



REQUEST FOR PROPOSAL & QUALIFICATIONS

Community Blight Conditions & Safety Study Services

For the Binghampton Neighborhood

**Submission Deadline:
August 9th, 2024
5:00 P.M. CT**

**THE CITY OF MEMPHIS AND SHELBY COUNTY
COMMUNITY REDEVELOPMENT AGENCY**

I. GENERAL INFORMATION

The City of Memphis and Shelby County Community Redevelopment Agency (CRA) is seeking proposals from interested and qualified Community Blight Conditions and Safety Study Services entities to conduct a study of community conditions of the Binghampton Tax Increment Financing (TIF) area (see map of area in Exhibit A). The study will include light readings as well as point-based data collection of blight and pedestrian/community hazards. The term of the contract will begin and expire in accordance with the length of the study.

Background

The Community Redevelopment Agency (CRA) is a joint City of Memphis (City) and Shelby County (County) entity authorized under the provisions of the State of Tennessee “Community Redevelopment Act of 1998”. The Memphis City Council and Shelby County Board of Commissioners by joint resolution and ordinance established the CRA along with its Bylaws, and Board of Directors in 2001. The agency was established for the purpose of improving the quality of life through the removal of blight and provision of affordable housing within the City and County. Although created in 2001, the CRA was set up as a stand-alone entity, with policies, procedures, accounts, and staff in FY 2017-18. There are currently four neighborhood TIF redevelopment programs, Uptown, Binghampton, Soulsville, and Klondike neighborhoods and the Highland Row TIF, a single project community redevelopment area which includes a mixed-use facility and a parking structure.

The Binghampton TIF district was created in 2017, and the Binghampton TIF Implementation Strategy Report outlines community goals and priorities for using TIF funds to: build strong community spaces; encourage a clean, activated and attractive neighborhood; provide more affordable housing opportunities and commercial spaces; and support a safe and connected neighborhood with improved transportation infrastructure. Completion of a Community Blight Conditions and Safety Study will provide baseline information on blight and pedestrian safety conditions which can be used to measure progress in improving these conditions over time as TIF funds are invested.

II. REQUESTED SCOPE OF SERVICES

Purpose

To select the best-qualified proposer and cost-efficient proposal for award of a professional services agreement for data collection and preparation related to a community blight conditions and safety study for the Binghampton neighborhood.

Services Required

The Binghampton Community Blight Conditions and Safety Study will include the following:

- Lighting condition measurements for all public sidewalks.
- Point-based data collection on all infrastructure issues in the right of way (sidewalks, streetlights, utility poles, roadways, crosswalks, storm drains, etc.)
- Point-based data collection on other blight and community safety issues (weeds, vacant structures,

blighted structures, code violations, graffiti, evidence of public drinking or drug use, etc.)

All data will need to have geographic identifiers so that it can be mapped using a Geographic Information System (GIS).

Qualified firms should have experience with neighborhood-level blight analysis work including right of way light measurements, infrastructure conditions, and markers of community/pedestrian safety. Familiarity with concepts of Crime Prevention Through Environmental Design (CPTED) is also preferred.

Deliverables

Following the completion of the field study data collection, the firm will provide to the CRA a deliverable of:

- Shapefile & .xlsx containing all light-reading points/data
- .Zip of all corresponding light-reading photographs
- Shapefile & .xlsx containing all collected blight and community/pedestrian safety points and data
- .Zip of all corresponding blight and community/pedestrian safety photographs

III. QUALIFICATIONS AND SUBMISSION REQUIREMENTS

Respondents are expected to review, examine and understand the Scope of Services and all instructions contained in this RFPQ. The proposal packet must be signed by the duly authorized representative of the firm.

Submission Format

The submittal should be organized by the topics described below and submitted in the same order.

Content of the Proposal

- Cover Letter**
 - Identify the solicitation by its name: *Binghampton Community Blight Conditions and Safety Study Services*
 - Letter head and/or footer should include the Respondent's name, address, and telephone number.
- Management Summary Narrative**
 - Identify the number of years in business, a brief historical summary of the firm, location of primary office, and information regarding the firm's mission or corporate philosophy.
 - Please provide examples of experience in providing similar professional services to governmental or non-profit entities.
- Project Team**
 - Provide an organizational chart indicating the staff who will be involved in this project, their title and anticipated role in the project.
 - Indicate who will be the primary contact for the project.

