



The City of Memphis and Shelby County
Community Redevelopment Agency

170 North Main Street, Floor 6, Memphis TN 38103 | (901) 636-6544

Request for Qualifications

for

Comprehensive Pre-Development Services

including

Civil Engineering,

Architectural, Geotechnical Exploration and Reports

& Environmental Assessments and other Related

Tasks

Date of Issue: May 16, 2019

Submission Deadline: 1:30 p.m. June 4, 2019

1. INTRODUCTION

The City of Memphis and Shelby County Community Redevelopment Agency (the “CRA”) is soliciting responses from entities (the “Consultant Team”) with the qualifications and experience to provide comprehensive Engineering and Related Professional Services for a variety of complex projects (the “Projects”) within its Uptown Tax Increment Financing District (TIF).

The CRA works with community residents, business owners, and other stakeholders to determine community priorities and potential projects in the Uptown TIF Districts as Approved and designated by the Memphis City Council and Shelby County Commission. The CRA also works with members of the community to address blight and to provide affordable housing. The CRA currently manages two community-based TIF Districts: The Uptown TIF District (which includes portions of Greenlaw, Smokey City, Bickford, New Chicago, Mud Island, the Pinch and the Medical District neighborhoods in North Memphis) and the Binghampton TIF.

The CRA is soliciting responses from entities (the “Consultant Team”) with the qualifications and experience to provide comprehensive Engineering and Related Professional Services for a variety of complex projects (the “Projects”) within its Uptown Tax Increment Finance District (TIF).

This RFQ is for the Uptown Community TIF Districts only. However, the CRA reserves the right to and may procure a LEAD TEAM for the Binghampton TIF District from qualified Respondents who submit under this request.

The purpose of this Request for Qualifications (RFQ) is to obtain information from capable and experienced firms as to their professional qualifications and their ability to provide engineering and related professional services for infrastructure improvements related to redevelopment in the CRA TIF areas. Infrastructure improvements needed in the TIF Districts may include utilities, roads, alleys, sidewalks, streetscape, safety components, storm water protection, flood prevention, and environmental remediation. Additional tasks related to these infrastructure improvements may include, but are not limited to, planning, surveying, engineering design, design review, utility relocation and upgrades, environmental analysis, energy analysis and estimating, construction management and administration and master planning.

The selected **Consultant Team** may assist the CRA President and staff with various projects and serve as the primary point of contact acting on behalf of the CRA for the Projects. Services may include, but will not be limited to, consultation and coordination with various divisions of the City of Memphis or Shelby County, MLGW, private developers and others as necessary for infrastructure improvements, utility coordination, and any other related pre-development work necessary for a development project. In addition, the Consultant may draft RFPs for specific sites. The CRA proposes to retain a qualified firm or team of firms to provide Engineering and Related Professional Services for Projects in the Uptown TIF district. The Consulting Team shall identify a **LEAD FIRM** as the single point of contact for the execution of all Projects.

The Consultant Team will assist the CRA with the implementation of the Uptown Community Plan. The Uptown Community Plan and the complete RFQ document can be viewed at www.CRAmemphis.org Friday, May 17, 2019.

2. INVITATION FOR QUALIFICATIONS

The CRA has proposed to retain a qualified firm or team of firms to provide Engineering and Related Professional Services for Projects in the various TIF districts managed by the CRA. The Consulting Team shall identify a **LEAD FIRM** as the single point of contact for the execution of all work.

1. To facilitate the selection of the Consultant Team, interested firms are invited to submit their qualifications for consideration. The qualifications should contain, at minimum, the information requested in this RFQ, including completion of **Exhibit A.** and **Exhibit B.**

2. **The Consultant Team will assist the CRA with the implementation of the Uptown Community Plan. The Uptown Community Plan and the complete RFQ document can be viewed at www.CRAmemphis.org Friday May 17, 2019.**

THE CRA IS ONLY ACCEPTING RESPONSES FROM LICENSE CIVIL ENGINEERS, OR ENGINEERING FIRMS AS THE LEAD.

Any inquiries concerning the RFQ should be directed in writing to Rosalyn Willis at Rosalyn.Willis@memphistn.gov

- Contact with any CRA Board members during the submittal and review process is prohibited.
- Responses received after the date and hour of the due date shall not be considered.
- Any exceptions shall be stated by the Consultant in their response.
- The CRA is not liable for any cost which the Consultant may incur relating to the preparation
- The CRA reserves the right to reject any or all qualifications submitted and negotiate all elements of this RFQ.

An electronic copy of the qualifications should be e-mailed to Rosalyn.Willis@memphistn.gov and three (3) copies marked on the outside of the envelope:

**“CRA Engineering and Related Professional Services RFQ”
June 4, 2019**

should be delivered to:

Rosalyn Willis, President
City of Memphis and Shelby County Community Redevelopment Agency
Lobby of 170 N. Main Street (The Public Safety Building)
Memphis, TN 38103

Deliver Responses no later than 1:30 pm, Tuesday, June 4, 2019.

