REQUEST FOR PROPOSAL

# Lot Maintenance Services for Communities of the Uptown TIF District & Binghampton TIF District

COMMUNITY REDEVELOPMENT AGENCY
YOUR VISION, YOUR VOICE

**Submission Deadline:**
**March 20, 2025**

Kenny Halt,
*Senior Community Builder*
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## Summary of Request

The City of Memphis and Shelby County Community Redevelopment Agency (CRA), is seeking qualified lot maintenance contractors to mow, trim, and remediate organic and non-organic trash from CRA owned lots in the Uptown TIF District and/or Binghampton TIF District as needed, including emergency lot maintenance where necessary. All bidders for lot maintenance 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 lot maintenance services for the Uptown & Binghampton TIF Districts 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 rate for the lot maintenance services based upon a predetermined rate and the selected contractors will be paid according to the set rate. The rates will be paid by square footage of each CRA lot to be a multiplier with the 2025 compensation rate. 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 lot maintenance demands. The CRA will not guarantee a minimum number of lots during the term of the contract and at its discretion will pull from the pool of contractors as the need arises. The CRA expects to cover thousands of jobs during the term of the contract.

Only contractors who meet the program qualifications will be able to submit applications. Contractors must comply with all state, county and city policies related to lot maintenance 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 accept any submittals 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 lot maintenance 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 and/or Binghampton TIF districts.

# 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 11:00AM 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
City of Memphis and Shelby County Community Redevelopment Agency

An electronic copy of the proposal should be e-mailed to:
Kenny.Halt@cramemphis.org
And cc: 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 lot maintenance services to CRA-owned properties within the Uptown TIF District Redevelopment Area **Exhibit A (Uptown TIF Boundary Map)** and the Binghampton TIF District Redevelopment Area **Exhibit B (Binghampton TIF Boundary Map)** on an as-needed basis:

# Scope of Services

The scope of services shall include the following tasks:

- Grass Mowing
- Grass Trimming
- Sidewalk Edging & Base Clearance
- Poisonous Organic Removal
- Bush/Vine/Overgrowth Removal
- Hauling/Disposal of organic solid waste
- Solid waste removal non-organic material (furniture, appliances, trash, disposal)
- All debris and trash will be transported to a landfill or other appropriate facility for disposal.
- Documentation & uploading to ClickUp of all work
- Providing of dump receipt

**Time of Completion:**

1. Contractors must have the capacity to provide all labor and equipment in order to perform lot maintenance services to all assigned jobs twice per month with 15 days between service dates.
2. Must be able to mobilize a crew within 24 hours for emergencies and mobilize a crew within 72 for non-emergencies.

# Contactor Requirements

**Acceptable Contractors:**
**Landscapers, General Contractors, Arborists, Nonprofit 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 no persons have gained access to the structure and property.
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.

The CRA or its designated representative will meet with the contractor prior to any service event under this Agreement and will make contractor aware of any lot improvements and areas of particular concern including, but not limited to permanent and/or temporary monitoring wells, signs, temporary fencing, landscaping, etc.

# 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 lot maintenance 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 and/or Binghampton 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 sq. ft)

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

# 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
- 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 :
Kenny Halt, CRA Senior Community Builder at Kenny.Halt@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.

