

INFORMATIONAL MEETING

RFPO

ENVIRONMENTAL
CONSULTING
SERVICES

November 28th, 2023



CONTACT INFORMATION

City of Memphis & Shelby County Community Redevelopment Agency
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<https://cramemphis.org/brownfields/>

CRA

The City of Memphis and Shelby County Community Redevelopment Agency (CRA) was established to be a catalyst for the restoration of communities through removing blight and providing affordable housing. The CRA serves as a joint agency of Shelby County and the City of Memphis and was set up as an organization in 2017. Our community-based approach to the redevelopment of neighborhoods needing reinvestment relies on Tax Increment Financing (TIF) as an important and strategic tool for implementing the goals of the agency.

- Quasi-governmental, unit of local government
- Organizational Structure:
 - Board consisting of 7 members, 3 appointed by County Mayor, 3 appointed by City Mayor, 1 appointed jointly.
 - President
 - CFO
 - Directors
 - Community Builders

EPA Grant & Awardees

- \$1,000,000 Coalition Assessment Grant
 - Cooperative Agreement Awarded to CRA
 - Assessment Grants provide funding for a grant recipient to inventory, characterize, assess, conduct a range of planning activities, develop site-specific cleanup plans, and conduct community engagement related to brownfield sites.
- Grantees
 - Lead: CRA
 - Non-lead Partners:
 - Soulsville Foundation
 - Klondike Smokey City Community Development Corporation
 - Binghamton Development Corporation

Memphis Brownfield Coalition

- Group of community stakeholders that convened in summer 2022 to apply for EPA Brownfield Grants.
- Steering Committee
 - Guides the implementation of the Assessment Coalition grant. Takes input and discussion from advisory council, filters for prioritization, and votes on how to proceed. Makes recommendations for all related CRA action.
- Advisory Council
 - Serves as community outreach, information sharing, and space for discussion around grant activities.
 - Hosts quarterly meetings open to the public



Target Areas & Priority Sites



Target Area Map



Priority Site Map

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Question & Answer



Meetings

Attendance requirements will vary depending on if a firm has work in progress, reports to share, and/or community engagement needs.

Advisory council meetings: Plan for one member of firm to attend quarterly.

Other meetings will be scheduled as needed for project team meetings, TDEC coordination, EPA progress updates, and Community focus groups.

Grant Activities & Partnerships/Subawards

- Inventory & Site Prioritization
- Community Outreach
- Assessments & Characterization
- Reporting & VOAP Enrollment

Partnerships

- The Works Inc.: Meeting facilitation.
 - Keeping Steering/Advisory groups running and informed.
- U of M CAESER: GIS assistance, storymapping, creating framework for inventory map.
 - A story map is a web map that has been thoughtfully created, given context, and provided with supporting information so it becomes a stand-alone resource. It integrates maps, legends, text, photos, and video and provides functionality, such as swipe, pop-ups, and time sliders, that helps users explore this content.
- Soulsville Charter School: Creation and deployment of a new Environmental Justice Curriculum for teens as a one-school pilot project. Using Groundworks Curriculum as a template. Promotion of EJ curriculum for replication elsewhere in the Memphis community.
 - Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies.

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Question & Answer



Proposal Instructions

PACKETS DUE: December 12th, 2023 by 4:00 PM CST

PLEASE Read the EPA Terms & Conditions attached to our Cooperative Agreement

Equal Business Opportunity Program

- CRA Goals are 40% MWBE / 10% SBE LOSB

SUBMISSION/FORMS CHECKLIST

- Packet should be around 20 Pages
 - [] Response (Cover Letter, Org Chart, Narrative, Team Member Expertise)
 - [] Fee Schedule
 - [] Sample Proposal – 588 Chelsea
 - [] General Information
 - [] References
 - [] Equal Business Opportunity Program & Certificate(s)
 - [] Certificate of Non-discrimination
 - [] Drug Free Workplace
 - [] Signature Page

EVALUATION CRITERIA		MAXIMUM POINTS
Overall quality of Proposer's Qualifications		100
<i>Capacity, skill, and experience of firm's project team to perform the work and provide the services required</i>	50	
<i>Experience with community engagement</i>	20	
<i>Experience with federal grants, data collection, and utilization of web portals for data entry</i>	15	
<i>Experience with TDEC, DOR, and VOAP processes</i>	15	
Fee Schedule		45
Recent, current, and projected workloads of the firm		15
M / W / SBE		15
TOTAL POTENTIAL POINTS		175

Invoices & Payment Policies



Generally, the CRA pays via check 30-60 days after an invoice has been processed. We are pursuing an ACH function/direct deposit.



CRA needs to be billed promptly due to our auditing processes. Preferably no later than 60 days after work has occurred.



There is a push in all departments to get invoices for work prior to June 30th processed by July 30th.

ClickUp



- Project Management Software
 - Web based application for managing tasks, filing documents, tracking expenses
 - App allows for assignment and dialogue within a task.
 - One point of contact from each firm hired will be registered in ClickUp and expected to utilize the program
- Minimum usage: enter site information to form property profile.
 - Can be further utilized to upload reports, photos, invoices, and communicate with CRA Staff a separately procured Grant Management Consultant.
- Has some similar functionality to other programs like Slack, Monday, Sharepoint

Sample Service Agreement

- The CRA intends to hire between 3 – 5 firms to create a contractor pool. Within the pool, assessment tasks will be bid and subsequently assigned.
- Please have your firm's general counsel review. There may be some minor tweaks made when it comes to finalizing contracts, but overall this is our boilerplate service agreement utilizing task orders.
- Insurance requirements are listed in service agreement.
 - If your firm doesn't currently carry these levels, no need to panic. Adjustments can be made once we have awarded contracts. Certificate will also carry CRA as additional insured.
- As exhibits to a service agreement, CRA will need a W-9, COI, and Forms from proposal.

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Question & Answer