MANDATORY PRE-SUBMISSION MEETING / QUESTIONS

All potential LEAD TEAM Respondents are required to attend a mandatory pre-submission meeting on May 23, 2019 at 2:30 in the Public Safety Building, 170 North Main Street, Floor 3, Memphis, TN 38103. (Allow time to go through City of Memphis Security).

Questions concerning this RFQ will be addressed at the meeting. Contact Rosalyn Willis for any questions concerning the pre-submission meeting at Rosalyn.Willis@memphistn.gov. NOTE: A scoring sheet will be distributed at the Pre-submission meeting.

3. SCOPE OF SERVICES AND DESCRIPTION OF THE PROJECTS

The Consultant Team will assist the CRA with the implementation of the Uptown Community Plan, and may include master planning tasks for CRA driven projects as well as various other pre-development tasks relevant to the implementation of the **UPTOWN REDEVELOPMENT PLAN**; the work may include, but shall not be limited to, planning, construction estimating, engineering design, design review, utility relocation and upgrades, environmental analysis, construction administration and program administration as described above. The Projects shall be defined as any work and includes projects and processes within the Uptown TIF District as identified by the CRA at key anchor points throughout the Uptown neighborhood.

4. CLIENT HOT BUTTONS (KEY CONTROLS)

Of major importance to the CRA is that the Team stays ahead of issues that might arise from the submissions of application for TIF funding from developers and questions from the various divisions of the City of Memphis and Shelby County and others. Our goal is to demonstrate to applicants, government entities and other entities, such as community partners and stakeholders that our Team is professional and adept at performing the work that has been requested.

Meeting minutes must be prepared and submitted for review and comment within a two-day timeframe. Any issues or potential issues that might arise must be brought to the attention of the CRA immediately by the LEAD TEAM Representative. Time and effective communication, swift response, documentation and quality work is the key to our mutual success.

The Team must be available to attend regular meetings and emergency meetings as necessary. All communications must flow through the CRA organization, or by coordination arranged by the CRA with others who may be specifically interested in the work.

5. STATEMENT OF QUALIFICATIONS

The CRA staff will evaluate the qualifications and interview all responsive Consultant Teams, which exhibit excellence in the ability to perform the work.

Responses to the RFQ should include the following components:

A-1. General Qualification of the LEAD TEAM member of the Consultant Team

1. Background and overview of the firm; include resumes of key personnel
2. The location of the firm's offices and location of headquarters, if not local
3. Firm's organizational structure / Team organization structure
4. The total number of local employees
5. Previous experience, if any, with the Memphis and Shelby County CRA
6. Demonstrated ability to manage a diverse team of professional service providers
7. Identification of the proposed team members and organization chart of the Team

A-2. Team Member Qualifications

Each of the firms submitting as consultants or sub-contractor to the LEAD FIRM are to provide the above information as requested in Items 1 through 5.

B. Related Project Experience (Provide for the LEAD FIRM and each of the Team Members)

List up to five projects your organization has completed in the last five years, or is currently working on, in a similar capacity as identified in this RFQ's scope of services.

Include the following:

- Project Name
- Location
- Brief Description
- Year Completed
- Project Contacts
- Construction Costs

C. Program Management Plan & Key Personnel

1. Identify the LEAD PERSON for each of the proposed team members; provide their resumes and a description of their roles and responsibilities.
2. Provide a description or chart of which professional staff will be directly involved in the Projects.

D. Response Statement

The CRA will use the following process when selecting the Consultant Team:

1. The CRA intends to award the Engineering and Related Professional Services Contract to that qualified team which best demonstrates the commitment and application of experience, resources and methods to the unique circumstances of the Projects.
2. The organization and quality of your written response to this RFQ will be used to evaluate your team's qualifications and suitability to perform the work.

3. At each stage of the process, the CRA will consider any number of individual factors weighing on each firm or team's qualifications. The considerations will include but are not limited to the following:
 - The experience and capabilities of the firm involved. This will focus on projects of similar scope and experience with public entities.
 - The experience and capabilities of key personnel on the project team to projects of similar scope, including experience with the CRA.
 - How well the approach or plan of the project team appears to integrate with the Project's specific needs.
 - How well the Consultant meets the M/WBE and LOSB goals as set in the CRA's policies and procedures.
 - The ability of the project team to interact and work with diverse public and private groups or representatives who may be concerned with the impact of the Project.
 - The financial stability and general reliability of the firm or team as indicated by documents, historic projects and references.
 - A demonstrated ability to see projects completed on schedule and within budget.

