

REQUEST FOR PROPOSALS

# Block Crew Services for Communities of the Uptown TIF District



**Submission Deadline:  
March 20, 2025**

Kenny Halt,  
*Senior Community Builder*  
kenny.halt@cramemphis.org

# Summary of Request

The City of Memphis and Shelby County Community Redevelopment Agency (CRA), is seeking qualified contractors to mow, trim, and remediate organic and non-organic debris from select public right-of-ways (ROWs) Exhibit B (Definition & Examples of Public ROW) in the Uptown TIF District as needed, including emergency clean-ups where necessary. All bidders for Block Crew services are encouraged to respond to this RFP. The CRA intends to select an unspecified number of contractors and enter into one-year contractual agreements with the selected contractors who will provide block crew services for the Uptown TIF District in the City of Memphis. This pool of contractors will be assigned work at the CRA's discretion and based on CRA need. The CRA may extend the contract for additional years based upon need and funding availability.

The CRA will set the compensation rates for the Block Crew services based upon a predetermined rate and the selected contractors will be paid according to the set rate. The rates will be paid by linear footage (length) of each designated street segment multiplied by their respective 2025 compensation rate. The CRA divides the Uptown TIF area into nine (9) distinct geographic Block Crew "Zones." The history of this program has shown a pattern in which the intensity of needed labor varies greatly by zone. As such, for the 2025 season, each zone will have its own individual compensation rate based upon the number of times which they will be required to service the street per month. This is applicable to all public ROWs that are recognized by the CRA as "streets," however, it will not be applicable to ROWs designated as "alleys." All alleys serviced through this program shall be serviced twice a month, and their compensation rates are determined on a case-by-case basis. Each alley segment will be designated as Grade 1 or Grade 2 dependent on the intensity of expected labor and priced accordingly.

Each selected contractor will work on a rotational system as established and implemented by the CRA. The CRA will determine which group of selected contractors will be best suited for the different zones. The selected contractors will each be responsible for providing said services to the specified ROWs within the pre-defined

Zone(s) of which they will be assigned at the beginning of the contract. There are nine (9) such zones within this program. The CRA does not expect or intend for there to be a change from this initial assignment and/or the linear footage during the term of the contract; however, the CRA will not guarantee a minimum, maximum, continuous number of ROWs or linear footage during the term of the contract and at its discretion will pull from the pool of contractors if the need arises.

Only contractors who meet the program qualifications will have their applications considered. Contractors must comply with all state, county and city policies related to public sanitation/debris disposal and must have met all necessary License Requirements to conduct business in Memphis/Shelby County, Tennessee.

**Completed applications must be received by the CRA no later than 12:00 p.m. on Thursday, March 20, 2025.**

Late Applications will not be accepted. Incomplete Applications will be deemed ineligible and will not be considered for review. The CRA reserves the right to reject all submissions, and to accept any submittals which it deems most favorable to the CRA. Submittals of qualifications will be evaluated based on qualifications, experience, references, a proven track record of delivering successful maintenance for CRA needs, access to block crew equipment and other factors deemed important to the CRA.

## Equal Business Opportunity

In the selection of Contractors to perform the services specified herein, the CRA will use its best efforts to select vendors certified with the City of Memphis and/or Shelby County as M/WBE certified to meet its EBO Participation Goal. M/WBE certification does not guarantee vendor selection, nor will businesses be disqualified for not having an M/WBE certification. If you are a certified M/WBE vendor, please submit your company's certification documents with your submittal packet. The CRA will use its best efforts to provide opportunities to those organizations located within and employing personnel living within the Uptown TIF district.



# Schedule of Events

ACTIVITY	DATE
Issuance of Request for Proposals	March 6, 2025
Pre-Bid Meeting (mandatory)	March 13, 2025
Deadline for Questions	March 14, 2025
Proposal Responses Due at the CRA	March 20, 2025 (12:00 P.M.)

