



**Shelby County  
Tennessee**

Mark H. Luttrell, Jr., Mayor

**Request for Qualifications  
Shelby County Government  
Purchasing Department**

160 N. Main Street, 9<sup>th</sup> Floor, Suite 900  
Memphis, TN 38103

*Issued: January 20, 2016*

*Due: February 10, 2016 no later than 4:00 P.M. (Central Standard Time)*

**RFQ #16-012-29A**

**Bicycle/Pedestrian Counter Pilot Program  
For  
Memphis Urban Area Metropolitan Planning  
Organization**

## I. INTRODUCTION

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 management of the Bicycle/Pedestrian Counter Pilot Program for the Memphis Urban Area Metropolitan Planning Organization (MPO). Shelby County is issuing this Request for Qualifications (RFQ) to solicit written letters of interest and statements of qualifications from consultants or consultant teams who are interested in providing their 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.

This notification and any future information regarding this RFQ is and will be located on the County’s website at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov). At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Bids” to locate the name of the above-described Request For Qualifications.

## II. MINIMUM REQUIREMENTS

All proposers must:

- Prime and Locally Owned Small Business (LOSB) contractors must **apply** and **qualify** for a Vendor number through the Purchasing Department and an Equal Opportunity Compliance (EOC) certification number through our EOC Administration prior to submitting your response (details outlined below).
- 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 provisions of Title VI of the Civil Rights Act of 1964 requirements and provide proof/documentation if necessary.
- Adhere to all insurance requirements and provide documentation if a contract is awarded. Insurance requirements subject to change.

***Please Note: As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an “Equal Opportunity Compliance (EOC)” certification number.***

***You can access the online applications to receive the numbers indicated above at [www.shelbycountyttn.gov](http://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 applications, 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.

In the spring of 2015, the Memphis MPO received notice that it had been selected as one of ten MPOs from around the country to participate in a FHWA Bicycle/Pedestrian Automated Count Pilot Program. The intent of this program is to provide support to MPOs with initiating on-going bicycle/pedestrian count programs. FHWA awarded the Memphis MPO funds to be used for purchasing bicycle/pedestrian automated counters. The grant is worth \$20,000 dollars with a \$5,000 local match. Part of this money will be used for the purchase of the counters, and part will be used on consultant services. The MPO will be procuring these counters through a separate, sealed bid process. The MPO is searching for a consultant that can manage the count program for a period of

approximately six months (an exact timeframe will be determined during the negotiation of a contract agreement with the selected consultant).

While the MPO has previously conducted bicycle/pedestrian counts, the intention of this pilot program is to launch a continuous program. The MPO conducted bicycle/pedestrian counts at 40 locations in the metropolitan area in April of 2014 using stationary video monitors. The collected footage was later reviewed by a consultant team and bicycles/pedestrians were manually counted. The MPO wishes to transition to a less labor-intensive counting method by using mobile automated counters. The MPO also wishes to use these initial count locations in the pilot program as base years in terms of data collection; however, the differences in counting technologies and collected data (i.e. videos providing four-way counts and directional information at intersections, and automated counters providing only two-way counts along a line) will need to be rectified. Counts of bicycles and pedestrians will continue to be collected at intersections and along shared-use paths.

The data collected through this pilot program and the continuous count program will assist the MPO and its member jurisdictions with their efforts in bicycle and pedestrian planning. Over the course of several years, the collected data will reveal trends in bicycle and pedestrian traffic in the region, and assist planners and engineers in the process of improving bicycle and pedestrian facilities.

#### **IV. SCOPE OF SERVICES**

##### **PROJECT BACKGROUND**

This Request for Qualifications (RFQ) is intended to provide services related to the Bike/Pedestrian Counter Pilot Program. The tasks of the selected consultant may include the following:

- (1) Assess the counting needs of the MPO and recommend technology specifications;
- (2) Recommend strategies to best rectify the difference in collected data from the initial counts performed in 2014;
- (3) Assist the MPO in determining the priority count locations;
- (4) Install the counters/devices at the determined locations, and potentially provide training to jurisdictions' engineering/public works staff on how to properly install and remove the counters/devices;
- (5) Operate and manage the performance of the counters/devices, collect the raw data, and provide it to the MPO in a process format;
- (6) Develop plan to teach staff members of the MPO how to operate and manage the counters/devices; and
- (7) Develop strategies and a long-term plan for implementation of the continuous count program.

