization, including the project management structure, should be included. The level and nature of involvement envisioned for principals should be clarified. Experience summaries of the key individuals must be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals should be included as an appendix to the proposal. This section shall also include a Staff Availability Chart. This chart shall detail the availability of each staff member based on the percentage of time he or she will have to devote solely to this project, taking into consideration their other project commitments.

4. Cost and Fees

The consultant will be reimbursed on a time and materials basis. Payment should be expected upon successful completion of the deliverables; however we are willing to negotiate a payment schedule with the selected consultant if necessary. The Cost Proposal should include the following, listing the prime consultant and any sub consultants separately:

a. Provide the applicable itemized fees and any commissions included in the proposal for the Services for each element in the scope of work (this includes a break-down of the cost proposed for any sub-consultant working in conjunction with your organization on the project). The cost proposal should include the following:
   Hourly Rate Schedule
   Overhead Rate and Fee
   Hours and Cost be task
   Total Project Cost

b. Explain any assumptions or constraints in a price proposal to perform the services.

c. Explain any additional charges or fees in the proposal.

5. References

References of the Proposer, including at least three (3) other clients for whom the Proposer has provided services similar to the Services (with preference given to clients comparable to Shelby County Government) and, for each such reference, the business name, the identification of a contact person, the title of the contact person and a telephone number.

6. Proposal Summary:

Project understanding
Proposed project approach
Identification of key project team members, their roles, and qualifications

Examples of similar projects done by the project team
Examples of recent work that demonstrate team member expertise in the areas listed above
Proposed project schedule, scope outline, and man-hour budget. The selected firm will refine and expand the proposed scope of work for the consultant agreement.
Describe quality control/quality assurance (QA/QC) measures
Describe team member availability, the project management style (for scope, schedule, and budget) and method of project reporting
Describe project coordination and relationships with sub-consultants (if applicable).
Proposed public involvement/notification strategy.
Other pertinent information
We request that proposals be constructed using materials that are both recycled and Recyclable.

7. Additional Information

   a. A description of any other resources available to the Proposer that will be useful in providing the Services;

   b. A description of the methods used by the Proposer to measure the satisfaction of its client.

   c. Any other relevant information about the capabilities of the Proposer deemed to be material.

XII. PROPOSAL EVALUATION AND SELECTION

A. EVALUATION PROCESS

1. Initial Review – All proposals will be initially evaluated to determine if they meet the following minimum requirements:

   a. The proposal must be complete, in the required format, and be in compliance with all the requirements of the RFP.

   b. Proposers must meet the Minimum Proposer Requirements outlined in Section II of this RFP.

2. Technical Review- Proposals meeting the above requirements will be evaluated on the basis of the following criteria:

   a. Each proposal will be reviewed by a special Ad-Hoc Committee which may elect to schedule a personal presentation and interview with one or more of

the bidders. After the review process is completed, this committee will recommend the successful bidder to the Division Director, Finance and Administration, who makes the decision, subject to the approval of the contract by the Mayor and the Board of County Commissioners.

b. All proposals submitted in response to this RFP will be evaluated based on the following criteria:

Quality of submission;
Knowledge of technical requirements;
Creativity and relevance of the proposal to corridor and stakeholder issues
Responsiveness to project description;
Quality and availability of staff assigned to the project;
Specific experience of the proposed staff;
Overall experience of the firm;
Performance on similar projects; and
Understanding of the project area and stakeholder issues

3. Oral Presentation.

The Shelby County Government reserves the right to interview, or require an oral presentation from, any Respondent for clarification of information set forth in the Proposer's response. In this regard, at the discretion of the evaluation committee, some or all Proposers who submit an Proposal in response to this RFP may be asked submit to an interview or give an oral presentation of their respective Proposals to the evaluation committee. If so, this is not to be a presentation restating the Proposal, but rather an in-depth analysis of certain qualifications of the Proposer. The interview or oral presentation, if utilized, is intended to provide an opportunity for the Proposer to clarify or elaborate on its qualifications without restating the Proposal. The interview or oral presentation is to be a fact finding and explanation session only and is not to be used to negotiate any terms of contract. If required, the time and location of such interview or oral presentation will be scheduled by the Administrator of Purchasing. Interviews and oral presentations are strictly an option of the Shelby County Government or its evaluation committee and, consequently, may or may not be conducted. All travel expenses to and from the interview or oral presentation shall be the responsibility of the Proposer.

Selection will be based on determination of which proposal best meets the needs of the County and the requirements of this RFP.

Shelby County Government reserves the right to consider the vendor's EOC rating in all evaluations.

B. CONTRACT AWARD

Contract(s) will be awarded based on a competitive selection of proposals received. The contents of the proposal of the successful Proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award. The County reserves the right to negotiate any portions of the successful Proposer's fees and scope of work or utilize their own resources for such work.