



NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS FOR THE DEVELOPMENT OF A PEDESTRIAN ROUTE PLAN

May 16, 2013

The City Of Memphis, Division of Engineering, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide various engineering services related to the development of a pedestrian safety and route prioritization plan for local public schools within the boundaries of the City of Memphis. This project (STP Sidewalk Program) is being funded by the Surface Transportation Program (STP) as a Tennessee Department of Transportation (TDOT) Locally Managed Program. This project shall adhere to all applicable Federal and State, procedures and regulations. The professional consulting engineering firms and all sub-consultants must be on TDOT's pre-approved list and must have unlimited status. The scope of work includes:

1. Analysis of existing conditions including, but not limited to;
 - a. Collection and analysis of non-motorized travel volumes,
 - b. Identification of non-motorized Origin and Destination pairs to determine pedestrian routes,
 - c. Automobile speed and volume studies,
 - d. Analysis of crash rates,
 - e. Evaluation of existing infrastructure conditions,
 - f. Identification of barriers for pedestrian travel,
 - g. Identification of missing links within the pedestrian network,
 - h. Evaluation of pedestrian network for safety issues,
2. Propose projects to mitigate issues identified in existing conditions analysis,
3. Analyze cost of proposed projects,
4. Prioritize projects based on;
 - a. Pedestrian exposure,
 - b. Cost effectiveness,
 - c. Route utilization and accessibility,
5. Develop implementation plan including;
 - a. Evaluation of long and short-term funding mechanisms,
 - b. Identification of pilot projects,
 - c. Full implementation strategy.

To facilitate the development of the STP Pedestrian Routes Plan the City of Memphis, Division of Engineering, will provide access to applicable City of Memphis GIS Layers and the 2004 School Sidewalk Safety Study.

Firms (or teams) may request consideration by submitting a letter of interest, along with an abbreviated "Statement of Qualifications" for the firm (or team) to: **Mr. Jack Stevenson, Engineering Programs Manager, Division of Engineering, 125 N. Main, Suite 554, Memphis, TN, 38103.** All letters of interest and abbreviated SOQs must be received on or before **3:00 p.m. Central Time, June 14, 2013.**

The abbreviated SOQ will be used to make a short list of applicants. The firms that are short listed will then be invited to submit a more detailed SOQ which will be graded by a committee established by the Engineering Division. The abbreviated SOQ must include a letter expressing an interest to be considered for the project, must be no more than 15 pages and only needs to contain the following information:

1. General background about the firm(s) – history, office locations, number of staff, etc.
2. A list of projects with a similar size and scope as the proposed work.
3. The current amount of work the firm has under contract with TDOT and the City of Memphis.
4. The City encourages the use of firms that are listed on TDOT's certified Disadvantaged Business Enterprise (DBE) list. The firm that is submitting the SOQ should either list that they are certified DBE firm or state whether they anticipate using DBE firms as a sub-consultant or not.

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address www.tdot.state.tn.us/consultantinfo.htm. Interested firms without internet access may obtain this information by calling Ms. Paula Johnson at (615)741-4460 or by email at Paula.Johnson@tn.gov.

For additional details regarding the proposed services to be provided or questions about the submittal process contact Kyle Wagenschutz, (901) 636-6918, kyle.wagenschutz@memphistn.gov. All submitters will be advised when the short list has been developed.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority/women-owned firms are encouraged to respond to all advertisements by City of Memphis. For information on DBE certification with TDOT, please contact Ms Deborah Luter at (615)741-3681 or Deborah.Luter@state.tn.us. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

Payment for services shall be made based on work complete in each section of the scope of service. The City of Memphis reserves the right to reject any and all proposals, accept proposals in part or whole, waive defects, informalities or minor irregularities in proposals or proposal process and to make proposals awards, as deemed, to be in its best interest. The City of Memphis is not responsible for delays occasioned by the U.S. Postal Services or any other means of delivery utilized by the proposer. Similarly, the City of Memphis is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.

John Cameron, P.E.
City Engineer