

Informational Meeting RFP  
June 5, 2025

## Grant Management Services: Reconnecting Communities

FEDERAL AWARD #693JJ32540290







DETOUR  
←

BRIDGE  
CLOSED

DO NOT  
ENTER

CRA

# About Us

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



# Contact Information

**City of Memphis & Shelby County  
Community Redevelopment Agency**

850 N. Manassas St

Memphis, TN 38107

Office Phone# 901-435-6992

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Website: <https://cramemphis.org>

Grant Page: <https://cramemphis.org/reconnecting/>





**GRANT / PROJECT**



# Grant Overview

## \$2.6 Million Planning Grant

Reconnecting Communities – Neighborhood Access & Equity (NAE),  
Issued by DOT, Sponsored by FHWA, Grant Agreement Awarded to CRA

## Project Team

- CRA Staff
- Consultants: Grant Manager, A&E, Public Art
- Stakeholders: Residents, Gov't partners, Facility owners
- Subaward: Innovate Memphis

# Project Objectives

- Reimagine damaged pedestrian bridges
- Explore measures to turn adjacent vacant lots into a network of environmentally beneficial green spaces with trails
- Design improvements to pedestrian and bicycle infrastructure
- Engage the community and stakeholders in a meaningful way

## Grant Workplan Activities

- Project Management & Reporting
- Community & Stakeholder Engagement
- Research & Data Collection
- Planning & Design

