

# RFPQ

Request for Proposal  
and Qualifications



## SIDEWALK REPAIR AND REPLACEMENT

The CRA is seeking qualified  
contractors, specializing in sidewalk  
repair and replacement.



### Emma Turri

Community Builder: Project Manager  
[emma.turri@cramemphis.org](mailto:emma.turri@cramemphis.org)

Deadline: Friday, January 30, 2026

## Invitation for Proposal

The CRA is seeking qualified contractors, specializing in sidewalk repair and replacement, to provide services to various sites within the Uptown Redevelopment Area TIF District. The CRA is building a contractor pool and will accept qualification packets on a monthly rolling basis until a sufficient number of contractors have been selected.

## Summary of Request

The City of Memphis and Shelby County Community Redevelopment Agency (CRA), is seeking qualified contractors, specializing in concrete work, for various sidewalk replacement sites within the Uptown TIF District. The CRA intends to enter into one-year contractual agreements with selected contractors who will provide sidewalk replacement services for the Uptown TIF District in the City of Memphis. A 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 concrete 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 sidewalk to be a multiplier with the 2026 compensation rate.

The CRA will not guarantee a minimum number of sidewalks during the term of the contract and at its discretion will choose from the pool of contractors as the need arises. The first phase of the Sidewalk Program will replace five (5) sidewalks on Forest Avenue. The CRA expects to cover seventy (70) sidewalks 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 Concrete Sidewalk & Driveway Replacement and must have met all necessary License & City of Memphis Bonding requirements to conduct business in Memphis/ Shelby County, Tennessee.

**Proposals are due by 5:00 p.m. on  
Friday, January 30, 2026.**

If received after this date, the proposal will be considered in the following month's round of applications. Incomplete proposals 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, access to concrete equipment and other factors deemed important to the CRA.

## Sidewalk Program Website

[Click here](#) to see future meeting dates, procurement documents, and program updates.

[https://cramemphis.org/sidewalk\\_replacement](https://cramemphis.org/sidewalk_replacement)



## Scope Description

The scope of services shall include the following tasks:

- Utility Locate
- Concrete Demolition
- Concrete Disposal
- Subgrade Preparation
- Form and Pour New Concrete, Broom Finish
- Grass Repairs

## Concrete Specifications

- [03050 Portland Cement Concrete](#)
- [02775 Sidewalks and Driveways](#)

## Change Orders

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, fencing, landscaping, etc.

## Sites for Proposal

The CRA will begin this year's sidewalk program with replacement of five (5) sidewalks on Forest Avenue in the 38105 zipcode. Addresses are listed below and correspond to the bid forms included on pages 16-20 of this RFPQ.

954 Forest Ave  
964 Forest Ave  
971 Forest Ave  
974 Forest Ave  
995 Forest Ave

# Contractor Requirements

## Acceptable TN Contractor License Types:

BC, BC-B, BC-b(sm), BC-5, BC-9, BC-19, LMC, MU

## 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 license for the duration of the contract.

## Public Safety:

Contractor must maintain all necessary safety precautions including:

1. Contractor must make every effort to prevent damages to parked or passing vehicles, pedestrians, or adjacent homes and properties.
2. 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 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.).

## Capacity

Contractors must have the capacity to provide all labor and equipment in order to perform sidewalk repair.

