

RFQ 14-001-33 QUESTIONS & ANSWERS

Will the scope of work include establishing and/or managing a project website?

We will use the existing MPO website and social media channels for the outreach on the project.

How many committees are anticipated to be established, and how often will the committees meet?

The MPO currently has five standing committees which advise the voting membership on the Transportation Policy Board, most of which meet on a quarterly basis. Additionally, the MPO plans to convene an ad hoc steering committee to guide the overall development of the Livability 2040 LRTP. This committee will likely meet on a more regular basis (typically no more frequently than monthly) as required during the plan development.

Will this project involve scenario planning?

Yes.

Will a statement or letter attesting adherence to Title XI included in the letter of interest suffice? "Statement of compliance with Title VI and other applicable statutes providing for nondiscrimination in the performance of contracts with the County."

Yes, for Title VI.

Do all members of a team need to have Shelby County Equal Opportunity Compliance (EOC) certification, only the team lead. or only a sub?

All participants must be certified by Shelby County EOC.

Can a prime or a subconsultant be married to an employee in a different division of Shelby County government?

No.

What role does the previous public input process discussed in the Direction 2040 document play in this process?

The previous public participation process was specifically developed/used for the Direction 2040 Long Range Transportation Plan, which was adopted in 2012. The RFQ for the proposed Public Involvement Process will be used for the new Livability 2040 Regional Transportation Plan, scheduled to be adopted before the March 2016 deadline. All the MPO public involvement process developed for MPO projects follow the basic guidelines established by MPO Public Participation Plan.

What type of document is expected for the "Public Involvement Plan Documentation"?

The Public Involvement Plan will be part/chapter of the formal Livability 2040 Regional Transportation Plan. The Public Involvement Plan will reflect the detailed public participation process used during entire planning process. The entire Livability 2040 Regional Transportation Plan will be reviewed by the MPO Staff, citizens and various state and federal agencies.

What is the relationship between the Public Involvement Plan (in 2040 document), the Public Participation Plan (from MPO website), and this RFQ?

Please see the answer for Q.#1

Is there an incumbent consultant/consulting team?

At this moment MPO do not have the consultant on board for the Livability 2040 Regional Transportation Plan. An RFQ has been issued to select the consultant for the Livability 2040 Regional Transportation Plan.

What consultant developed the current Public Participation Plan?

MPO staff developed the current Public Participation Plan. The public participation plan for the previous Direction 2040 Long Range Plan was developed by Kimley Horn and Associates with guidance using the MPO's Adopted Public Participation Plan.

I realize that your RFQ is looking to fill a number of different requirements, but I wanted to know if there was any opportunity to present our PR tools as a supplemental service to the RFQ for your staff to use in-house, and potentially lower the cost of outsourcing such a service.

RFQ # 14-001-33 is intended to solicit one lead consultant to manage the completion of all of the requested services under one contract, but it allows for a lead consultant to work in conjunction with sub-consultants to accomplish the requested services if they desire to do so. It is the responsibility of qualified vendors to determine their need for sub-consultants and form partnerships as needed.

Page 2 of the RFQ the third bulleted item states: "Media campaign and **deployment**, including web and social media strategies." By deployment do you mean actual implementation of web and social media or a deployment strategy/guide to implementation?

This will depend on the scope of work and fee schedule developed following the selection of a qualified consultant. There is potential for the contract to include implementation as well as strategies/guides.

Is Memphis MPO currently working with a webmaster capable of implementing an approved strategy?

Yes.

Page 3 of the RFQ indicates that a “Statement of compliance with Title VI and other applicable statutes for providing non-discrimination in the performance of contracts with the County” must be included in our response. Is a statement of agreement with the Non-discrimination and Title VI section of the RFQ sufficient verification of our Title VI policy?

Yes. Additional information may be needed during development of the contract.

Page 3 of the RFQ indicates that “Proposer’s Shelby County EOC certification number, if applicable” should be included. Is the EOC certification number for Shelby County a prerequisite? If so, does the prerequisite apply to the prime and the subcontractor on a consultant team?

Yes. Yes.

Page 4 of the RFQ indicates that the MPO will work with the selected qualified respondent to develop a scope of work and fee schedule following selection by the Review Committee. Should respondents include any budget, labor rate, or other projected expenses?

No.

Are there any required forms that should be included with the response?

Yes. See RFQ.

The RFQ evaluation criteria include the criterion: ***Demonstrated Ability to Complete Services***. Because the scope of work for the assignment is not part of the RFQ response, can you elaborate on how this criterion is defined, in light of two others: ***Firm and Staff Background, Capacity, and Qualifications***; and, ***Experience with Similar Projects***, which seem to cover ***Demonstrated Ability to Complete Services***.

The evaluation criteria coincide with the bulleted list of components that the Proposal should include. The ‘Demonstrated Ability to Complete Services’ criteria is referring to the bulleted point ‘Demonstrated ability to meet schedules without compromising sound professional practices’. Examples could be the firm’s ability to organize and facilitate meetings within a specified timeframe, the meeting format(s) that they feel are most successful (large public meeting, small community meeting, focus group, ‘meeting-in-a-box’), the resources they intend to dedicate to the project including the amount of time they will be on site versus operating remotely, etc.

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