



**Shelby County
Tennessee**

Mark H. Luttrell, Jr., Mayor

**Request for Qualifications
Shelby County Government
Purchasing Department**

160 N. Main Street, 9th Floor, Suite 900
Memphis, TN 38103

Issued: March 16, 2017

Due: April 17, 2017 no later than 4:00 P.M. (Central Standard Time)

RFQ #17-002-33

**2050 Regional Transportation Plan (RTP) Update, Regional ITS Architecture
& Deployment Plan Development Travel Demand Model Update & FY 2020-
2023 Transportation Improvement Program (TIP)**

For

**Memphis Urban Area Metropolitan Planning
Organization (MPO)**

I. INTRODUCTION

Shelby County Government (the “County”), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more consultant firms to provide professional services for the planning and development of the Memphis Urban Area Metropolitan Planning Organization’s (Memphis MPO) 2050 Regional Transportation Plan (RTP) update along with the Regional ITS Architecture and Deployment Plan Development, Travel Demand Model update and concurrently working with MPO staff on development of FY 2020-2023 Transportation Improvement Program (TIP). The County is issuing this Request for Qualifications (RFQ) to solicit written proposals from consultants or consultant teams who are interested in providing such services. Based on an evaluation of responses to this RFQ, a consultant will be selected and invited to participate in further discussions and negotiation of a contract agreement for the requested services.

This notification and any future information regarding this RFQ is and will be located on the County’s website at www.shelbycountyttn.gov. At the top of the home page, click on the dropdown box under “Business”, click on “Purchasing” and “Bids” to locate the name of the above-described Request For Qualifications (RFQ).

II. MINIMUM REQUIREMENTS

All proposers must:

1. Have sufficient, competent and skilled staff, with experience in performing the Services described in the RFQ.
2. Have all appropriate licenses and certifications required in the State of Tennessee to perform the Services required and procure all permits, pay all charges, taxes and fees.
3. **Apply** and **qualify** for a vendor number through the Purchasing Department and an Equal Opportunity Compliance (EOC) certification number through our EOC Administration Office ***prior to submitting your response (MANDATORY, see details outlined below).***
4. Attest that you adhere to all provisions of Title VI of the Civil Rights Act of 1964 requirements and provide proof/documentation if necessary.
5. Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act (effective date of 1/1/2012). Proof and documentation of employment eligibility must be included with the proposal, if applicable.
6. Adhere to all insurance requirements and provide documentation if a contract is awarded. Insurance requirements subject to change.

Please Note: As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an “Equal Opportunity Compliance (EOC)” certification number.

*If your company does **NOT** have a vendor number and current EOC number, you can access the online applications at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:*

Vendor Number (Purchasing Department)

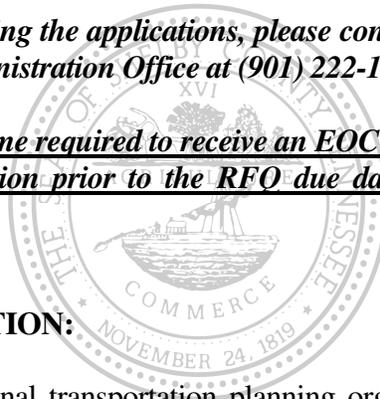
At the top of the home page, click on the links “Business”, “Purchasing”, and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (*Applications for a vendor number are accepted online only.*)

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

At the top of the home page, click on the links “Business”, “Equal Opportunity Compliance”, and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and *mail or fax* the completed packet to the EOC office. The mailing address is 160 N. Main Street, 2nd Floor, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101. (*Applications for an EOC number can also be submitted online.*)

If you have any questions regarding the applications, please contact the Purchasing Department at (901) 222-2250 or the EOC Administration Office at (901) 222-1100.

Note: Because of the length of time required to receive an EOC number, proposal submittals from vendors who submit an application prior to the RFO due date will be accepted pending EOC approval of their application.