# 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. Medical Expense \$10,000.00

## B. Automobile Liability

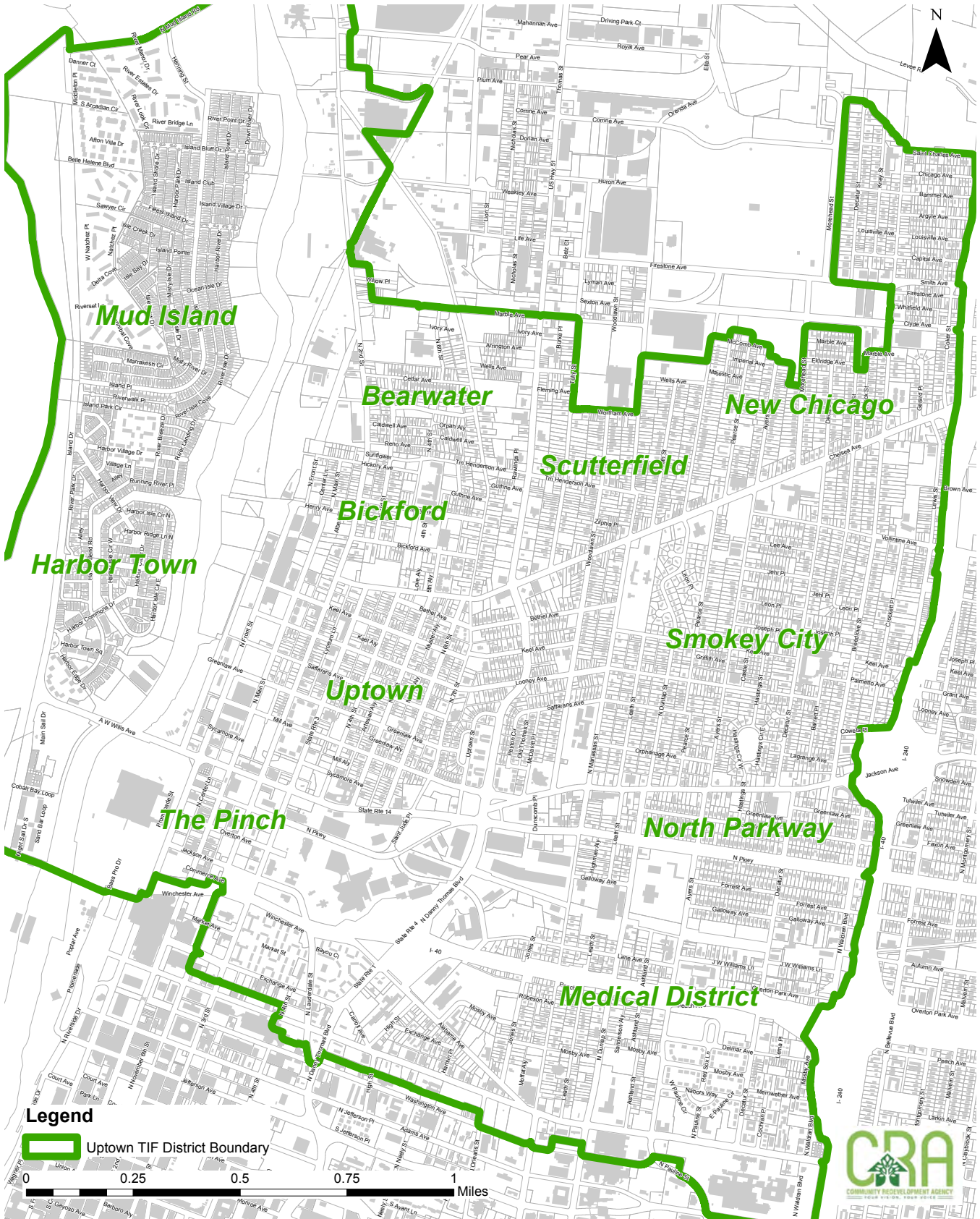
1. Combined Single Limit \$1,000,000.00

## 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.

# Uptown Community TIF District Service Area





## Submission Requirements

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

1. *Cover Letter (1 page)*
  - a. *On company letterhead with contact details clearly identified*
  - b. *Include one paragraph describing the company's interest in the work*
  - c. *List all documents attached as part of the qualification application packet.*
2. *Qualification Application*
  - a. *Use the form provided in the RFPQ*
  - b. *List company information*
  - c. *Answer questions regarding capacity to perform services requested*
3. *Experience*
  - a. *Use the form provided in the RFPQ*
  - b. *Describe general experience performing similar work*
  - c. *Identify main point of contact, site supervisor*
  - d. *List two references*
4. *Certification Forms*
  - a. *Use the forms provided in the RFPQ*
  - b. *LOSB, Non-Discrimination, Drug Free Workplace, Signature Page*
5. *Proposed Compensation – Bid Forms*
  - a. *Use the forms provided in the RFPQ*
  - b. *List costs associated with each element of the scope and a total*

Applications are preferred typed.

If handwritten, please ensure it is legible.

