

QUESTIONS & ANSWERS
RFQ # 12-006-65
GREEN PRINT MASTER PLAN
DUE
4:00 PM, FRIDAY, JULY 27, 2012

A quick question that I hope you can answer before July 20th. Sorry I did not understand this in the written RFQ. If I submit questions about the RFQ referenced below, will I not be able to receive answers to them until July 20th? Or, will you post the answers on your website within 48 hours of me (or others) asking the question? Thanks in advance for your help

Questions received will be answered and e-mailed back to the vendor who asked them as quickly as possible. All questions received and the answers will be posted to our web site for all to see within forty-eight hours of the bid due date.

Would it be possible to share the list of addressees that received the direct e-mail notification from the County? We realize that this information would need to be shared publicly and would be happy to receive it as a public notification.

I am sorry but we do not release list of our bidders.

1. While not technically a request for proposals, the RFQ includes sufficient details to estimate the likely level of effort to achieve the goals, short-term outcomes, and long-term results desired. However, the RFQ contains no information on a project budget or any other guidance on cost or the relationship to the broader HUD sustainability grant budget. We have had experiences in the past with available funding that was only a fraction of what we felt was necessary to complete the project as described. Is there any possible way to provide an upper and lower range/bound for what was envisioned as a potential budget in order to help respondents better refine their technical approaches?

Our goal with this RFQ was to ensure that we select the most qualified firm to handle this project, which is why we didn't ask for cost in the initial responses. We want to evaluate the responses based on the quality of the information submitted and cost will be negotiated after the firm is selected. While there is a budgeted amount for this project, we still have the ability to move money around as needed, so we don't have a firm cost estimate for this activity.

2. The HUD grant uses as the title for this project the Mid-South Regional Greenprint and Sustainability Plan. Does Shelby County and/or the Consortium have a working definition of how they define Greenprint?

At this time, there is not a firm definition. A clear definition will be required in the final plan. However, the introductory paragraphs of the RFQ give a brief synopsis of what 'Greenprint' means in the context of this grant.

3. Does Shelby County and/or the Consortium have a working definition of how they define Sustainability?

In the context of this initiative, 'Sustainability' is defined as planning, activities, and investments that support and enhance the social, economic, and environmental well-being of our region.

4. Are 'Mid-South', 'Greenprint', and/or 'Sustainability' required as part of the title of the final plan or is there flexibility? Could the title be changed if the public involvement component of the project recommends that?

The title was used as the title for the HUD grant application, but the title of the Plan could change based on public input.

5. The term 'green infrastructure' is used in the scope of services. Would that term be a suitable replacement for Greenprint if the project warranted it?

That would be suitable. Either term will require a clear definition in the final plan.

6. The RFQ references a Review Committee for the RFQ. What is the general composition and size of the Review Committee? Is it the Consortium Executive Committee, a subset of that Committee, the Parks and Greenways Planning work group, or some other entity?

The Review Committee will be a subset of 5-9 of the Executive Committee members.

7. Will the Consortium Executive Committee, Shelby County, HUD, or some other entity make the final decision on the selection of a consultant?

The final decision of the selected consultant will be made by the Shelby County Board of Commissioners, since they will be responsible for allocating the funding and paying the consultant. However, the recommendation for which consultant should be selected will be based on the scoring of the responses by the Review Committee. HUD will also have input on the selection since they will review the proposals as well.

8. Does the Review Committee have the authority to ask finalists to submit full proposals, or is it assumed that the interviews referenced on page 9 involve asking more details about the technical approach outlined in the RFQ?

The Review Committee has the authority to request a full proposal and/or interviews of the respondents.

9. Do you anticipate the interviews referenced on page 9 to be conference calls or in-person interviews?

The decision on this has not yet been determined. We would be amenable to whichever works best for the firm being interviewed.

10. Do you have an estimated notification date for interviews/finalists following the July 27th deadline?

August 17th should be a good deadline.

11. Do you have an anticipated project start date?

September 1st would be ideal.

12. There is a reference to a 12-month process. Would a technical approach that outlined a 15-month schedule be considered acceptable?