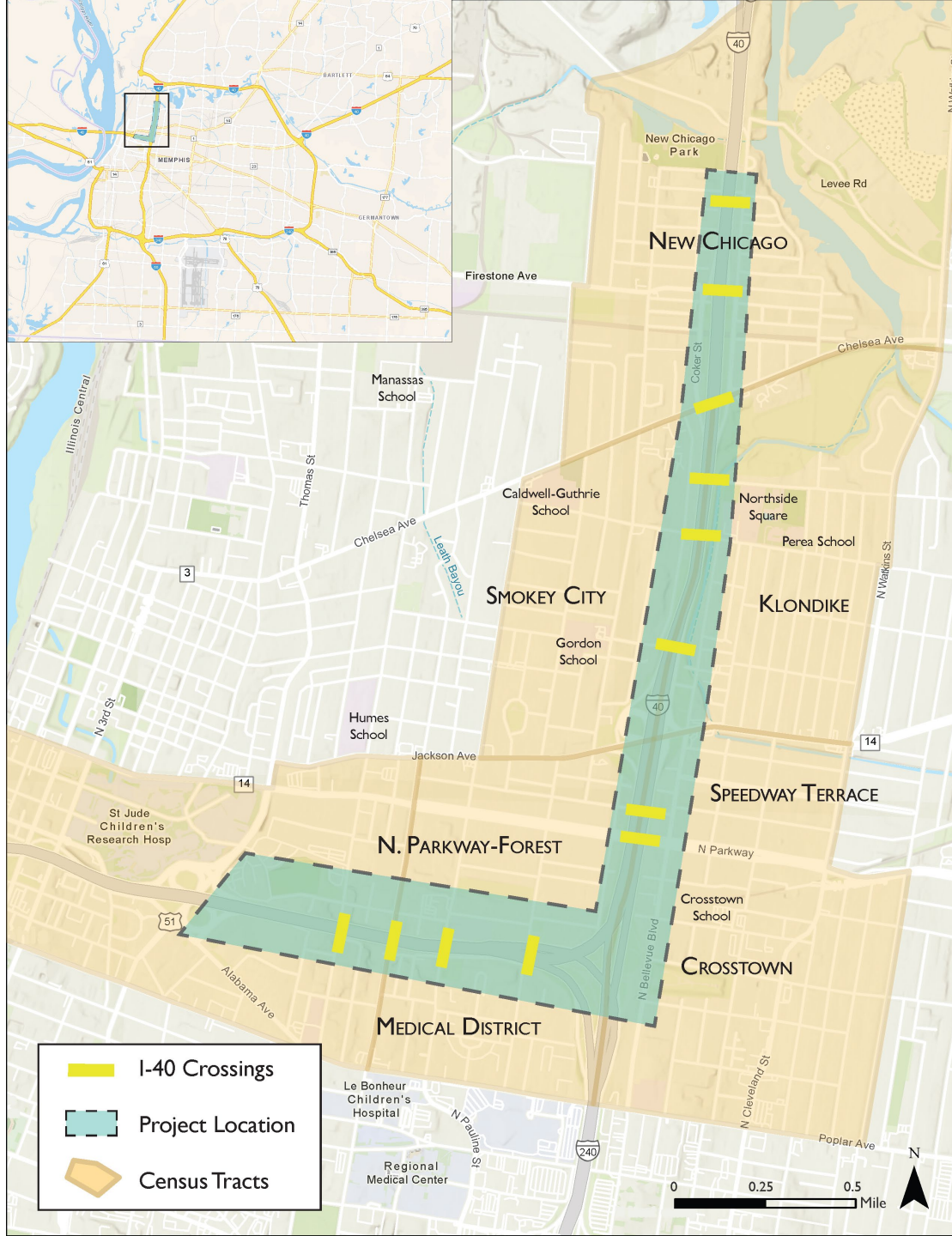
## Subaward

- Facilitate community meetings
- Collect baseline data, usage analytics, and resident sentiment about the connection points
- Create a public facing GIS based storymap webpage to share information and communicate final plans



**INNOVATE MEMPHIS**

DELIVERING CIVIC SOLUTIONS



The twelve (12) connections over and under I-40 are listed below, and a Link to the Map has been included for reference.

1. New Chicago Pedestrian Bridge
2. Smith Avenue Underpass
3. Chelsea Avenue Underpass
4. Brown Avenue Underpass
5. Vollintine Avenue Underpass
6. Keel Avenue Pedestrian Bridge
7. Faxon Avenue Overpass
8. North Parkway Overpass
9. Decatur Street Pedestrian Bridge
10. Ayers Street Underpass
11. N. Manassas Street Underpass
12. N. Dunlap Street Underpass



[Link to Map](#)



Question & Answer



A black and white photograph showing the underside of a bridge. Several large, weathered concrete pillars support the bridge structure. A road with a white line runs alongside the bridge, and a sidewalk is visible. The word "SCOPE" is overlaid in white text in the center of the image.

SCOPE



## Envisioned Workflow

The CRA envisions a work style where the Grant Manager and the CRA work in partnership, with the Grant Manager taking the lead on coordinating and managing the DOT project until the grant ends in 2027.

The CRA is engaged and involved while the Grant Manager leads the project team, tracks project performance, manages the project budget, conducts expense analyses, and fulfills reporting requirements. Additionally, the Grant Manager will be asked to assist the CRA in facilitating procurement of additional project team members, such as design & engineering consultants, by preparing solicitations and hosting informational pre-bid meetings. CRA will supervise procurement to ensure compliance with its purchasing policies and will also be responsible for final evaluations of proposals received.

# Task Descriptions

- Meetings
  - Schedule and lead meetings for grant and project management needs.
  - Prepare agendas and minutes.
  - Attend and report as needed at community meetings.
- Grant management
  - Assist in monitoring sub-awardee and contracted A&E consultants to ensure that contractual obligations and financial documentation requirements are met.
  - Coordinate with project team to prepare and submit required federal and/or state reports including quarterly and annually.
- Project management
  - Assist in ensuring collaboration and coordination among CRA staff, sub-awardee, and consultants to ensure that information is shared, individuals are clear on reporting responsibilities, and training is provided on any forms or information required.
  - Assist CRA in procurement of design & engineering consultants. CRA will supervise the procurement process.
  - Prepare project manual documents, host informational pre-bid meetings
  - CRA will perform the final evaluation and selection of consultants.



# Meetings & Community Outreach

Meetings will be scheduled as needed for project team meetings, FHWA progress updates, and Community focus groups.

Project Team: Monthly with CRA, bi-monthly with full team

Community meetings: Plan to attend quarterly, but attendance requirements will vary dependent on whether there are new plans to share or workshop needs.

