



**City of Memphis, Tennessee**  
**Jim Strickland, Mayor**

## **REQUEST FOR INFORMATION**

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

**RFI #2022/001**

### **SYSTEM ASSESSMENT OF TRANSPORTATION AND MOBILITY PLANNING AND IMPLEMENTATION**

Issued: October 28, 2022

**Due: November 29, 2022, no later than 12:00 P.M. (Central Time)**

City of Memphis, Tennessee seeks to retain the services of a consultant to evaluate and assess the existing structure, operations, and performance of transportation and mobility systems among City divisions and agencies, from planning to implementation to maintenance. 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 seeks to retain the services of a consultant to evaluate and assess the existing structure, operations, and performance of transportation and mobility systems among City divisions and agencies, from planning to implementation to maintenance. 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 invited to submit a detailed scope of work and participate in further discussions and negotiation of a contract agreement for the requested services.

The recent completion and adoption of the City's *Memphis 3.0 Comprehensive Plan* has brought awareness to issues related to transportation and mobility planning. First, the comprehensive plan seeks to align the goals and priorities of transportation and mobility systems with the plan's focus on citywide and community anchors and the future land use plan. Second, the city's transit plan ("Transit Vision") and complete streets plan have been updated to align with the comprehensive plan.

Building off these achievements, the City believes successful implementation of today's comprehensive plans requires public resources, regulations, and actions to be targeted. A common challenge with targeted plan implementation is fragmentation of transportation and mobility planning responsibilities across multiple city and quasi-governmental agencies. The *Memphis 3.0 Comprehensive Plan* provides a framework for connecting the elements of the plan and its implementation, yet fragmented responsibility for carrying out plans and functions of the city's transportation and mobility systems still creates difficulty in achieving coordination. Further, beyond local transportation stakeholders, this fragmentation results in a lack of representation for transportation and transit impact in land use and development review and coordination issues between local and state/federal agencies on major project implementation.

The City, led by its Division of Planning and Development (DPD), desires to organize city and quasi-governmental agencies to address these structural challenges to improve coordination and project delivery across the transportation and mobility system.

## **II. Scope of Work**

DPD seeks to add a team of consultants to assist the City from December 2022 through June 2023, with final deliverables due June 30, 2023. Consultant teams must possess experience in transportation planning, land use planning, engineering, and project management. 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 project scope described below.

The selected consultants will produce a comprehensive assessment of the current state of transportation and mobility planning and implementation, including an overview of the roles and responsibilities of various agencies addressing transportation and mobility. The assessment will identify limitations and opportunities within the current structure and project delivery process, identify areas of fragmentation among city agencies, identify areas of recurring misalignment or delay with state and federal agencies, examine peer cities for best practice recommendations, consider impact of innovations in the transportation sector (including, but not limited to electric vehicles and EV charging), and outline opportunities for realignment and innovation. The assessment will result in a roadmap for organizational improvement or restructuring and realignment of resources to advance innovative transportation and mobility planning and implementation and improve the City's public realm. The assessment should make recommendations on ways the City can further add new or expanded capacity for innovative transportation and mobility initiatives and improved public real standards.

## **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
- Stakeholder 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 the selected firm under contract on or before December 1, 2022. All project deliverables should be submitted no later than June 30, 2023.*

**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 **Brynn Wiswall**, Purchasing Agent with the City of Memphis, in writing at **brynn.wiswall@memphistn.gov**. Questions should include **RFI #2022/001** 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, November 14, 2022, with answers posted to the City's website by end of day Friday, November 18, 2022.

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 Brynn Wiswall, 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 11:00 PM (Central Time), Tuesday November 29, 2022.**

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.

## **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](http://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 **XX%**. 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 **XX%**.

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

Marvell Mitchell; City of Memphis; Phone 901-636-6210; Fax 901-636-6560  
Director, Business Diversity & Compliance  
[marvell.mitchell@memphistn.gov](mailto:marvell.mitchell@memphistn.gov)  
125 North Main Street, Suite 546  
Memphis, TN 38103

**CITY OF MEMPHIS  
EQUAL BUSINESS OPPORTUNITY PROGRAM COMPLIANCE FORM**

PROJECT TITLE: System Assessment of Transportation and Mobility Planning and Implementation

Project M/WBE Goal: **XX%**

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. #

<u>\$/%</u>	<u>M/WBE</u>	<u>SERVICE</u>	<u>CERTIFIED SUBCONTR. NAME, ADDRESS, TEL. #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**