We prefer the process to be 12 months, but if 15 months is what the firm deems as necessary, we would like an explanation in their response to justify the additional time.

In reviewing the bid posting for this master planning effort (RFQ #12-006-65), has a budget been established for this project?

I am sorry we do not discuss budgets for projects.

1. Have the 25 Consortium Executive Committee members been finalized? If so, which organizations are represented? And if you are permitted to say, which ones will likely be on the Review Committee?

No, the Executive Committee has not been selected.

2. Can you provide more information on what you see as the relationship between the master plan and the 'additional studies/reports' developed under the HUD grant on page 5. I understand that those are items to be funded by the grant, at least in part. But can you explain what you envision to be included in the requested planning document related to those studies? Are those projects also being sent out as RFQs? If so, when? And should it be assumed that these are tasks likely to arise during years 2 & 3?

The additional studies and reports will be contracted during various periods of the planning process. Studies will be sent out as RFP's/RFQ's within the coming months; sub-plans will be funded in years 2 and 3 of the grant and are available only to Consortium members. Studies should be incorporated into the master planning document as a supplement to the Greenprint vision report and should provide recommendations on how a network of greenways can enhance subject items such as bus transit to employment, minority recreational use, and community health. Sub-plans relate to the master plan by implementation of the Greenprint vision established in Year 1 of the process through planning activities at the community or sub-area level.

3. In the scope of services on page 4, you say that the consultant will provide for 'inclusion of all activities and elements of the ...HUD grant...into the final planning document'. Are we to assume that these are tasks that would occur in years 2 & 3?

These tasks will take place at various times throughout the life of the grant, beginning in the coming months

4. I requested from the Shelby County EOC office the list of approved LOSBs. They said it was sent in the mail, but it has now been over a week and not arrived. If there any way to get it e-mailed, faxed, or posted on the County website?

The company needs to email me at doris.vester@shelbycountyttn.gov and I will email them a copy of the LOSB Directory.

Thank you again, Mr. Fowler, for your responses. Is there a page on your website where other folks' questions have been answered too?

All questions and answers will be posted to our web site within 48 hours of the bid due date.

Can you please provide a current list of Shelby County Locally Owner Small Businesses?

I am forwarding your request to Carolyn Griffin in our EOC department who will forward you the listing.

I'm writing to inquire about RFQ # 12-006-65 for Greenprint Master Planning Consulting Services. My firm (Urban Design for Health) is not in a position to lead such a broad effort, but would be able to provide expertise for the health/wellness aspects of the regional plan, and most specifically for the "Health Impact Study" deliverable. Will you accept proposals from consultants for limited, specific tasks of the Greenprint? If not, do you have a list of firms interested in submitting a proposal, or would we be able to draft a short paragraph expressing interest in joining a team that could be included in the Q&A to be posted on the County's website?

You could submit a proposal based on a limited scope but it would not be considered for the award. Acceptable proposal must meet all applicable specifications and requirements.

We had a rather lengthy list of potential bidders and we do not release our bidders list.

1. Is there a minimum level of LOSB participation required? (The project goal is 20%; is there is a minimum % that is less than 20%?) **Participation is 20% or above**
 2. Is there a preferred place in the proposal submittal to include MBE/HBE/WBE qualifications **for sub-consultants**? **No there is no preferred place to include the MBE/HBE/WBE qualification.**
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- May we see a copy of the grant submission?
 - What is the budget for consultant fees?
 - If a firm is currently undergoing the locally owned small business certification process, and is anticipating being certified before the project is awarded, can that firm count toward the 20% certified locally owned small business participation goal?
 - This must be requested through a public records request with the Shelby County Attorney's office.
 - Our goal with this RFQ was to ensure that we select the most qualified firm to handle this project, which is why we didn't ask for cost in the initial responses. We want to evaluate the responses based on the quality of the information submitted and cost will be negotiated after the firm is selected. While there is a budgeted amount for this project, we still have the ability to move money around as needed, so we don't have a firm cost estimate for this activity.
 - LOSB companies must be certified on or before the bid opening.
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1. Under scope of services (on page 4) the statement reads, *"The selected consultant will lead the visioning process with the Consortium and develop a regional Greenprint report during the first year of the contract. The consultant will continue to assist the planning activities of the Consortium thru the life of the grant (January 31, 2015)"*. Can you please clarify if the RFQ is specifically requesting services for 'Year one' only (of the three year grant)? And, if so, are all of the tasks identified on page 4 (#1-6) of the scope to be complete in Year one? Can you please clarify regarding the consultants role for Year Two-Three?
2. Is this RFQ asking for the consultant to design and maintain the project website identified within the proposal?
3. With regards to the 'Anticipated Consultant Deliverables' outlined on page 5, is the consultant expected to complete the "Additional studies/ reports" identified in the last bullet?
4. Can the bidders receive a copy of the original HUD Application submitted by Shelby County?
5. Is there a budget identified for this scope of services?