III. GENERAL INFORMATION:

The Memphis MPO) is the regional transportation planning organization for Shelby County, TN, Desoto County, MS and portions of Fayette County, TN and Marshall County, MS. The Memphis MPO is responsible for working with local, state, and federal agencies, the private sector, citizens, and stakeholders to plan coordinated transportation systems designed to move people, goods, and services affordably, efficiently and safely throughout the MPO area. The Memphis MPO was established by the federal government to ensure that transportation decisions within the MPO area are performed in a continuing, comprehensive, and cooperative process.

The Memphis MPO has committed itself to creating a comprehensive multi-modal strategy that provides the region’s residents with greater mobility, lower transportation costs, safer streets, cleaner air, less traffic congestion, and greater quality of life. The Memphis MPO in recent years has begun a regional initiative focusing on *livability*, a key element of which is coordinating the development of transportation facilities to connect residents to opportunities such as jobs, education, and amenities.

IV. PROJECT BACKGROUND

The RTP serves as the defining vision for the region's transportation systems and services and guides the expenditure of federal transportation funds with the consideration of livability, sustainability, multimodal transportation, system reliability and resiliency, air quality, safety, public health and land use, while recognizing that public participation is a critical component towards the plan's development and implementation. In addition, the scope will include an update of the Regional ITS Architecture and Deployment Plan, Travel Demand Model update and will require working with the MPO staff on the development of the FY 2020-2023 TIP.

The selected consultant or consultant team will be expected to assist the Memphis MPO in the planning and development of the 2050 Regional Transportation Plan, update of the Regional ITS Architecture and Deployment Plan, Travel Demand Model update and coordination with MPO Staff on the development of the 2020-2023 TIP. The deadline for the Regional ITS Architecture and Deployment Plan update is November 2018 and the deadline for the RTP and TIP adoption is August 2019.

Livability 2040 RTP will provide as a base for the development of the 2050 RTP. The elements of the scope of work may include, but are not limited to:

1. Oversee the production and formatting of all components and contents of the RTP. The plan should be easy to read with executive summary in English and Spanish.
2. Develop a robust and inclusive public participation strategy that is utilized throughout the development of the 2050 RTP as well FY 2020-2023 TIP.
3. Update the travel demand model for the RTP and if needed land use model update.
4. Concurrent development of the 2050 RTP and the 2020-2023 TIP, with common call for application process.
5. Concurrent development of the Memphis Regional ITS Architecture and Deployment Plan update due November 2018.
6. Ensure that the goals and objectives developed address the social, economic and environmental impacts of planning factors specified within the federal legislation know as Fixing America's Surface Transportation Act (FAST).
7. Development of performance measures based on the goals and objectives of the RTP and FAST Act.
8. Integrate other plans such as, the MPO's Bicycle and Pedestrian Plan, Memphis Area Transit Authority (MATA) Short Range Transit Plan, MPO's Regional Freight Plan, MPO's Congestion Management Process, the FY 2017-2020 TIP, Bus Stop Design Guidelines, municipal local plans, Statewide and other Regional plans, etc.
9. Assess existing and future conditions of the multimodal transportation system and determine constraints/needs.
10. Evaluate the impact that new and upcoming trends could have on the future of transportation e.g. autonomous vehicles, etc.
11. Perform an analysis of the existing transportation network using land use and travel demand model information, survey data etc. and update the information as needed.

12. Environmental, social and cultural screening
13. Leverage work done in Livability 2040 RTP that identified livability corridors and mobility corridors and propose reasonable next steps for their continued improvements that can be included as part of the investment strategy.
14. Develop and evaluate alternative strategies for future funding.
15. Ensure consistency with Regional ITS Architecture, State Freight Plans, and Strategic Highway Safety Plans.
16. Coordinate and develop a fiscally constrained plan reflecting multimodal investment along with implementation strategies.
17. Perform an air quality conformity analysis.
18. Attend and assist with the preparation of materials for public meetings as well as meetings with the Transportation Policy Board (TPB), the Engineering and Technical Committee (ETC) and other MPO committee meetings, as needed.

