

RFP # 13-003-57
GREENWAYS AND GREEN INFRASTRUCTURE, HEALTH IMPACT
ASSESSMENT
QUESTIONS & ANSWERS

Nelson\Nygaard is putting together a team to respond to Shelby County's RFP 13-003-57. As we prepare our proposal, we have a handful of questions:

- Is there a DBE or local participation requirement? If so, does Shelby County have a desired percentage of the contracted amount they would like allocated to DBE and/or local firms?
- Could you please clarify if all sub-contractors need to apply for an Equal Opportunity Compliance (EOC) number, or is an EOC number required for the prime consultant only?

There are no LOSB or DBE requirements in our bid specifications although we do ask that you try to subcontract with, as many LOSB's as possible. If you need a list of possible LOSB subcontracts, please call Carolyn Griffin at 901-222-1100 or e-mail her at carolyn.griffin@shelbycountyttn.gov.

An EOC number is only required from the Prime and LOSB contractors. Regular subcontractors do not need an EOC number.

We have a question regarding the Equal Opportunity Compliance number referenced on page 10 under the Minimum Proposer Requirements Section of the RFP. Do our Sub-consultants need to get a number or does only the Prime respondent need to have that number? Please advise. Thank you for your assistance.

Only the prime and LOSB contractors need to have a current EOC number prior to submitting their response.

1. What is the basis for requesting the preliminary report of health impact findings by July 31, 2013 and the completed study by September 30, 2013? Do the results need to be used in other projects which begin at this time? *References Section X. – page 11.*
Yes – concurrent with this study is the development of the Regional Greenprint Vision Plan, scheduled to be completed in September 2013. This is the primary element of the Regional Planning Grant awarded to Shelby County. This plan is being developed in part by eight working groups, which can benefit from the preliminary findings of this report. Further, the findings of the health impact study will inform a public education campaign scheduled to begin in 2014.

2. Should our budget include the cost of meeting space for public meetings, or does the county have meeting facilities which can be used for this purpose? *References Section X. – page 11.*

Budget should include all costs. However, the county will work with the selected vendor to arrange meeting space.

3. Regarding project time frame, the RFP states that the county may extend the contract without bid on a yearly basis for the duration of the award – does this refer to no-cost extensions or request of additional services? *References Section VII.C. – page 11.*

No cost extension.

4. Please clarify your expectations regarding a health impact assessment “tool”. What do you hope to receive in terms of medium, format, or level of complexity/interpretability of use? *References Section X. – page 11.*

The purpose of the health impact tool is to assess projected outcomes of greenways and green infrastructure related projects, policies, development, or capital investment decisions. Users will be nonprofit organizations, greenways organizations, municipal and state agencies, developers, or other group undertaking the development of greenways and green infrastructure projects. This tool will be made available to the public for use and should continue to be available to the public after the life of the grant (through January 31, 2015). Complexity and interpretability of the tool should be sensitive to the fact that the tool is intended for use by any organization undertaking a greenways or green infrastructure project. Respondents should include in their suggested approach the medium and format, as well as complexity and interpretability of use, they propose for this tool.

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1. On page 11, Section X. Services Required, is Task 1 meant to be conducted on a local, regional or national level? Or all three?

Data and information may be reviewed on a local, regional, or national level. However, it is important that the context of findings is relevant to communities in the study area.

2. On page 11, Section X. Services Required, in Task 1 is the data intended to be new or can it be based on recent literature review?

Either new or based on literature review.

3. How many hard copies of the proposal do you want submitted? On page 2 it says submit three (3) hard copies and on page 23 it says submit five (5) hard copies.

One original, three hard copies, and a CD will be sufficient.

4. Is there a required percentage of work that needs to be done by an LOSB? Or is the proposer merely encouraged to use LOSB?

No required percentage, but respondents are encouraged to use LOSB as appropriate.

For this health impact assessment, do you envision the assessment to yield qualitative impacts, quantitative impacts, or both?

Both quantitative and qualitative impacts should be considered.

Secondly, is there a place on your web site where other questions and answers have been posted>?

Questions and Answers will be posted to our web site within 48 hours of the bid opening.

Is F & A cost charged? If it is, how much percentage? All costs associated with a vendor's responses should be included in the proposal.