1. The RFQ is requesting services through the life of the grant (January 31, 2015), though much of the work of the master planning consultant will take place in the first year. The scope of services on Page 4 covers the three-year span of services to be provided by the selected consultant(s). During the first year, the Regional greenprint report will be developed. In Years 2 and 3, the grant program focuses on subplanning activities,

which will not be part of the master planning consultant's scope of services. However, the selected master planning consultant(s) will incorporate the results of these and other major planning activities under the grant into a final planning document at the end of the grant process.

2. No, the online plan discussed in the RFQ is a separate contract.

3. The master planning consultant(s) selected is not responsible for completing the "additional studies/reports" identified on page 5, but will be responsible for incorporating the results of these studies and reports into the final planning document. The master planning consultant(s) will be able to bid on RFP's/RFQ's issued for these additional studies and reports when they are made available.

4. This must be requested through a public records request with the Shelby County Attorney's office.

5. Our goal with this RFQ was to ensure that we select the most qualified firm to handle this project, which is why we didn't ask for cost in the initial responses. We want to evaluate the responses based on the quality of the information submitted and cost will be negotiated after the firm is selected. While there is a budgeted amount for this project, we still have the ability to move money around as needed, so we don't have a firm cost estimate for this activity.

1) Can you tell us the beginning and end date of the project?
2) If we decide to add an additional firm to our team, do they need to have a Vendor # and an EOC? We applied for this earlier this week and hope to have it in time ourselves to get you our bid by Friday next week.

3) We would be amenable to also teaming with a local partner, but this bid coming with 30 day deadline and our staff on work travel this month, we have not had time to line this up. We are just letting you know that in case you later determine you would like us to team with a local firm.

1. We hope to have the selected consultant(s) hired by the latter part of September 2012. The selected master planning consultant(s) will stay on board through the life of the grant, which ends January 31, 2015.

2. Only the prime contractor and LOSB contractors are required to have an EOC number. A vendor number is only required from the prime contractor. All other firms are not required to have an EOC or vendor number.

3. As stated in the RFQ, a statement of level of certified Locally Owned Small Business (LOSB) participation, with project goal of 20%, and approach for meeting the participation requirements should be included in the response. Firms referenced as being LOSB's must have current LOSB numbers on or before the RFQ opening. Please call Carolyn Griffin at 901-222-1100 or e-mail her at carolyn.griffin@shelbycountyttn.gov and she can forward you a current copy of our LOSB listing. Also, if you have a firm you think can be designated as an LOSB vendor, please have them to contact the EOC office @ 901-222-1100 to speak to one of their representatives about becoming an LOSB vendor.

To what extent will local partners/stakeholders, staff or separate consultants be involved in fulfilling the scope of the RFQ for tasks such as GIS mapping/analysis and capacity training?

The Consortium structure includes eight working groups who will work to develop the Greenprint vision plan and final planning documents with the master planning consultant. Some of this work may include items such as GIS mapping and analysis or capacity building. The grant process also includes contracts for other activities in addition to master planning consultant, such as a GIS/Data collection contract and a capacity building contract, among others.

1. May we see a copy of the grant submission?
2. What is the budget for consultant fees?
3. If a firm is currently undergoing the locally owned small business certification process, and is anticipating being certified before the project is awarded, can that firm count toward the 20% certified locally owned small business participation goal?