The following resources are available to help the consultant/team understand the Memphis MPO's multimodal planning process, the Regional Transportation Plan (RTP) and its planned outcomes:

1. Memphis Urban Area MPO website: www.memphismpo.org;
2. Livability 2040 Long Range Transportation Plan: <http://memphismpo.org/plans/livability-2040-rtp>
3. Memphis MPO Public Participation Plan: <http://memphismpo.org/plans/public-participation-plan>;
4. Memphis MPO Bicycle and Pedestrian Plan: <http://memphismpo.org/project/bike-ped-plan>
5. MATA Short Range Transit Plan: <http://www.matatransit.com/AboutUs/planning-and-development/>
6. Memphis MPO Freight Plan: <http://memphismpo.org/plans/multi-modal-plans/freight-planning>
7. Memphis MPO FY 2017-20 Transportation Improvement Program: <http://memphismpo.org/plans/fy-2017-20-transportation-improvement-program>
8. Bus Stop Design Guidelines: <http://memphismpo.org/project/bus-stop-design-and-accessibility-guidelines>
9. Memphis MPO ITS Architecture: <http://memphismpo.org/plans/safety-mobility/its>
10. TDOT State Freight Plan: <https://www.tn.gov/tdot/topic/longrange-freightplanning>
11. MDOT State Freight Plan: <http://mdot.ms.gov/portal/freight.aspx>
12. Other local/ regional Plans : <http://www.sustainablehelby.com/documentsPlans>
13. Mid-South Regional Greenprint Plan: <http://www.midsouthgreenprint.org/>
14. I-269 TN Corridor: <http://www.memphismpo.org/project/i-269-tn-corridor>
15. Desoto: New Era of Discovery (A Stewardship Plan): <http://www.desotodiscovery.com/>
16. Poplar Southern Corridor: <http://www.memphismpo.org/project/poplar-southern-corridor>
17. Houston Levee Corridor: <http://www.memphismpo.org/project/houston-levee-corridor>

V. RESPONSES AND EVALUATION

Interested consultants should submit a **Letter of Interest** and **Statement of Qualifications** not to exceed twenty-five (25) pages in length. Proposal submittals should include, but are not limited to, the following:

1. Firm name, address, and telephone number.
2. Point of contact: name and telephone number.
3. Past experience specific to regional transportation plans and familiarity with the regulations and guidelines specific to the regional transportation planning process.
4. Past experience specific to the development of performance measures used to monitor the effectiveness of projects or programs within the plan.
5. Overview of consultant team including clear statements of expertise in projects of this nature.
6. Qualifications of staff and, if applicable, sub-consultants.
7. Demonstrated ability to meet schedules without compromising sound professional practices.
8. Statement of level of certified Disadvantaged Business Enterprise (DBE) participation.
9. Statement of compliance with Title VI and other applicable statutes providing for non-discrimination in the performance of contracts with the County.
10. At least three (3) project references.
11. Submit a work sample completed within the last five (5) years that demonstrates experience with project similar in scope to the work described in the RFQ.
12. Proposal Response Sheet, *separate attachment, should be the first page of your proposal submittal response.*

Note: Inclusion of a fee is not required.

Evaluation Process

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

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms are encouraged to respond to all advertisements.

Evaluation Criteria

Submittals will be reviewed based on the following criteria:

- | | |
|---|-----|
| • Firm and Staff Background, Capacity, and Qualifications | 25% |
| • Proposed approach and suggested scope of work | 25% |
| • Demonstrate Effective Public Engagement Experience | 15% |

- Demonstrated Ability to Complete Services timely 10%
- Experience with Similar Projects 10%
- Proposer References 5%
- Statement of Adherence to Title VI and Non-Discrimination 5%
- DBE Participation Percentage (goal 20%) 5%

Development of Scope of Work

Following a selection by the Review Committee, the Memphis MPO will work with the selected qualified respondent to develop a scope of work and fee schedule that will serve as the basis for a contract with the County for the performance of the requested services. The selection of a qualified respondent does not commit the County to award a contract.

