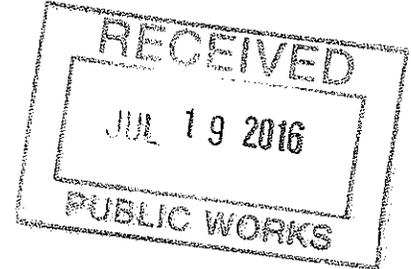




Shelby County Government

MARK H. LUTTRELL, JR.
MAYOR

July 18, 2016



Mr. Marc Rubenstein, Principal
Pickering Firm, Inc.
6775 Lenox Center Court, Suite 300
Memphis, TN 38115

RE: RFQ #16-005-81, Engineering Design Services for the HVAC Retrofit & Replacement of HVAC units at The Agricenter, 7777 Walnut Grove Road

Dear Mr. Rubenstein:

We are pleased to inform you that your firm has been selected to provide **Engineering Design Services for the HVAC Retrofit & Replacement of HVAC units at The Agricenter**, which was issued on the above-described RFQ.

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.

If you have any questions regarding this letter, please contact Ms. Tosha Davenport @ (901) 222-2260

Sincerely,

Clifton Davis
Administrator of Purchasing
Shelby County Government

CD/shw

cc: Tony Kizer, Chairman, CRC Committee
Lee Rankin Hopson, Contracts Administrator
Tonya Blunt, Contracts Administration



**Shelby County
 Tennessee**

Mark H. Luttrell, Jr., Mayor

Memorandum

To: Honorable Mark H. Luttrell, Jr.
 Shelby County Mayor

From: Clifton Davis, Administrator
 Purchasing Department

Date: July 12, 2016

Re: RFQ #16-005-81 Engineering Design Services for The HVAC Retrofit and Replacement for The Agricenter 7777 Walnut Grove Road

Shelby County Government solicited written proposals, on a competitive basis, from qualified vendors to provide services for RFQ 16-005-81 "Engineering Design Services for The HVAC Retrofit and Replacement for The Agricenter 7777 Walnut Grove Road" for the Shelby County Public Works Department. In addition to being advertised on Shelby County Government's website, fifty – one (51) notifications were sent directly to the vendors.

Five(5) responses were received for RFQ 16-005-81 "Engineering Design Services for The HVAC Retrofit and Replacement for The Agricenter 7777 Walnut Grove Road ". The five(5) proposals were scored by a five(5) panel committee.

<u>Vendor</u>	<u>Local Business</u> <u>Y/N</u>	<u>LOSB</u>	<u>EOC</u>	<u>RANKING</u>
1. SSR	Y	N	EOC-S-1216-24971	1
2. Pickering	Y	N	EOC-S-0718-26209	2
3. Innovative Eng., LLC	Y	Y	LOSB-S-0417-25326	3*
4. MedFac Eng., LLC	Y	Y	LOSB-CS-0519-26648	3*
5. Thompson Eng., Inc.	Y	N	EOC-CS-1018-26360	4

It is the recommendation of the Scoring Committee and Purchasing Department based on highest rank average and LOSB participation commitment of 40% for RFQ 16-005-81 "Engineering Design Services for The HVAC Retrofit and Replacement for The Agricenter 7777 Walnut Grove Road" be awarded to Pickering Firm Inc.. The criteria for ranking included experience with similar types of construction projects; methodology and understanding of the project scope, the strengths and capabilities of the design team. * There is a tie for third place.