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The focus of this effort is clearly on green space areas, yet there appears to be a broadening of the topic to "green print" which seems to open the scope to other areas of discussion and work (which we think is a good thing). Examples of references to other regional sustainability issues are:

Page 1 in general information: housing, health and wellness, alternative transportation and fuels, resource conservation, workforce development

Page 2: energy consumption, population and employment growth

Page 4, Item 6: all activities and of the Sustainable Communities grant

Page 5, 2nd paragraph: "...as well as identifying economic development opportunities associated with these assets. The plan should highlight regional critical assets and opportunities for cross-county collaboration."

Given how important all of these aspects can be to a regional sustainability and strategic plan, how much of the grant is available to work on these areas that aren't specifically about the green spaces. Different members of our team provide excellent depth to different areas of this type of project (transportation, regional assets (including broadband infrastructure, utilities, etc.), energy

conservation, economic development, etc.) - can you clarify how much room there is in the grant for their work on these areas that are not specifically green space work (which we also cover in our team)?

2). There is a 20% goal for LOSB with the stipulation of there being a plan to achieve that. We plan to team with an LOSB - does that relationship need to be in place by the time we submit our RFQ response or will a clear plan of what services we will need, that will be met by an LOSB, and how we plan to form those relationships suffice for our RFQ response

The purpose of the planning process is to develop a vision plan for a regional network of greenways and open spaces linking Shelby County, Fayette County (TN), Crittenden County (AR), and DeSoto County (MS). The plan will address how a regional network of greenways and open spaces will create opportunities for recreation and support and enhance affordable housing, neighborhoods, health and wellness, resource conservation, environmental protection, transportation alternatives, workforce development, and access to goods and services. While the scope of plan is comprehensive in terms of regional sustainability issues, the key element of the plan is the network of green spaces.

2. Ideally, relationships with LOSB's will be established in the RFQ submission. If relationships with LOSB's have not been created, but are planned, it would be helpful to know as much information as possible in order to properly evaluate the submission.

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Do you have a readily accessible list of the organizations that have signed your Consortium Agreement, as well as a listing of the organizations represented by your Executive Committee?

I think this question may be in regard to the Greenprint RFQ. However, we have not distributed the Consortium Agreements to be signed, nor named any members to the Executive Committee.

1. On the RFQ response sheet, page 3, it says that 'The first page of this document MUST be printed on your company letterhead or stationary'. Does this mean that the Proposal Response Sheet (page 1) needs to be on letterhead or that we would need to print a cover sheet on letterhead with the proposal response sheet next?
2. We have submitted our paperwork for the EOC compliance in order to obtain the EOC# and vendor#. If for some reason that process

is delayed and we are not able to obtain those numbers prior to our desired submission date, we have arranged for one of our subcontractors who already has an EOC# to be the vendor of record on the proposal response sheet. We are planning to submit our RFQ response on July 20th. If we have not received our own EOC# and vendor# by that date, can we submit using our subcontractor and then send you an addendum later with a change in the vendor # and EOC#?

1. Your proposal response sheet does not need to be on letterhead. Please have your cover sheet on letter head, although we will not reject your bid if it is not on letter head.
2. This is an RFQ and you donot need an EOC number to submit your response.

1. The list of anticipated consultant deliverables on page 5 includes an outline for the final plan document. The last portion of the plan document includes several additional studies (Bus Transit to Workplace Study, Health Impact Study, Minority Recreational Use Study) and sub-area plans. Are these additional studies and sub-area plans part of the scope of this RFP and anticipated to be completed by the consultant firm? Or will these studies be completed separately, and then incorporated in the final report?

2. Has a fee been established for the project?

1. The additional studies will be completed separately. It is anticipated that the consultant for this RFP will compile the findings of these additional studies into one final planning document at the end of the 3 year period.
2. The fee for this project has not been established, because we plan to negotiate the final cost after a consultant is selected.

NOTE: QUESTIONS ARE IN BLACK AND ANSWERS ARE IN RED.