VI. NON-DISCRIMINATION AND TITLE VI

The respondent hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of any contract with Shelby County Government or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The consultant shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans for sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

VII. INSURANCE REQUIREMENTS

(Applicable if a contract is awarded; insurance requirements are subject to change.)

The Consultant/Provider shall maintain coverage with limits of no less than:

- 1) **Commercial General Liability Insurance** – \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of

boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:

- a) Premises/Operations
- b) Products/Completed Operations
- c) Contractual
- d) Independent Contractors
- e) Broad Form Property Damage, if applicable
- f) Personal Injury and Advertising Liability

2) ***Business Automobile Liability Insurance*** – \$1,000,000 each accident for bodily injury and property damage. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insured. 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*** – As required by Tennessee State Statute. Employers Liability Coverage is \$1,000,000 per accident. The Consultant/Provider waives its right of subrogation against Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions for any and all workers' compensation claims.

4) ***Professional Liability Errors & Omissions Insurance*** – \$1,000,000 per claim or occurrence/\$3,000,000 annual aggregate.

All policies will provide for 30 days written notice to Shelby County of cancellation of coverage provided. Ten (10) days' notice applicable to non-payment of premium. If insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Consultant/Provider will provide immediate notice to Shelby County and evidence of replacement coverage with no lapse.

All insurance policies maintained by the Consultant/Provider shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf.

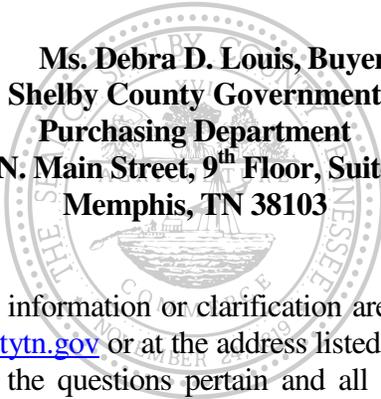
The Certificate(s) of Insurance will be required from the Consultant/Provider after receipt of notification of contract award. The additional insured documents will not be required until award is made. The Consultant/Provider will be required to provide confirmation from insurance broker/agent that the additional insured requirements will be met.

VIII. DISCLOSURE OF PROPOSAL SUBMITTAL CONTENTS

The Consultant understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All qualifications and other materials submitted become the property of Shelby County Government. All proposal submittal information will be held in confidence during the evaluation process and before the time of a "Notice of Intent to Award" is issued. Thereafter, proposal submittals will become public information. *All proposal submittals and other materials submitted become the property of Shelby County Government.*

IX. CORRESPONDENCE

The following guidelines for communication have been established to ensure a fair and equitable process for all respondents. All correspondence, proposal submittals, and questions concerning the RFQ are to be submitted to:



**Ms. Debra D. Louis, Buyer
Shelby County Government
Purchasing Department
160 N. Main Street, 9th Floor, Suite 900
Memphis, TN 38103**

Respondents requesting additional information or clarification are to contact Ms. Debra D. Louis in writing at debra.louis@shelbycountyttn.gov or at the address listed above. Questions should reference the section of the RFQ to which the questions pertain and 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 Friday, March 31, 2017, by 12:00 p.m. (CST).***

Note: All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty-eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this RFQ may disqualify your company from further consideration.

X. SUBMITTING QUALIFICATIONS

Firms may request consideration by submitting one (1) original (**clearly identified as original**), three (3) copies, and two (2) digital CD copies of a letter of interest and statement of qualifications **no later than 4:00 p.m. (CST) on Monday, April 17, 2017 to:**

**Ms. Debra D. Louis, Buyer
Shelby County Government
Purchasing Department
160 N. Main Street, 9th Floor, Suite 900
Memphis, TN 38103**

The package containing the above documents must be sealed and marked with the proposer's name and **"CONFIDENTIAL – 2050 REGIONAL TRANSPORTATION PLAN (RTP) UPDATE, RFQ #17-002-33"** noted on the outside.

Sincerely,

Signed Original On File

Debra D. Louis, Buyer
Shelby County Government
Purchasing Department

