REQUEST FOR QUALIFICATIONS
MEMPHIS URBAN AREA MPO
REGIONAL TRANSPORTATION PLAN (RTP)

Shelby County Government (the County), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more consultant firms to provide professional services for the planning and development of the Memphis Urban Area Metropolitan Planning Organization’s (Memphis MPO) Livability 2040 Regional Transportation Plan (RTP). The 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 MPO is the regional transportation planning organization for Shelby County, TN, Desoto County, MS, and portions of Fayette County, TN and Marshall County, MS. 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.

The Memphis MPO has committed itself to creating a comprehensive multi-modal strategy that provides the region’s residents with greater mobility, lower transportation costs, safer streets, cleaner air, less traffic congestion, and greater quality of life. The Memphis MPO has recently begun a regional initiative focusing on livability, a key element of which is coordinating the development of transportation facilities to connect residents to opportunities such as jobs, education, and amenities.

Project Background:

The RTP serves as the defining vision for the region’s transportation systems and services and guides the expenditure of federal transportation funds with the consideration of livability, multimodal transportation, air quality, safety, and land use, while recognizing that public participation is a critical component towards the plan’s development and implementation. The proposed study process seeks to address the full range of challenges and opportunities affecting, and affected by, the current and future transportation systems of the region.

The selected consultant or consultant team will be expected to assist the Memphis MPO in the planning and development of the Livability 2040 Regional Transportation Plan, which has to be completed before March 2016. In preparing the RTP, the MPO intends to award a separate contract to manage the public participation process for the regional livability initiative. In addition, the MPO is working on its congestion management plan and is in the process of
updating the land use scenario and travel demand model which will be incorporated into the RTP. The consultant will be expected to work in conjunction with the Memphis MPO as well as consultants working on other projects and will be responsible for the development of the plan.

Elements of the scope of work for this project may include, but are not limited to:

1. Oversee the production and formatting of all components and contents of the LRTP.
2. Ensure that the goals and objectives developed address the social, economic and environmental impacts of future planning factors specified within the MAP-21 regulations.
3. Development of performance measures based on the goals and objectives of the LRTP.
4. Assess existing conditions and determine constraints
5. Perform an analysis of the existing transportation network using land use and travel demand model information, survey data etc.
6. Environmental, social and cultural screening
7. Develop and evaluate alternative strategies
8. Coordinate and develop an implementation plan that is fiscally constrained
9. Integrate current related planning projects including but not limited to the Bicycle and Pedestrian Plan, MATA’s Short Range Transit Plan, the 2014-2017 TIP etc.
10. Develop future multimodal plan and implementation strategies.
11. Attend and assist with the preparation of materials for public meetings as well as meetings with the Transportation Policy Board (TPB) and the Engineering and Technical Committee (ETC).
12. Perform an air quality conformity analysis.

The following resources are available to help the consultant/team understand the Memphis MPO’s multimodal planning process, the Long Range Transportation Plan and its planned outcomes:

1. Memphis Urban Area MPO website: [www.memphismpo.org](http://www.memphismpo.org);
4. Memphis MPO Bicycle and Pedestrian Plan: [http://memphismpo.org/project/bike-ped-plan](http://memphismpo.org/project/bike-ped-plan);
7. Memphis MPO 2014-17 Transportation Improvement Plan: [http://memphismpo.org/plans/improvement-program-tip/overview](http://memphismpo.org/plans/improvement-program-tip/overview);
11. I-269 TN Corridor: http://www.memphismo.org/project/i-269-tn-corridor
13. Poplar Southern Corridor: http://www.memphismo.org/project/poplar-southern-corridor

RESPONSES AND EVALUATION

The maximum contract value for the services described in this RFQ is not expected to exceed $350,000. 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:

1. Firm name, address, and telephone number.
2. Point of contact: name and telephone number.
3. Past experience specific to regional transportation plans and familiarity with the regulations and guidelines specific to the regional transportation planning process.
4. Past experience specific to the development of performance measures used to monitor the effectiveness of projects or programs within the plan.
5. Overview of consultant team including clear statements of expertise in projects of this nature.
6. Qualifications of staff and if applicable sub-consultants.
7. Demonstrated ability to meet schedules without compromising sound professional practices.
8. Statement of level of certified Locally Owned Small Business (LOSB) or Disadvantaged Business Enterprise (DBE) participation.
9. Statement of compliance with Title VI and other applicable statutes providing for non-discrimination in the performance of contracts with the County.
10. Proposer’s Shelby County Equal Opportunity Compliance (EOC) certification number, if applicable.
11. 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 Bob Brenner in writing at bob.brenner@shelbycountytn.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. (Central Time), Thursday, March 20, 2014.**

All written questions submitted by the deadline indicated above will be answered and posted on the County’s website at www.shelbycountytn.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 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 20%
- Demonstrate Effective Public Engagement Experience 10%
- 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, six copies, and one (1) CD of a letter of interest and statement of qualifications to Mr. Bob Brenner, Buyer, Purchasing Department, Shelby County Government, 160 North Main Street, 9TH Floor, Memphis, TN 38103.

All qualifications must be received by Mr. Brenner’s office on or before 4:00 PM (Central Time) Thursday, March 27, 2014.