



City of Memphis, Tennessee
Jim Strickland, Mayor

REQUEST FOR QUALIFICATIONS

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

RFQ #28432

LAND USE PLANNING AND DESIGN ASSISTANCE FOR THE MEMPHIS 3.0 COMPREHENSIVE PLAN

Issued: May 9, 2017

Due: June 2, 2017 no later than 2:00 P.M. (Central Time)

City of Memphis, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a consultant team to provide professional services for land use planning and design assistance for the Memphis 3.0 Comprehensive Plan. 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.

I. Introduction

City of Memphis, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a team of consultants to provide professional services for land use planning and design assistance for the Memphis 3.0 Comprehensive Plan. 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.

The City of Memphis recently began work to develop the Memphis 3.0 Comprehensive Plan, the city's first comprehensive plan since 1981, to guide land use, development, transportation, infrastructure, neighborhood improvement, and other built environment considerations. The plan is structured around four pillars and related issues:

- Connectivity, inclusive of transit and transportation demand management, freight, complete streets, and integrating technological advancements in land use and transportation design;
- Livability, inclusive of land use and development, parks, public space, and open space, urban design, art, and historic preservation;
- Opportunity, inclusive of workforce and business development, economic development and growth, blight and neighborhood improvement, and housing and infill; and
- Sustainability, inclusive of efficiency and conservation of resources and building resilient communities.

The City's Office of Comprehensive Planning (OCP) is leading the planning process. The planning process began in November 2016 and will conclude in January 2019. OCP, with the assistance of community-based working groups and external technical advisors, is leading the first phases of the plan effort, developing background research, establishing vision statements and goals, and developing conceptual future growth scenarios. These first phases will conclude in the release of a *Vision* document in August-September 2017 to guide a 15-month district-scale process to follow.

II. Project Overview

OCP seeks to add a team of consultants to assist from July 2017 through December 2018, with primary involvement in a 15-month district-scale process planned to begin October 2017. Firms must possess experience in land use planning, urban design, architecture, and/or landscape design and must adhere to all Title VI requirements and provide proof/documentation. Selected firms will be tasked with leading the development of Community Character manuals – or community plans – for each of the City's 14 Planning Districts.

The selected team will assist OCP on development of land use classifications or place types, development of a document template for community character manuals that considers connections between land use classifications or place types, the Unified Development Code (UDC), and Complete Streets Project Delivery Manual, application of land use classifications or place types in 14 districts of the city, development of community character manuals in 14 districts of the city, and developing design-based solutions to create, improve, or integrate civic assets to propose for city CIP funding or other infrastructure funding programs.

The selected team shall include three (3) firms headquartered in Shelby County, Tennessee to assign to three district-based planning teams from October 2017 through December 2018. District-based planning teams will include one local design firm, two staff members from OCP, and community involvement support from artists and community-based organizations. In addition to direct assistance with district-based planning teams, an additional goal of this project is to form a mentor-protégé relationship for excellence in urban design and land use planning to provide a laboratory for Memphis-based design firms to learn from a national leader and transfer innovation and skills to the local level. The three Memphis-based firms have been pre-selected: Self + Tucker Architects, brg3s, and Ray Brown Urban Design in partnership with the University of Memphis Design Collaborative.

III. Project Scope

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 in the following:

1. Development of land use or urban design plans for sites, neighborhoods, corridors, or districts, or land use or urban design elements for city comprehensive plans.
2. Experience with transportation planning and design, street/ROW design, and Complete Streets policy/design elements.
3. Experience in translating goals of the comprehensive plan and expertise from a wide range of planning disciplines into design guidance.
4. Engaging the public in the design process including leading design charrettes.
5. Preparation of plans or designs for new or improved infrastructure or civic amenities intended to provide multiple community benefits.
6. Experience creating or amending municipal codes regulating land use, development, and infrastructure.
7. Experience linking plan, code, and policy objectives to the economic potential of local sub-markets.

IV. 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

- Cover letter
- Firm name, address, and telephone number
- Point of contact: name, telephone number, and email address
- Written statement of compliance with Title VI

- Proof of all applicable licensures

2. Qualifications

- 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

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

4. Approach

Summary of suggested approach shall include:

- Clearly defined scope of work
- Proposed distribution of tasks among team members
- Organizational chart, including roles of all team members

5. Schedule

OCP anticipates bringing all selected firms under contract by July 15, 2017 to begin project elements required before district-level planning starts on October 1, 2017. District-level planning will run through December 31, 2018. Each district planning phase will include three districts at a time over three month periods.

- Demonstrated ability to meet project schedule

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

V. Deadlines

A voluntary pre-bid conference will be held at 9:00 AM on Wednesday, May 17, 2017 at the following location: 125 North Main, Room 477, Memphis, TN, 38103. A conference line will also be made available to firms requesting to dial in. Such requests shall be made to Eric Mayse, Purchasing Agent with the City of Memphis, in writing at eric.mayse@memphistn.gov.

Respondents requesting additional information or clarification shall contact Eric Mayse, Purchasing Agent with the City of Memphis, in writing at eric.mayse@memphistn.gov. Questions should include RFQ #28432 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 Wednesday, May 19, 2017 by 12:00 pm (Central Time).

Questions and Answers will be posted to the City of Memphis website by end of day Friday, May 26, 2017.

Firms may request consideration by submitting one original, two copies, and one CD containing a letter of interest and statement of qualifications to Eric Mayse, Purchasing Agent, City of Memphis, 125 North Main, Room 354, Memphis, TN 38103. **All qualifications must be received by Mr. Mayse's office on or before 2:00 PM (Central Time), Friday, June 2, 2017.** Submittals must be in a sealed packet with the company name and RFQ #28432 clearly noted on the outside of the packet.

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.