- Provide resumes for each staff member who will be assigned to this project, indicating their educational background, professional status, experience and duration of time with the firm.
- **Proposal & Cost Estimate**
 - Description of services to be performed
 - Timeline & task framework for completion
 - Defined pricing & billing terms (lump sum, time & materials, etc.)
 - Any additional services to be provided or available
- **References**
 - Provide a list of not less than two (2) references that have recent knowledge of the firm(s) past performance, quality of work, and ability to perform.
- **Attachments/Forms**
 - Also attached to this RFPQ are the following forms to be completed and included with the Proposal Packet.
 - Equal Business Opportunity Program
 - Certificate of Non-Discrimination

Evaluation Criteria

Category	Maximum Points
Capacity, skill, and experience	60
Cost/Pricing	40
Total Potential Points	100

Questions from Prospective Respondents

All questions regarding this RFPQ should be directed to:

Vivian Ekstrom, Director of Planning and Community Development

Phone: 901-435-6992 x 219

Email: Vivian.ekstrom@cramemphis.org

Submission

Respondents should email and/or mail a hard copy of their Proposal Packet in accordance with the instructions in this RFPQ. Responses must be received by **August 9th, 2024 at 5:00 PM** Central Time to the following:

Email:

Vivian.ekstrom@cramemphis.org

Subject Line: Proposal – Binghampton Community Blight Conditions and Safety Study Services

Mail:

City of Memphis and Shelby County Community Redevelopment Agency (CRA)

ATTENTION: Vivian Ekstrom

P.O. Box 70386

Memphis, TN 38107

Since all proposals generated by the Respondent to this RFPQ become the property of the CRA, the Respondent agrees that it will not, without written approval by the CRA, disclose publicly said records.

After the award of the contract, all information submitted as part of, or in support of the qualifications will be available for public inspection in compliance with applicable laws.