The following resources are available to help the consultant/team understand the Memphis MPO's bike/pedestrian plans, and related data collection and planning efforts:

- Memphis Urban Area MPO website: [www.memphismpo.org](http://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>;

## V. SUBMITTAL 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 Bicycle/Pedestrian Count Pilot Program that can assist in 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.
- At least three (3) project references.
- Proposer's Shelby County Vendor Number and Equal Opportunity Compliance (EOC) certification number, if applicable.

*If applications have been submitted, but the numbers haven't been assigned, please state "pending" on the "Proposal Response Sheet", separate attachment. This form is located on the County's website at [www.shelbycountyttn.gov](http://www.shelbycountyttn.gov). At the top of the home page, click on the links, "Department", "P" for the Purchasing Department and "Bids" to locate the name of the above-described Request For Qualifications (RFQ). This document should be the first page of your submittal response.*

**Note: Inclusion of a fee is not required.**

## 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 25%
- Experience with Similar Projects 25%
- Proposed Approach to Project Management 20%
- Demonstrated Ability to Complete Services 10%
- 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.

## VI. 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 consultant 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.

## VII. INSURANCE REQUIREMENTS

*(Applicable if a contract is awarded; insurance requirements are subject to change.)*

The Consultant/Provider shall maintain coverage with limits of no less than:

- 1) ***Commercial General Liability Insurance*** – \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:
  - a) Premises/Operations
  - b) Products/Completed Operations
  - c) Contractual
  - d) Independent Contractors
  - e) Broad Form Property Damage, if applicable
  - f) Personal Injury and Advertising Liability
- 2) ***Business Automobile Liability Insurance*** – \$1,000,000 each accident for bodily injury and property damage. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insured. Coverage is to be provided on all:
  - a) Owned/Leased Autos
  - b) Non-owned Autos
  - c) Hired Autos
- 3) ***Workers Compensation and Employers' Liability Insurance*** – As required by Tennessee State Statute. Employers Liability Coverage is \$1,000,000 per accident. The Consultant/Provider waives its right of subrogation against Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions for any and all workers' compensation claims.

- 4) **Professional Liability Errors & Omissions Insurance** – \$1,000,000 per claim or occurrence/\$3,000,000 annual aggregate.

All policies will provide for 30 days written notice to Shelby County of cancellation of coverage provided. Ten (10) days' notice applicable to non-payment of premium. If insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Consultant/Provider will provide immediate notice to Shelby County and evidence of replacement coverage with no lapse.

All insurance policies maintained by the Consultant/Provider shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf.

The Certificate(s) of Insurance will be required from the Consultant/Provider after receipt of notification of contract award. The additional insured documents will not be required until award is made. The Consultant/Provider will be required to provide confirmation from insurance broker/agent that the additional insured requirements will be met.

## VIII. DISCLOSURE OF RESPONSE CONTENTS

The Consultant 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. ***All responses and other materials submitted become the property of Shelby County Government.***

## IX. CORRESPONDENCE

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

All correspondence, response submittals, and questions or requests for additional information or clarification concerning the RFQ are to contact Ms. Debra D. Louis in writing at [debra.louis@shelbycountyttn.gov](mailto:debra.louis@shelbycountyttn.gov) or at the address listed below. Questions should reference the section of the RFQ to which the questions pertain and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be Monday, February 1, 2016 by 12:00 p.m. (CST).***

*Note: All written questions submitted by the deadline indicated above will be answered and posted on the County's website at [www.shelbycountyttn.gov](http://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 RFP may disqualify your company from further consideration.

## X. SUBMITTING QUALIFICATIONS

Firms may request consideration by submitting one (1) original (**clearly identified as original**), four (4) copies, and two (2) digital CD copies of a letter of interest and statement of qualifications **no later than 4:00 p.m. (CST) on Wednesday, February 10, 2016 to:**

**Ms. Debra D. Louis, Buyer  
Shelby County Government  
Purchasing Department  
160 N. Main Street, 9<sup>th</sup> Floor, Suite 900  
Memphis, TN 38103**

The package containing the above documents must be sealed and marked with the proposer's name and **"CONFIDENTIAL – BICYCLE/PEDESTRIAN COUNTER PILOT PROGRAM, RFO #16-012-29A"** noted on the outside.