REQUEST FOR QUALIFICATIONS

City of Memphis Purchasing Department
125 North Main, Suite 354
Memphis, TN 38103

RFQ #51823
TRANSIT ORIENTED DEVELOPMENT PLAN FOR THE
MEMPHIS INNOVATION CORRIDOR

Issued: March 10, 2020
Due: April 8, 2020 no later than 12:00 P.M. (Central Time)

City of Memphis, Tennessee seeks to retain the services of a consultant team to provide professional services for planning and design assistance for the production of a transit-oriented development plan for the area known as the Memphis Innovation Corridor. City of Memphis is issuing this Request for Qualifications (RFQ) to solicit written proposals from consultants who are interested in providing such services. Based on an evaluation of responses to this RFQ, one team of consultants will be selected and invited to participate in further discussions and negotiation of a contract agreement for the requested services.

NOTE: This RFQ has an EBO Participation Goal of 23%. The EBO Program Compliance Forms are attached to this RFQ and must be completed and included as part of your RFQ submittal.
I. Introduction

City of Memphis, Tennessee seeks to retain the services of a team of consultants to provide professional services for the production of a transit-oriented development plan for the area known as the Memphis Innovation Corridor. City of Memphis is issuing this Request for Qualifications (RFQ) to solicit written proposals from consultants who are interested in providing such services. Based on an evaluation of responses to this RFQ, one team of consultants will be selected and invited to participate in further discussions and negotiation of a contract agreement for the requested services.

Two recent achievements have led to the need to prepare this transit-oriented development plan. First, the preparation and adoption of the Memphis 3.0 Comprehensive Plan, the city’s first comprehensive plan since 1981, written to guide land use, development, transportation, infrastructure, neighborhood improvement, and other built environment considerations over the next 20 years. Second, the award of a 2019 USDOT BUILD grant to the Memphis Area Transit Authority (MATA) and the City of Memphis for the Memphis Innovation Corridor Bus Rapid Transit (BRT) project, the City’s first BRT line. The Memphis Innovation Corridor connects Downtown Memphis, the Memphis Medical District, Midtown Memphis, and the University of Memphis districts along Second Street and BB King Boulevard, Union Avenue, and Poplar Avenue. See Figure 1 below for a conceptual map of the Memphis Innovation Corridor BRT map.

![Figure 1. mConnect Bus Rapid Transit (BRT) map with points of interest.](image)

The City, through its Division of Planning and Development (DPD), desires to retain consultant services to prepare concept plans, regulatory codes and guidelines, and funding strategies to implement transit-oriented development throughout the project corridor.

II. Scope of Work

DPD seeks to add a team of consultants to assist the City from May 2020 through December 2020, with final deliverables due December 2020. Consultant teams must possess experience in land use planning, urban design, architecture, transportation planning, landscape design, and finance.

The transit-oriented development plan should serve to help the City achieve the stated goals of the Memphis Innovation Corridor project: (1) make the Innovation Corridor transit service more compelling; (2) connect neighborhoods and
improve local circulation; (3) support local and regional economic development goals; (4) strengthen Innovation Corridor neighborhoods and business areas; and (5) create an environment that will be sustainable over the long term. Further, the transit-oriented development should support the implementation of the Memphis 3.0 Comprehensive Plan by leveraging land use and policy recommendations to support a dense, innovation corridor.

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the services requested by the RFQ specifications. Consultant firms should demonstrate they have experience to achieve the following plan deliverables:

1. Development of station-area land use and urban design concept plans around proposed BRT stations, incorporating TOD best practices of mixed uses, increased densities, walkability, and balanced parking requirements.

2. Consider established plans, plan recommendations, and regulations for development character and density throughout the corridor, including the Memphis 3.0 Comprehensive Plan, Build Downtown Plan (draft), and the Unified Development Code.

3. Work cooperatively with design and engineering process underway for the implementation of BRT facilities, street re-design, infrastructure improvements, and other improvements associated with the Memphis Innovation Corridor.