## Checklist

- Cover Sheet
- Qualification Application
- Bid Forms
- Contractor's License
- City Bonding Letter
- LOSB
- Nondiscrimination
- Drug Free Workplace
- Signature Page

## 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 RFPQ.

<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>Overall quality of Proposer's Qualifications</b> <ul style="list-style-type: none"> <li>• Capacity, skill, and experience of contractors' abilities to perform the work and provide the services required (40)</li> <li>• Experience and commitment to CRA's envisioned workflow (10)</li> </ul>	<b>50</b>
<b>Pricing</b>	<b>45</b>
<b>LOSB</b>	<b>5</b>
<b>TOTAL POINTS</b>	<b>100</b>

### 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
- Demonstrated commitment to the areas to be served
- Availability to accommodate the needs of the CRA
- 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 contracts may be held.
- 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 cover letter.
- The CRA is not responsible for any cost which the contractor 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.

## Timeline

ACTIVITY	DATE
Applications Open	January 5, 2026
Deadline for Questions	January 14, 2026
Applications Due	January 30, 2026 (5:00 P.M.)

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

### Evaluation of Qualification Statements

February 2-3, 2026

### Notification of Award

February 4, 2026

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

Emma Turri

[emma.turri@cramemphis.org](mailto:emma.turri@cramemphis.org)

City of Memphis and Shelby County Community  
Redevelopment Agency

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

[emma.turri@cramemphis.org](mailto:emma.turri@cramemphis.org)

And cc: [jordan.mckenzie@cramemphis.org](mailto:jordan.mckenzie@cramemphis.org)

**Proposal Responses are due to CRA by 5:00 P.M. Friday, January 30, 2026.**

## Rolling Applications

Subsequent applications periods will open on the first Monday of each month with submissions due by the final Friday at 5:00PM. The CRA will continue to accept applications until a sufficient number of contractors have been hired. Updates regarding procurement and the sidewalk program can be found here: [https://cramemphis.org/sidewalk\\_replacement](https://cramemphis.org/sidewalk_replacement).

## Addenda to Request for Proposal

All questions concerning this RFPQ must be directed in writing to Emma Turri, Project Manager, via email at [emma.turri@cramemphis.org](mailto:emma.turri@cramemphis.org). If a question leads to a material change in scope of work or procurement timeline, an addendum will be issued, and the submission timeline will be updated. Questions, responses, and addenda will be distributed via email to attendees of the informational meetings as well as posted on the CRA's website – [https://cramemphis.org/sidewalk\\_replacement](https://cramemphis.org/sidewalk_replacement).

# Contractor Qualification Application

## Company Information

Name

Address

City  State  Zip

Business phone

E-Mail

Name of principal contact

Is your company registered and licensed to do business in Shelby County?  Yes  No

How long has your company been in business?

Can your company meet the insurance requirements specified in the RFPQ?  Yes  No

Can your company meet all the concrete specifications in the RFPQ?  Yes  No

## Ownership of Firm

### Type Of Ownership:

- Individual
- Partnership
- Corporation

# Experience

(Attach additional pages if needed)

**Describe your company's general experience performing concrete services.**

**Identify the site supervisor who will be overseeing all sidewalk repair services.**

Name  Phone

*As part of the qualification's evaluation, the CRA may conduct an in-person interview with him/her.*

**List other relevant or similar project experience completed in the last five years.**

Project Name  Location  Year Complete

Description

Contact  Phone  Email

Project Name  Location  Year Complete

Description

Contact  Phone  Email

# Locally Owned Small Businesses

The CRA requires that a best-faith effort is made to proactively avail any potential contracting or subcontracting opportunities to locally owned small businesses. If you are a certified Locally Owned Small Business or Small Business Enterprise 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.

**Are you a Locally Owned Small Business (LOSB)?**

Yes     No

**Are you Certified (by the City, County or other governmental entity) as a Locally Owned Small Business (LOSB)?**

Yes     No

*If you answered “yes” to question 2, please provide documentation.*

**If not certified, are you willing to self-certify as a LOSB?**

Yes     No

LOSB is defined as Locally Owned Small Business and is a sole proprietorship, corporation, partnership, joint venture, or any other business or professional entity that has gross annual sales of \$1 million or less during the last three fiscal years except: architecture and engineering firms, security companies, computer companies, roofing contractors and vendors in the construction industry and at least 51% owned, operated, and controlled by a Shelby County resident and located within the boundaries of Shelby County, Tennessee.