Proxy: Occasionally CRA Staff may need to delegate attendance at a meeting. (Vacation, bereavement, illness)

# Grant Reporting

## Example Reports

- [Budget & Expense Tracking](#)
- [Quarterly Grant Activity Reports](#)
- [SF425](#)

Once data, forms, and reports are reviewed and approved by the CRA, the consultant will assist with filing reports and submitting information to the FHWA Project Officer.



# ClickUp

- Project Management Software
  - Web based application for managing tasks, filing documents, tracking expenses
  - App allows for task assignment and dialogue within the task.
  - A point of contact will be registered in ClickUp and expected to utilize the program.
- Usage
  - Can be utilized to upload reports, photos, invoices, and communicate with CRA Staff.
  - Has some similar functionality to other programs like Slack, Monday, Sharepoint/Teams



# Invoices & Payment Policies



Generally, the CRA pays via check 30-60 days after an invoice has been processed. We also have the ability to process payments via ACH.



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.



Question & Answer



A black and white photograph of a sidewalk under a bridge. On the left, a concrete wall is covered in graffiti, including a large, stylized bubble-letter word and a circular tag. The sidewalk is made of large concrete slabs and leads towards the right, where a road and a building are visible in the distance. The word "PROPOSALS" is overlaid in large, white, bold, sans-serif capital letters in the center of the image.

# PROPOSALS

# RFP Timeline

- RFP Issued: May 15, 2025
- Informational Meeting: June 5, 10:00 AM CST
- Proposals Due: July 10, 5:00 PM CST
- Notification of Consideration: August 1, 2025
- The CRA intends to hire one firm/consultant.
- It is expected that the professional service agreement will be executed by August 31, 2025.

The CRA reserves the right to make adjustments as needed to the above schedule. The CRA also reserves the right to postpone or cancel the solicitation. The CRA also reserves the right to further engage a subset of responders for further details of their qualifications through additional rounds of the RFP process and potentially during interviews or requests for additional clarifying information to determine the best submissions.



# Fee Schedule & Sample Invoice

Budget

Grant Management

\$20,000

Project Management

\$115,000

A professional fee schedule should be included and should list hourly rates for applicable professionals as well as any other general or administrative fees typically billed by the firm.

Please include a sample invoice based on a hypothetical month of tasks under this grant including:

- 6 hours of quarterly report prep
- 12 hours of project management including preparation of one set of procurement documents for a design professional
- Attending one hour-long community meeting (in-person or virtual)

# Proposal Instructions

**Proposals Due: July 10, 2025 5:00 PM CST**

**PLEASE** review the DOT Terms & Conditions attached to our FHWA Grant Agreement

## **Equal Business Opportunity Program**

- CRA annual participation goals for professional services are:  
26% MBE/ 14% WBE/ 10% LOSB

## **Proposal Packet Checklist**

Packet should be around 20 Pages

- ☐ Response (Cover Letter, Org Chart, Narrative, Team Member Expertise)
- ☐ Fee Schedule
- ☐ General Information
- ☐ References
- ☐ Equal Business Opportunity Program & Certificate(s)
- ☐ Certificate of Non-discrimination
- ☐ Drug Free Workplace
- ☐ Signature Page

EVALUATION CRITERIA	MAXIMUM POINTS
<b>Overall quality of Proposer's Qualifications</b> <ul style="list-style-type: none"> <li>• Capacity, skill, and experience of firm's grant management team to perform the work and provide the services required (30)</li> <li>• Experience with community engagement (10)</li> <li>• Experience with federal grants, data collection, and utilization of web portals for data entry (10)</li> <li>• Experience and commitment to CRA's envisioned workflow (10)</li> </ul>	60
<b>Fee Schedule</b>	35
<b>MBE / WBE / LOSB</b>	5
<b>TOTAL POTENTIAL POINTS</b>	100



# Sample Service Agreement

- Attached to the RFP document
- Please have your firm's general counsel review. There may be some minor tweaks made when it comes to finalizing contracts, but 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.

# Exceptions & Objections

On a separate sheet in your proposal packet, indicate any exceptions to the general terms and conditions of the RFP, to insurance requirements or any other requirements listed in the RFP.

If no exceptions are indicated, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

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Question & Answer