4. Draft regulatory codes and guidelines needed to implement TOD throughout the corridor, including modifications of existing codes and guidelines where appropriate. This includes, but is not limited to revisions to the Unified Development Code and applicable design guidelines.

5. Develop multi-modal connectivity plans to ensure convenient and safe access to stations for all modes of transportation, including pedestrians, bicycles, and scooters.

6. Engage the public in the design process including leading design charrettes.

7. Evaluate and advise as to the appropriateness of a range of funding sources and incentives, including capital improvement plan (CIP) funds, Community Catalyst funds, Tax Increment Financing (TIF), Payment-in-lieu-of-tax (PILOT) incentives, public-private partnerships, and federal and state grants.

The selected consultant team should pay particular attention to the variations in existing and planned conditions of the communities along the corridor, which can sometimes vary in character from station-to-station.

III. Submittal Format/Evaluation

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements (10% of evaluation)
   - Cover letter
   - Firm name, address, and telephone number
   - Point of contact: name, telephone number, and email address
   - Proof of all applicable licensures

2. Qualifications (20%)
   - Company overview for all consulting firms participating as team members
   - Resumes for proposed project manager and staff from each participating firm
   - Areas of expertise addressed by team members presented in submittal
3. **Experience (20%)**
   Provide case study information documenting relevant experience within the past five years (minimum of five projects with at least two in the public sector). Case studies shall list the following as a minimum:
   - Summary of the project
   - Public engagement involved in the project
   - Client and client’s point of contact information
   - Firm’s role in the project
   - Project staff and their role
   - Overall project budget

4. **Approach (40%)**
   Summary of suggested approach shall include:
   - Clearly defined understanding of the scope of work
   - Proposed distribution of tasks among team members
   - Organizational chart, including roles of all team members

5. **Proposed Schedule (10%)**
   *DPD anticipates bringing all selected firms under contract on or before May 29, 2020. All project deliverables should be submitted no later than December 31, 2020.*

Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultants.

**IV. Deadlines**

Respondents requesting additional information or clarification shall contact Tim Boyles, Purchasing Agent with the City of Memphis, in writing at tim.boyles@memphistn.gov. Questions should include RFQ #51823 in the Subject of the email, reference the section of the RFQ to which the question pertains, and include all contact information for the person submitting the questions. In order to prevent an unfair advantage to any respondent, verbal questions will not be answered. The deadline for submitting questions will be by end of day Tuesday, March 24, 2020, with answers posted to the City’s website by end of day Friday, March 27, 2020.

Firms may request consideration by submitting one original (clearly marked as such) and four copies of a proposal that follows the submittal format described in Section III of this RFQ to Timothy Boyles, Purchasing Agent, City of Memphis, 125 North Main, Room 354, Memphis, TN 38103. **All qualifications must be received in the Purchasing Agent’s office on or before 12:00 PM (Central Time), Wednesday, April 8, 2020.**

Submittals will be reviewed by a consultant review committee that will identify the most qualified proposers. At the discretion of the committee, selected consultants may be interviewed to determine the most qualified firm or firms.

Unsuccessful proposers may be contacted about performing similar services to the City of Memphis for other corridors or small areas in the future.
City of Memphis Equal Business Opportunity (EBO) Program

This project is subject to the requirements of the City of Memphis Ordinance #5384, responsibility 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 minority and women-owned business enterprises (M/WBEs) in the City’s purchasing activities. Toward achieving this objective, the M/WBE participation goal for this solicitation is 23%. The percentage of M/WBE participation is defined as the dollar value of subcontracts awarded to certified minority and/or women-owned business enterprises divided by the total proposed base bid amount.

Participation Plan
The Participation Plan must include: (1) level and dollar amount of participation your firm anticipates to achieve in the performance of the contract resulting from this RFQ; (2) the type of work to be performed by the M/WBE participation; and (3) the names of the M/WBEs the Respondent plans to utilize in the performance of the contract resulting from this solicitation.

The Respondent must complete the Equal Business Opportunity Program Compliance Form included in this solicitation.