*Pre-Bid Meeting to occur in-person 10:00AM on March 13, 2025 at Gould Cottage, 850 N Manassas St, Memphis, TN 38107*

*Dates below are tentatively scheduled, and may change.*

**Evaluation of Qualification Statements**

March 21-March 24, 2025

**Notification of Award**

March 25, 2025

**Services to Commence**

April 1, 2025 upon execution of the contract

All correspondence and questions concerning the RFP are to be submitted IN WRITING to:

Kenny Halt

[Kenny.Halt@cramemphis.org](mailto:Kenny.Halt@cramemphis.org)

City of Memphis and Shelby County Community Redevelopment Agency

An electronic copy of the proposal should be e-mailed to:

[Kenny.Halt@cramemphis.org](mailto:Kenny.Halt@cramemphis.org)

And cc: [Andrew.Murray@cramemphis.org](mailto:Andrew.Murray@cramemphis.org)

**Proposal Responses are due to CRA by 12:00 noon Thursday, March 20, 2025.**

# Invitation for Proposal

The CRA is seeking proposals from Contractors to provide block crew services to select public ROWs **Exhibit B (Definition & Examples of Public ROW)** within the Uptown TIF District Redevelopment Area **Exhibit A (Uptown TIF Boundary Map)** on an as-needed basis:

## Scope of Services

The scope of services shall include the following tasks:

- Solid waste removal non-organic material (litter, furniture, appliances, tires, construction debris)
- Non-organic solid waste removal (fallen branches, leaves in gutters, compost on sidewalks)
- Cutting back of organics encroaching onto/clocking the ROW
- ROW Grass Trimming
- Hauling/Disposal of organic solid waste
- All debris and trash will be transported to a landfill or other appropriate facility for disposal. Zone monthly stipend provided to assist with dumping fees

### Time of Completion:

1. Contractors must have the capacity to provide all labor and equipment in order to perform block crew services to all assigned ROWs as frequently as is designated. Streets within zones receiving 1 service per month are to be serviced approximately 30 days apart. Streets within zones receiving 2 services per month are to be serviced approximately 15 days apart. Streets within zones receiving 3 services per month are to be serviced approximately 10 days apart. All alleys are to be serviced twice a month approximately 15 days apart.
2. Must be able to mobilize a crew within 24 hours for emergencies and mobilize a crew within 72 hours for non-emergencies.

# Contractor Requirements

### Acceptable Contractors:

**Landscapers, General Contractors, Sanitation Engineers, Arborists, Non-Profit Organizations, Community Development Corporations**

### Compliance with Laws:

All work must be done in strict compliance with the laws of Memphis, Shelby County, Tennessee. The contractors must obtain and retain current contract registration for the duration of the contract.

### Public Safety:

Contractor must maintain all necessary safety precautions including:

1. Contractor must check and confirm that materials are non-hazardous.
2. Contractor must make every effort to prevent damages to parked or passing vehicles, pedestrians, or adjacent homes and properties due to projectiles from the operation of mowers, bush hogs, etc.
3. This list is not meant to be exhaustive. Any unsafe or potentially unsafe situation must be discussed with the CRA and addressed immediately.

### Environmental Compliance:

Please be advised that in accordance with Memphis City Ordinance no. 4538, it is unlawful for any person to improperly dispose of any contaminant into the storm water system. This ordinance prohibits the placing of debris in the street curb, street inlets or open ditches. This includes, but is not limited to, collected organic solid waste, non-organic solid waste, leaves or branches.

### Liability

The Contractor shall be responsible for any damage to the lots, buildings, or lot improvements (permanent and temporary) that result from any service activities performed under the contract. These items shall include, but are not limited to, gator bags (used for watering trees), existing trees, landscaping material, silt fencing that needs to remain, permanent fencing, monitoring-wells, and real property that is not to be removed (i.e., existing buildings, etc.).