7. MWBE/LOS B

For all projects, the CRA sets an overall combined goal of 40% M/WBE participation for Professional Services, with a 26% for MBE and a 14% goal for WBE, as defined by Shelby County ordinance. Within this overall goal for M/WBE participation, the CRA sets goals for goods and services categories consistent with those of the City of Memphis as outlined in Ordinance 5384, Sec. 2-327, using the ratio of the M/WBE participation goals for each sector. LOSB participation goals are 20%.

8. PUBLIC STATEMENTS

Members of the Consultant Team shall not make any announcement, release any information, or authorize or participate in any interview concerning this document without first obtaining written consent from the CRA. The Team also agrees to require its employees, agents, and sub-contractors to comply with the requirement of this provision. This provision shall survive the expiration or termination of any Agreements related to this document.

9. REQUIRED AFFIDAVITS

Upon selection, the Consultant will be required to submit affidavits affirming compliance with local, state, and federal laws as well as the policies and procedures of the CRA. This requirement must be satisfied during the bid process and any future agreement. It is the sole responsibility of the Consultant to ensure that this requirement is satisfied, and the CRA assumes no responsibility or liability for the failure to comply.

6. INSURANCE REQUIREMENTS

CRA reserves the right to request additional insurance as defined by the Scope of Work and as required or requested by the City of Memphis and Shelby County. Listed below are the minimum insurance requirement that are to meet by each member of the Consultant Team.

Firms shall provide maintain in force workers' compensation coverage in accordance with the Statutory Requirement and with Minimum Limits of the State of Tennessee and she require all subcontractors to do likewise.

Workers Compensation

- A. Employers Liability \$100,000 Each Accident
\$500,00 Disease-Policy Limit
\$100,000 Disease-Each Employee

- B. Automobile Liability
Covering Owned, non-owned, and hired vehicles with Minimum Limits of:
Combined Single Limit \$1,000,000 - Each Occurrence-Combined Single Limits

- C. General Liability
Comprehensive General Liability Insurance, including Premises and Operations
Contractual Liability Coverage with Minimum Limits of:
 - 1. General Aggregate \$2,000,000
 - 2. Product, Completed Operations Aggregate \$2,000,000
 - 3. Personal and Advertising Injury \$1,000,000
 - 4. Bodily Injury and Property Injury Each Occurrence \$1,000,000
 - 5. Fire Legal Liability Damage \$100,000
 - 6. Medical Expense \$10,000

- D. Excess Liability
 - 1. Each Occurrence \$1,000,000
 - 2. Aggregate \$2,000,000
 - 3. Disease, Policy Limit- \$500,000
 - 4. Disease, Each Employee-\$100,000

E. Property Insurance

Each firm shall be responsible for maintaining property insurance on their own equipment and shall require all subcontractors to do likewise.

The successful Consultant must provide a Certificate of Insurance and Endorsement satisfactory to the CRA naming the CRA as additional insured. This certificate shall remain in force for the length of the contract and extensions. **The CRA reserves the right to amend the insurance requirement as necessary as defined by the Project.** The CRA shall be given (30) days written notice prior to cancellation.

EXHIBIT A

QUALIFICATIONS
FORM
ENGINEERING AND RELATED
PROFESSIONAL SERVICES
CITY OF MEMPHIS AND SHELBY COUNTY
COMMUNITY REDEVELOPMENT AGENCY

I, _____, hereby representing _____
(Authorized Lead Team Representative) (Name of Lead Firm or Company)

have read and reviewed the Request for Qualifications from the City of Memphis and Shelby County Community Redevelopment Agency (CRA). I state that the Engineering and Related Professional Services hereby offered the CRA will meet or exceed all requirements as stated in the RFQ.

Print Name

Signature of Representative

EXHIBIT B

NON-COLLUSIVE AFFIDAVIT

By submission of the Proposal of Qualifications, the respondent certifies that:

- a) This Submission has been independently arrived at without collusion with any other respondents or with any competitor or potential competitor;
- b) This Proposal of Qualifications has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of the Submissions for this project or Scope of Work to any other respondent, competitor or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a Proposal of Qualifications.
- d) The person signing this Proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under penalty of perjury, affirms the truth thereof, such penalties being applicable to the Respondent as well as to the person signing in its behalf.
- e) That attached hereto (if a corporate Respondent) is a certified copy of the resolution authorizing the execution of this certificate by the signatory of the Submission of Qualifications on behalf of the Corporate Respondent.

_____ declares and says that he or she is representing

Print Name

_____, the Lead Firm, making the foregoing Proposal of Qualifications to the Memphis and Shelby County Community Redevelopment Agency in the Uptown Tax Increment District for Comprehensive Site Engineering Services for Pre-Development Tasks is genuine and not collusive and that all information is herein true.

Signature:

_____ Date: _____

Respondent (if an Individual)

_____ Date: _____

Respondent (if a Partnership)

_____ Date: _____

Respondent (if a Corporation)