*\*\*Upon approval, the Applicant will be responsible for implementation of the Plan and for filing with the CRA staff quarterly reports that reflect the names of the certified firms involved, the amount of money received by such firms and the total amount spent.*

*\*\*Each applicant, in its redevelopment, conservation or rehabilitation activities will be required to comply with all laws, ordinances, orders, rules, regulations, and requirements of duly constituted public authorities, which are , or shall become, applicable to the Project, including acquisition, disposition and clearance of land.*

Vendor’s Company Name

Date

# Certificate of Nondiscrimination

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

## Community Redevelopment Agency – Sidewalk Repair and Replacement

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.

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Name of Firm

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Date

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Signature

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Printed or Typed Name and Title

# Drug Free Workplace

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

## Community Redevelopment Agency – Sidewalk Repair and Replacement

The undersigned states that it acknowledges and adheres to the City of Memphis Drug Free Workplace policy and if awarded a contract for this project, agrees in performance of work:

To require drug and alcohol screening (urine testing, breath analysis, or other testing procedures) in the following situations: Pre-Employment; Department of Transportation Commercial Drivers, Reasonable Suspicion; Post Accident and Follow Up Drug Testing as part of Substance Abuse Rehabilitation.

To operate a drug free workplace program or alcohol testing program with requirements at least as stringent as the City of Memphis.

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Name of Firm

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Date

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Signature

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Printed or Typed Name and Title

# Signature Page

Pursuant to information for prospective Proposers for the project, the undersigned is submitting the information as required with the understanding that it is only to assist in determining the qualifications of the organization to perform the type and magnitude of work intended, and further, guarantee the truth and accuracy of all statements herein made.

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Name

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Title

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Signature

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Date

# BID ESTIMATE FORMS

# 954 Forest Ave.



## Measurements

(To be field verified by contractor)

Sidewalk: Length: ~55'0"

Width: 5'

Additional Feature: None

Total Concrete Dimensions: ~275 sq. ft.

Permit Fee	\$
Work Zone & Traffic Control	\$
Clearing & Grubbing	\$
Sawcut Demo	\$
Disposal	\$
Subgrade Prep	\$
Form & Pour New	\$
Grass Strip Repairs	\$
<b>Total Estimate</b>	\$

# 964 Forest Ave.



## Measurements

(To be field verified by contractor)

Sidewalk: Length: ~50'0"

Width: 5'

Additional Feature: None

Total Concrete Dimensions: ~250 sq. ft.

Permit Fee	\$
Work Zone & Traffic Control	\$
Clearing & Grubbing	\$
Sawcut Demo	\$
Disposal	\$
Subgrade Prep	\$
Form & Pour New	\$
Grass Strip Repairs	\$
<b>Total Estimate</b>	\$

# 971 Forest Ave.



## Measurements

(To be field verified by contractor)

Sidewalk: Length: ~64'0"

Width: 5'

Additional Feature: Chain link fence,  
Extra square in the ROW

Total Concrete Dimensions: ~320 sq. ft.

Permit Fee	\$
Work Zone & Traffic Control	\$
Clearing & Grubbing	\$
Sawcut Demo	\$
Disposal	\$
Subgrade Prep	\$
Form & Pour New	\$
Grass Strip Repairs	\$
<b>Total Estimate</b>	\$

# 974 Forest Ave.



**Measurements**

(To be field verified by contractor)

Sidewalk: Length: ~54'5"

Width: 5'

Additional Feature: Chain link fence

Total Concrete Dimensions: ~272 sq. ft.

Permit Fee	\$
Work Zone & Traffic Control	\$
Clearing & Grubbing	\$
Sawcut Demo	\$
Disposal	\$
Subgrade Prep	\$
Form & Pour New	\$
Grass Strip Repairs	\$
<b>Total Estimate</b>	\$

# 995 Forest Ave.



## Measurements

(To be field verified by contractor)

Sidewalk: Length: ~36'5"

Width: 5'

Additional Feature:

Total Concrete Dimensions: ~182 sq. ft.

Permit Fee	\$
Work Zone & Traffic Control	\$
Clearing & Grubbing	\$
Sawcut Demo	\$
Disposal	\$
Subgrade Prep	\$
Form & Pour New	\$
Grass Strip Repairs	\$
<b>Total Estimate</b>	\$