## Insurance

The insurance specifications shall meet the following minimum credentials: Workers Compensation and Employers Liability (E.L. Each Accident)

### A. General Liability

1. General Aggregate \$2,000,000.00
2. Product, Completed Operations Aggregate \$2,000,000.00
3. Personal injury \$1,000,000.00
4. Each Occurrence \$1,000,000.00
5. Fire Legal Liability Damage \$100,000.00
6. Medical Expense \$10,000.00

### B. Automobile Liability

1. Combined Single Limit \$1,000,000.00

### C. Excess Liability

1. Each Occurrence \$1,000,000.00
2. Aggregate \$2,000,000.00
3. Disease, Policy Limit \$500,000.00
4. Disease, Each Employee \$100,000.00

If the contractor cannot provide the above insurance, please provide a written explanation regarding the deficiency. The accepted contractor 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 shall be given (30) days written notice prior to cancellation.

## Required Affidavits

Upon selection, the contractor 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 contractor to ensure that this requirement is satisfied, and the CRA assumes no responsibility or liability for failure to comply.

## Agreement Term

These activities can be requested to occur weekly for the duration of a year, with potential for renewal in one-year increments or as determined by CRA staff.

The CRA will initiate change orders for any additional work requested beyond the Scope of Services outlined in the bid document and/or contract, subject to CRA staff approval. No work shall be performed by the contractor until the CRA staff reviews and approves in writing all change orders.



# Submission Requirements

## Application Format:

All applicants must submit the completed Package, which includes the following:

1. Cover Sheet
2. Contractor Qualification Application
3. Licenses and Certifications (*preferred but not required*)

## Statement of Qualification and Fee Proposal:

The Respondent shall, as part of its Qualification Statement, provide the following information:

### *1. Professional Information*

Please provide a brief discussion of your firm's public sanitation experience. No minimum experience required, but respondent must provide proof of the ability to perform services adequately. Briefly discuss your firm's capabilities, experience, and qualifications to perform the required services.

### *2. Staffing*

Respondents should identify the staff that will directly work with CRA staff, and those who will provide relevant backup expertise. Respondents are encouraged to utilize personnel living within the Uptown TIF districts.

### *3. Prior experience and references*

Please provide at least three client references including the requested scope of work items.

### *4. Proposed Compensation*

On **Exhibit C Fee Proposal** included in this RFP please see the CRA rates per service (rate x linear foot)

**APPLICATIONS ARE PREFERRED TYPED. IF HANDWRITTEN, PLEASE ENSURE IT IS LEGIBLE AND NOT IN CURSIVE.**

# CRA Uptown TIF District Block Crew Services

## Contractor Qualification Application

### COMPANY INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Name of Principal Contact Person: \_\_\_\_\_

Is your company registered and licensed to do business in Memphis? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your company a member of the Better Business Bureau? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your company a Minority Owned Business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your company a Woman Owned Business? \_\_\_\_\_ Yes \_\_\_\_\_ No

How long has your company been in business? \_\_\_\_\_

Can your company meet the insurance requirements specified in the RFP? \_\_\_\_ Yes \_\_\_\_ No

Can your company meet the timing requirements specified in the RFP? \_\_\_\_ Yes \_\_\_\_ No

Can your company meet all the Lot Maintenance specifications in the RFP? \_\_\_\_ Yes \_\_\_\_ No

Are you certified with City of Memphis and/ or Shelby County as MBE/WBE? \_\_\_\_ Yes \_\_\_\_ No

*\*if the answer is yes, please provide a copy of certificate*

Certifying Agency: \_\_\_\_\_

# Ownership of Firm

Type of ownership:

\_\_\_\_\_ Individual      \_\_\_\_\_ Partnership      \_\_\_\_\_ Corporation

Name and address of owner, all partners or all stockholders:

Name/Title	Address	% Ownership Interest

**EXPERIENCE** (Attach additional pages if needed)

Describe your company's length of experience performing lot maintenance services. List other relevant or similar project experience completed in the last five years. Include the following:

- Project Name       Location       Brief Description       Year Complete       Project Contacts

Identify the site supervisor who will be overseeing all Lot Maintenance services. As part of the qualification's evaluation, the CRA may conduct an in-person interview with him/her.

