

RFQ # 14-001-34
REQUEST FOR QUALIFICATIONS
MEMPHIS MPO CONGESTION MANAGEMENT PLAN (CMP)
FOR
MEMPHIS URBAN AREA METROPOLITAN PLANNING
ORGANIZATION

Shelby County Government, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more consultant firms to provide professional services for the preparation of the Memphis Urban Area Congestion Management Plan. Shelby County is issuing this Request for Qualifications (RFQ) to solicit written proposals from consultants or consultant teams who are interested in providing such services. Based on an evaluation of responses to this RFQ, a consultant will be selected and invited to participate in further discussions and negotiation of a contract agreement for the requested services.

GENERAL INFORMATION:

The Memphis Urban Area Metropolitan Planning Organization (Memphis MPO) is the regional transportation planning organization for Shelby County, TN and Desoto County, MS as well as the portions of Marshall County in Mississippi and Fayette County in Tennessee. The Memphis MPO is responsible for working with local, state, and federal agencies, the private sector, citizens, and stakeholders to plan coordinated transportation systems designed to move people, goods, and services affordably, efficiently and safely throughout the MPO area. The Memphis MPO was established by the federal government to ensure that transportation decisions within the MPO area are performed in a continuing, comprehensive, and cooperative process.

Project Background:

This Request for Qualifications (RFQ) is intended to prepare the Congestion Management Plan for the Memphis Urban Area MPO. The selected consultant will be responsible for revising the 2012 CMP (currently part of 2040 LRTP) using the most recent traffic survey data and land use projections.

This RFQ is intended to produce a regional congestion management plan that will accomplish the following:

- (1) Meet all requirements set forth by the Moving Ahead for Progress in the 21st Century Act (MAP-21) while enhancing congestion and reliability monitoring and reporting,
- (2) Assist in identifying system deficiencies and in analyzing and selecting alternative strategies to address congestion for inclusion in the LRTP and the short range TIP,

- (3) Evaluate the impact and effectiveness of the alternative strategies to reduce congestion in MPO region,
- (4) Coordinate collection and routine tracking of data on a predetermined maintenance schedule that will accurately represent network congestion for the MPO region on needed studies conducted within the congestion management plan,
- (5) Analyzing future potential congested networks in the MPO region, and
- (6) Develop, monitor, and report multimodal performance measures that are in compliance with federal and state regulations for congestion in the MPO region on predetermined basics

From the above tasks, overall effectiveness and performance of strategies results can be used as a tool to guide transportation investments and improvements to be implemented through the TIP and LRTP. Several factors that will be considered throughout the development of the entire congestion management plan include but are not limited to: system preservation, safety and security, environmental enhancement, system management and operation, accessibility and mobility, and recognizing public participation as critical components towards plan development.

The proposed Memphis Urban Area Regional Congestion Management Plan will include the same geographic area and agencies that are included as part of the Memphis Urban Area MPO. The MPO includes all of Shelby County, TN and Desoto County, MS as well as the portions of Marshall County in Mississippi and Fayette County in Tennessee.

The following resources are available to help the consultant/team understand the Memphis MPO's multimodal planning process, the Congestion Management Plan and its planned outcomes, and related data collection and planning efforts:

- Memphis Urban Area MPO website: www.memphismpo.org;
- Regional Bicycle and Pedestrian Plan: <http://memphismpo.org/plans/multi-modal-plans/bike-ped-plan>;
- Direction 2040 Long Range Transportation Plan: <http://memphismpo.org/plans/long-range-plan-lrtp>;
- Mid-South Regional Travel Survey: <http://memphismpo.org/project/midsouth-regional-travel-survey>;

RESPONSE AND EVALUATION

The maximum contract value for the services described in this RFQ is not expected to exceed \$75,000. Interested consultants should submit a Letter of Interest and Statement of Qualifications not to exceed twenty-five (25) pages in length. Proposals should include, but are not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.

- Past experience specific to Congestion Management Plan that can assist in identifying system deficiencies and in analyzing and selecting alternative strategies to address congestion for inclusion in the LRTP and TIP.
- Overview of consulting team including clear statements of expertise in project of this nature.
- Qualifications of staff and if applicable sub-consultants.
- Demonstrated ability to meet schedules without compromising sound planning practices.
- Statement of level of certified Locally Owned Small Business (LOSB) or Disadvantaged Business Enterprise (DBE) participation. Statement of compliance with Title VI and other applicable statutes providing for non-discrimination in the performance of contracts with the County.
- Proposer's Shelby County Equal Opportunity Compliance (EOC) certification number, if applicable.
- At least three (3) project references.

The following guidelines for communication; have been established to ensure a fair and equitable process for all respondents:

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed above. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be by 12:00 P.M., Friday, February 7, 2014.***

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this Request for Qualifications may disqualify your company from further consideration.

Evaluation Process

Submittals will be reviewed by a Review Committee that will identify the most qualified proposers. At the discretion of the Review committee, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Locally-Owned Small Business (LOSB) firms, Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

Evaluation Criteria

Submittals will be reviewed based on the following criteria:

- Firm and Staff Background, Capacity, and Qualifications 30%
- Experience with Similar Projects 30%
- Demonstrated Ability to Complete Services 20%
- Statement of Adherence to Title VI and Non-Discrimination 5%
- LOSB / DBE Participation Percentage 5%
- Proposer References 10%

Development of Scope of Work

Following a selection by the Review Committee, the Memphis MPO will work with the selected qualified respondent to develop a scope of work and fee schedule that will serve as the basis for a contract with the County for the performance of the requested services. The selection of a qualified respondent does not commit the County to award a contract.

Non-discrimination and Title VI

The respondent hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of any contract with Shelby County Government or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans for sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

Disclosure of Response Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All qualifications and other materials submitted become the property of Shelby County Government. All response information will be held in confidence during the evaluation process and before the time of a Notice of Intent to Award is issued. Thereafter, responses will become public information.

Submitting Qualifications

Firms may request consideration by submitting an original, three copies, and two CDs of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 900, Memphis, TN 38103.

All qualifications must be received by Mr. Fowler's office on or before 4:00 PM (Central Time) Friday, February 14, 2014.