Eligible M/WBE Firms
To qualify as an M/WBE firm, per the requirements of City of Memphis Ordinance #5384, a firm must be included on the City’s list of certified M/WBE firms. One or a combination of several M/WBEs may be utilized to meet the established goal of 23%.

Requests for verification must be submitted to the City’s Contract Compliance Office listed below:

Joann Massey; City of Memphis; Phone 901-636-6210; Fax 901-636-6560
Director, Business Diversity & Compliance
joann.massey@memphistn.gov
125 North Main Street, Suite 546
Memphis, TN 38103
PROJECT TITLE:  Transit Oriented Development Plan for the Memphis Innovation Corridor

Project M/WBE Goal:  23%

The following sections must be completed by bidder. A certified subcontractor or supplier is defined as a firm from the list of certified firms provided with this solicitation.

Bidder’s Name

Section A - If the bidder is a certified firm, so indicate here with a check mark.

____________ MBE  _______________ WBE

Section B - Identify below those certified firms that will be employed as subcontractors or suppliers on this project. By submitting this response, the bidder commits to the use of the firms listed below.

$   =    Show the dollar value of the subcontract to be awarded to this firm

%   =    Show the percentage this subcontract is of Offeror’s base bid

M/WBE =    Show by inserting an M or W whether the subcontractor is an MBE or WBE

$/%   M/WBE   SERVICE   CERTIFIED SUBCONTR. NAME, ADDRESS, TEL. #

___    ___    ___   ________________________________

___    ___    ___   ________________________________

___    ___    ___   ________________________________

___    ___    ___   ________________________________

Total MBE $    %

Total WBE $    %

THIS COMPLETED FORM MUST BE SUBMITTED WITH THE PROPOSAL/RESPONSE OR THE RESPONSE WILL BE CONSIDERED NON-CONFORMING.
Good Faith Efforts Documentation

If a Respondent proposes an M/WBE percentage less than the established goal, the Respondent must, at the time of the response, submit a Good Faith Efforts statement accompanied by the appropriate documentation justifying its submitted M/WBE percentage. The ability of the Respondent to perform the work with its own work force will not in itself excuse the Respondent from making good faith efforts to meet participation goals. The determination of whether a Respondent has made a good faith effort will be made by the City’s Contract Compliance Officer, Director of Finance and the Purchasing Agent, prior to the award of the project. The Good Faith Efforts statement must include the following documentation:

GOOD FAITH EFFORT DOCUMENTATION FORM

To The Honorable Mayor City of Memphis, Tennessee

From: ____________________________________________________________________________

CONTRACTOR NAME

PROJECT TITLE: __________________________________________________________________

Enclosed please find the required documents:

______ Said Bidder _____ did / or _____ did not attend the project pre-bid meeting.

______ Copies of all written notification to City of Memphis M/WBE listed firms.
      (Please attach list of all firms notified, detail how they were notified and when).

______ Said Bidder _____ did / or _____ did not select economically feasible portions of
      the work to be performed by M/WBE firms.

______ List all M/WBE firms with which negotiations took place. (Attach list. If no negotiations
      were held, please state so.) Provide names, addresses, and dates of negotiations.

______ Statement of efforts to assist M/WBE firms, with bonding, insurance, financing,
      or with document review. (Attach list. If no assistance was provided, please state so.)

______ The Bidder _____ did / or _____ did not use all M/WBE quotations received. If the Bidder did
      not use all M/WBE quotations received, list on attached sheets, as required as to the reasons
      those quotes were not used.

_ __ List (on attached sheets as required) all M/WBE firms contacted that the bidder considered
    not to be qualified, and a statement of the reasons for the bidder’s conclusions. If no firms
    were found to be non-qualified, please state so.

THIS SIGNED FORM MUST BE SUBMITTED WITH THE BID IF THE BIDDER DOES NOT MEET THE REQUIRED
M/WBE PROJECT GOAL WITH THEIR BID. IF NOT SUBMITTED THE BID WILL BE CONSIDERED NON-CONFORMING.

______________________________ ________________________________
Contractor’s Name Signature Printed or Typed Name and Title