In the event of the need for an emergency Lot Maintenance requirement, how quickly could you mobilize a crew?



# Evaluation

The CRA's objective in soliciting Qualification Statements is to enable it to select respondents that will provide high quality, effective, and professional services to the citizens of the Uptown neighborhood in a timely manner. The CRA will consider Qualification Statements only from respondents that, in the CRA's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the CRA in the manner described in this RFP.

## Evaluation criteria

Qualification Statements will be evaluated by the CRA on the basis of what is most advantageous for the CRA. The evaluation will consider:

- Experience and reputation in the field;
- Experience with projects of similar size/complexity;
- Prior work history.
- Demonstrated commitment to the areas to be served;
- Availability to accommodate the needs of the CRA;
- How well the Contractor meets the M/WBE goals as set in the CRA's policies and procedure; and
- Other factors demonstrated to be in the best interest of the CRA.

## Selection of Qualified Contractors

The CRA reserves the right to reject any or all proposals submitted.

CRA staff will evaluate the proposals. Interviews with a short list of firms may be held. CRA staff will submit their recommendation to the CRA Board for approval.

Any inquiries concerning the proposal should be directed to :

Jordan McKenzie, CRA Director of Community Building at [Jordan.McKenzie@cramemphis.org](mailto:Jordan.McKenzie@cramemphis.org)

Contract related contact with CRA Board members during the submittal and review process is prohibited.

Proposals received after the date and hour of the proposal due date shall not be considered.

Any exceptions shall be stated by the consultant in their proposal.

The CRA is not responsible for any cost which the consultant may incur in connection with the preparation or presentation of its proposal.

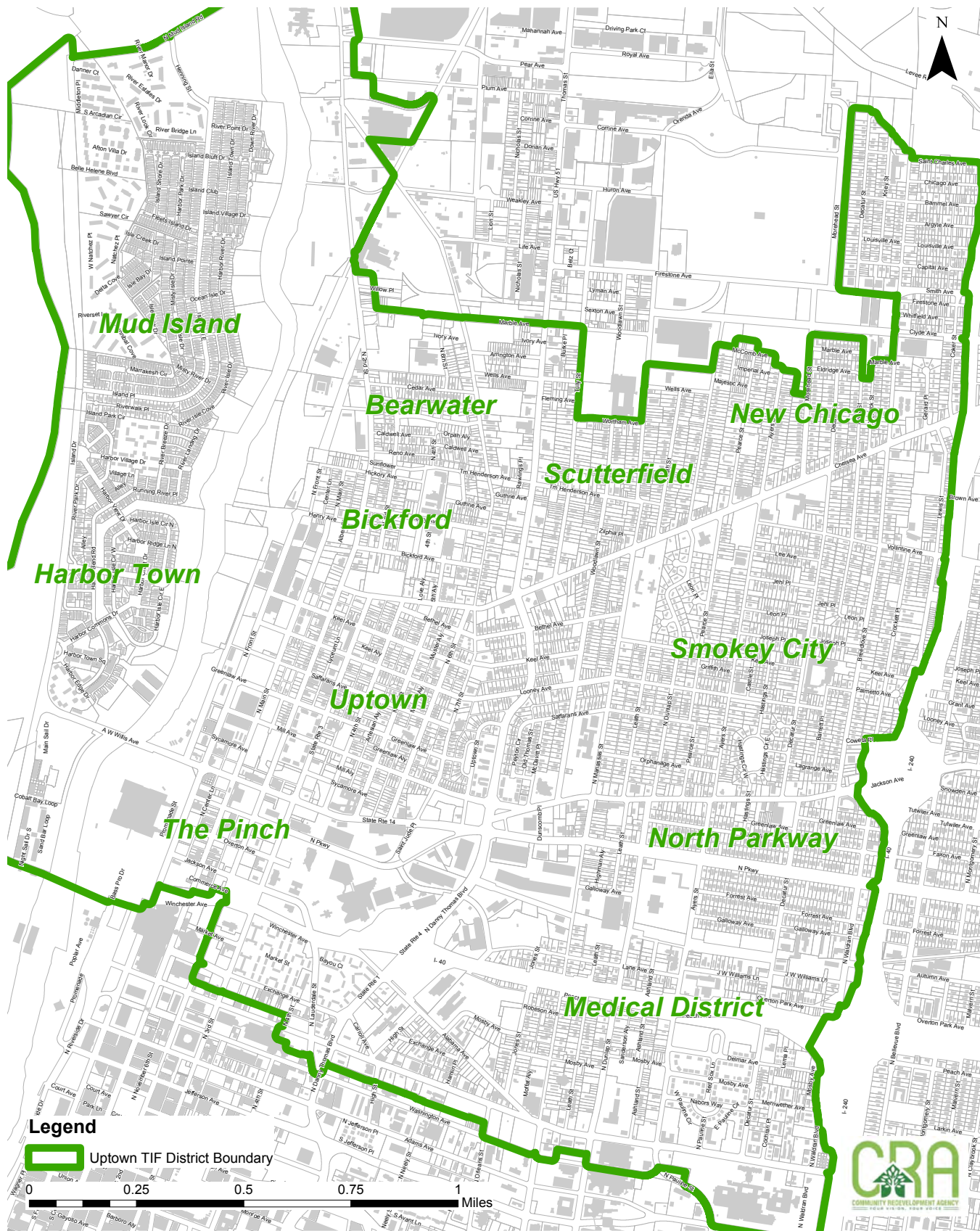
The CRA reserves the right to negotiate any and all elements of this proposal.