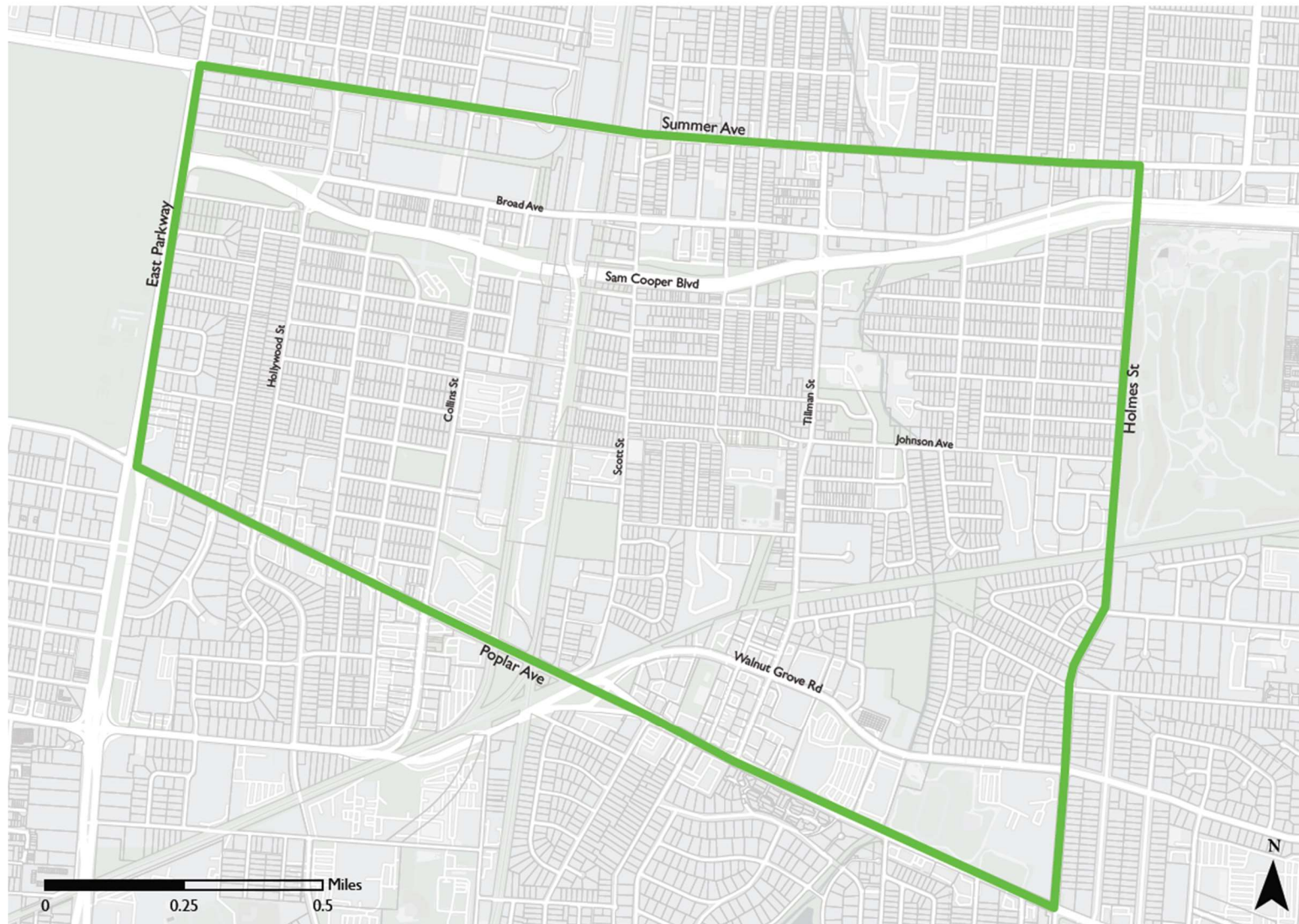
Addendum to the Solicitation

The CRA may deem it necessary to make modifications, clarifications or changes to this solicitation. Those modifications will be made in the form of a written addendum issued by the CRA, which modifies only those items specifically discussed in the addendum and all other terms and conditions of the solicitation will remain unchanged.

EXHIBITS

Exhibit A

Binghampton Community TIF District



ATTACHMENTS & FORMS

EQUAL BUSINESS OPPORTUNITY PROGRAM

This contract will be subject to the requirements of the City of Memphis and Shelby County Community Redevelopment Agency’s Equal Business Opportunity (“EBO”) Program. The intent of the EBO Program is to increase the participation of minority and women owned business enterprises (“M/WBE”) and locally owned small businesses (“LOSB”) in the CRA’s purchasing activities. Toward achieving this objective, the M/WBE participation goal for solicitations is 40% combined for MBE and WBE participation and 10% LOSB participation.

PROJECT TITLE:

COMMUNITY REDEVELOPMENT AGENCY – BINGHAMPTON COMMUNITY BLIGHT CONDITIONS & SAFETY STUDY SERVICES

NAME OF PROPOSER/FIRM/COMPANY

If the proposer is a certified firm, indicate here with a check mark. The proposer must provide certification documents.

_____ MBE _____ WBE _____ SBE/LOSB

*If the proposer is not a certified firm but intends to utilize subconsultants that are MWSBE, please list that information below.

Subconsultant	M / W / SBE or LOSB	Role or Service

CERTIFICATE OF NONDISCRIMINATION

As Proposer, Consultant, Subconsultant, Contractor, or Subcontractor on Community Redevelopment Agency Service Provider Contract,

Community Redevelopment Agency – Binghamton Community Blight Conditions & Safety Study Services

The undersigned states that it does not discriminate against any subconsultant, subcontractor, employee, or applicant for employment on the grounds of race, color, national origin or sex and, if awarded a contract for this project, agrees in performance of work:

1. Not to discriminate against any subcontractor, employee, or applicant for employment on the grounds of race, color, national original or sex;
2. To maintain payrolls of employees and subcontractors employed on this contract until five (5) years after final release and final payment by the Community Redevelopment Agency;
3. To require a similar certificate to be executed by each subcontractor at the time a subcontract is executed under the contract with the requirement that such subcontractor agrees to require a similar certificate of requirement on any lower tiers of subcontracts.
4. To conform with federal law, state statutes, executive orders, and local ordinances identified and listed under Section XI “Non-Discrimination” of the Service Provider Agreement.

Name of Firm

Date

Signature

Printed or Typed Name and Title