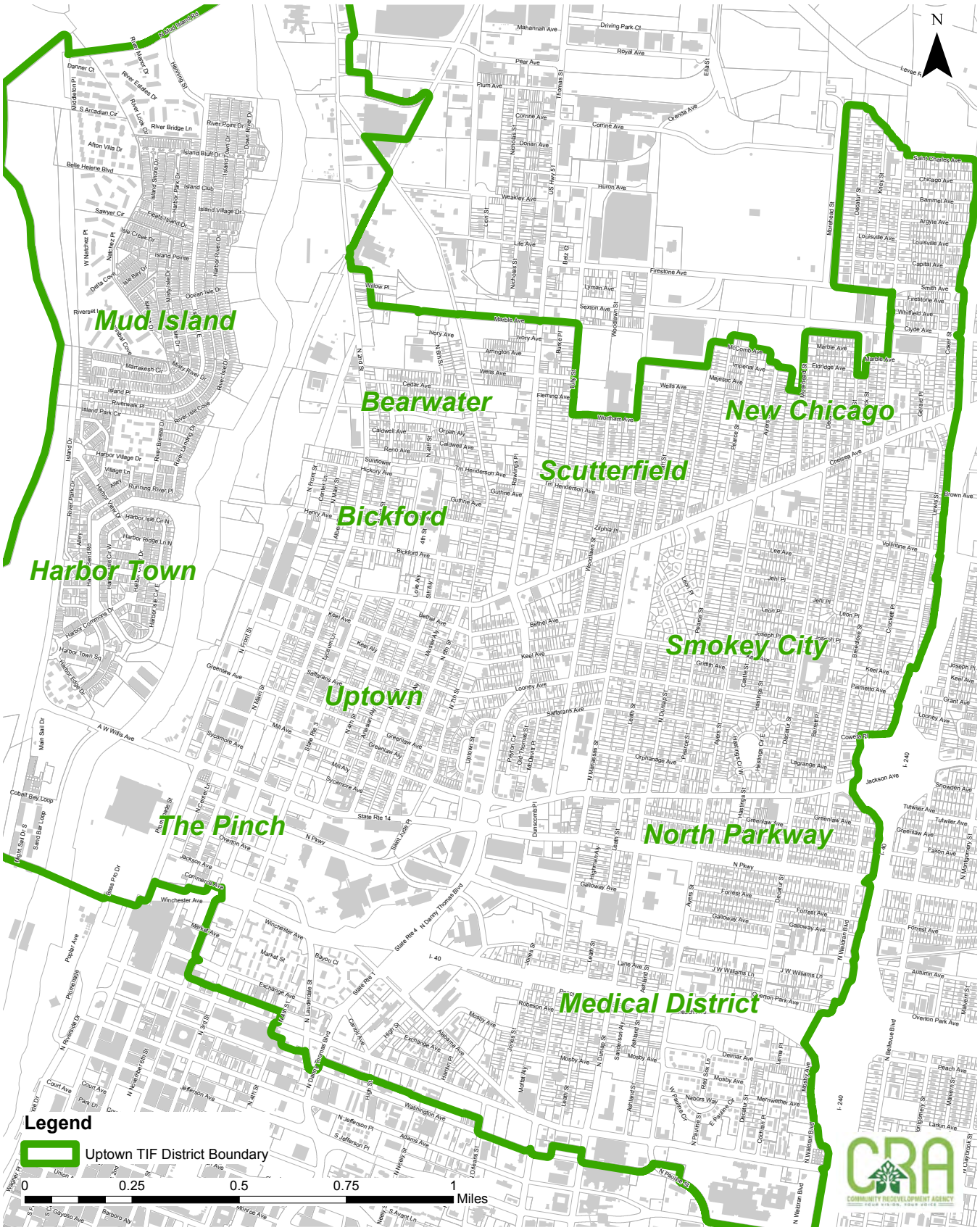
The CRA reserves the right to negotiate any and all elements of this proposal.

# 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 14, 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

# Exhibit A

## Uptown Community TIF District



# Exhibit B

## Binghampton Community TIF District

# Exhibit C

FEE PROPOSAL

ORGANIC 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 Lot Maintenance 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:

| Services | Rates (sq. ft.) |
|---|---|
| **Lot Maintenance**<br>*(Mowing, Edging, Bush/Vine/Poisonous Organic Overgrowth)* | **$0.015 / sq. ft** |
| **Solid Waste Removal of organic & non-organic material**<br>*(trees, branches, small furniture, appliances, trash, concrete, disposal)* | **$0.007 / sq. ft** |

**Each lot has been measured by the CRA and will be the multiplier by the rates above.*
*Select properties will be subject to special pricing.*

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