# Addenda to Request for Proposal

Questions concerning this RFP, can be submitted to the CRA. A written answer will be given in an Addendum issued by the CRA which will be made available on the CRA's website. **All questions regarding this specification must be directed no later than March 10, 2025** to Attn: Kenny Halt, Senior Community Builder, in writing to: Community Redevelopment Agency, 850 N. Manassas, Memphis, TN 38107, or email at [Kenny.Halt@cramemphis.org](mailto:Kenny.Halt@cramemphis.org)

# Exhibit A

## Uptown Community TIF District





# Exhibit B



(top diagram courtesy of Derby, KY)

# Exhibit C

## FEE PROPOSAL

RIGHT-OF-WAY OBSTRUCTION SERVICES  
 UPTOWN TIF DISTRICT  
 CITY OF MEMPHIS AND SHELBY COUNTY  
 COMMUNITY REDEVELOPMENT AGENCY

I, \_\_\_\_\_, hereby representing \_\_\_\_\_

*(Advisor Submitting Bid)*

*(Firm or Company)*

have read and reviewed the Request for Proposal from the City of Memphis and Shelby County Community Redevelopment Agency (CRA). I state that the Block Crew Services hereby offered the CRA will meet or exceed all requirements as stated in the proposal.

\_\_\_\_\_  
*Signature of Representative*

Please view the 2025 CRA lot maintenance rate(s) for each service offered, including, but not limited to:

<b>Services</b>	<b>Rates (linear foot)</b>
<b>ROW Remediation</b> <i>(Organic &amp; Non-Organic Solid Waste Removal,                      Mowing, Edging, Encroachment Trimming)</i>	<b>\$0.15 / linear foot</b>
<b>Debris Disposal</b> <i>(To landfill or other appropriate disposal facility)</i>	<b>\$550 / zone</b>

\*Each ROW has been measured by the CRA and will be the multiplier by the rates above.

*Please attach additional information on separate pages if needed.*