

RFQ # 16-011-26
REQUEST FOR QUALIFICATIONS
REGIONAL FREIGHT PLAN
FOR
MEMPHIS URBAN AREA METROPOLITAN PLANNING
ORGANIZATION (MPO)

I. INTRODUCTION

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 Regional Freight Plan for the Memphis Urban Area Metropolitan Planning Organization (MPO). 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.

II. EQUAL OPPORTUNITY COMPLIANCE (EOC)

All proposers must:

- Prime and Locally Owned Small Business (LOSB) contractors must **apply** and **qualify** for an Equal Opportunity Compliance (EOC) certification number through our EOC Administration prior to submitting your response.
- Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act (effective date of 1/1/2012). Proof and documentation of employment eligibility must be included with the proposal.
- Adhere to all insurance requirements and provide documentation if a contract is awarded. Insurance requirements subject to change.

You can access the online applications to receive the numbers indicated above at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)

At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (*Applications for a vendor number are accepted online only.*)

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

At the top of the home page, click on the links “Department”, “E” for the Equal Opportunity Compliance and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

Note: Because of the length of time it takes to apply and receive an EOC number, proposals from vendors who apply prior to the RFP due date will be accepted pending EOC approval of their application.

If you have any questions regarding the application, you may contact Purchasing at (901)222-2250 or the EOC Administration at (901) 222-1100.

III. PROJECT DESCRIPTION

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 northwestern portion of Marshall County in Mississippi and western portion of 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.

As "America's Distribution Center," Memphis plays a critical role in the nation's global supply chain. Memphis MPO region is home to the world's second largest air-cargo airport, five Class I Railroads, 490 trucking terminals, the nation's fourth-largest inland water port, and 11 Interstate and U.S.-designated highways and 10 Intermodal Connectors. The presence of such major freight facilities and investments has made the region a national distribution hub with almost 160 million square feet of warehouse space and 42,000 acres of industrial parks. As a result freight plays a very important role in the region's economy, with almost 30% of the employment concentrated in the transportation and warehousing sector. Furthermore, in recent years there has been major investments made by not only multinational companies such as Electrolux and Mitsubishi, but also major freight operators such as Burlington Northern Santa Fe (BNSF) and Norfolk Southern (NS) which further strengthen the image of the region as a major freight hub.

As a regional transportation planning organization, Memphis MPO plans to develop a Regional Freight Plan that will enhance the mobility of people and goods, while address the unique characteristics of the region and encourage economic development.

IV. SCOPE OF SERVICES

This Request for Qualifications (RFQ) is intended to prepare the Regional Freight Plan for the Memphis MPO. The Scope of Work of this project will likely include the general tasks listed below. However, MPO encourages consultant firms/teams to propose alternative approaches that introduce innovation, higher quality or impactful results, and cost savings.

- Identifying areas with a lack of re-routing options for freight trucks when heavy traffic or construction causes delays on key corridors
- Strategies to decrease congestion caused by accidents and other non-recurring roadway incidents
- Identify freight routes with poor curb/road geometries and create priority list of projects to improve intersections and lane widths
- Future traffic impact caused by various land development patterns
- Current and future supply/demand of truck parking areas
- Analysis of supply/demand of industrial land over the next 20-30 years
- Alternative and patterned funding sources for investment in the freight transportation system
- Analysis of future threats to economic competitiveness of freight in the region

In addition, the Memphis MPO Regional Freight Plan will also include an overview of the regional freight transportation system and goods movements, key issues and challenges to the region's overall freight system, strengths and needs assessment of the region's freight transportation system, freight performance measures, both long term and short term priorities along with implementation and next steps.

The following resources are available to help the consultant/team to develop the Memphis MPO's Regional Freight Plan:

- Memphis Urban Area MPO website: www.memphismpo.org;
- Memphis MPO Freight Stakeholder Survey: <http://memphismpo.org/plans/multi-modal-plans/freight-planning>
- Memphis Freight Infrastructure Plan: <http://memphismpo.org/plans/multi-modal-plans/freight-planning>
- Direction 2040 Long Range Transportation Plan: <http://memphismpo.org/plans/long-range-plan-lrtp>;
- Memphis MPO 2014 Public Participation Plan: <http://memphismpo.org/plans/public-participation-plan>
- TN-385/I-269 Corridor Economic Development/Environmental Study: <http://www.sustainablesheby.com/sites/default/files/resources/TN-385%20I-269%20Eco%20Dev-Env%20Study%20Final%20Report.pdf>
- Focus: A Roadmap for Transforming The Metro Memphis Economy: <http://www.brookings.edu/~media/Research/Files/Reports/2014/11/24%20memphis%20business%20plan/Memphis%20Executive%20Summary%20reduced.pdf>
- Mississippi Statewide Freight Plan: <http://mdot.ms.gov/portal/freight.aspx>

- Lamar Avenue Corridor Study:
https://www.tn.gov/assets/entities/tdot/attachments/transportation-studies-LamarAvenueCorridor_June2011.pdf
- Draft National Freight Strategic Plan: <http://www.transportation.gov/freight/NFSP>
- Memphis MPO Livability 2040 Regional Transportation Plan (will be available once completed)
- Tennessee Statewide Freight Plan (will be available once completed)
- Tennessee Department of Transportation (TDOT) 25-Year Statewide Plan (will be available once completed)

RESPONSE AND EVALUATION

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 related to the freight planning, data collection and analysis, economic and environmental assessment, multimodal transportation planning, design, sustainability, cost estimating, supply chain and logistics management, geographic information Systems (GIS), and stakeholder engagement, and identifying recommendations and implementation strategies.
- 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 Carla Hayes in writing at carla.hayes@shelbycountyttn.gov or at the address listed on the final page. ***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., Thursday, December 17, 2015.***

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:

- Experience with Similar Projects 25%
- Firm and Staff Background, Capacity, and Qualifications 20%
- Proposed Approach to Developing the Guidelines 15%
- Demonstrated Knowledge of Federal Regulations 10%
- Demonstrated Ability to Complete Services 10%
- LOSB / DBE Participation Percentage (minimum project goal 10%) 10%
- Statement of Adherence to Title VI and Non-Discrimination 5%
- Proposer References 5%

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 one (1) original, four (4) copies, and two CDs copies of a letter of interest and statement of qualifications to:

Ms. Carla Hayes,
Purchasing Department
Shelby County Government
160 North Main Street, Suite 900
Memphis, TN 38103.

All qualifications must be received by Ms. Hayes' office on or before 4:00 PM (Central Time) Monday December 28, 2015.