RFQ

Request for Qualifications

COMMUNITY REDEVELOPMENT AGENCY
YOUR VISION, YOUR VOICE

850 N. Manassas St.
Memphis, TN 38103

LOT MAINTENANCE SERVICES

Seeking lot maintenance for Binghampton and Uptown.

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

Jordan McKenzie
Director of Community
and Economic Revitalization
jordan.mckenzie@cramemphis.org

Deadline: Friday, February 27, 2026

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 feet of each CRA lot to be a multiplier with the 2026 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 have their applications considered. 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 Friday, February 27, 2026.

Submissions will be evaluated and assignments made on March 6, 2026. Late submissions will be considered only if there is an available opportunity. 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.

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. The CRA will use its best efforts to provide opportunities to organizations located within and employing personnel living within the Binghampton and Uptown TIF districts.

Invitation for Qualification

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 & Clearance
- Clearing of debris from paved surfaces
- Poisonous Organic Removal
- Bush/Vine/Overgrowth Removal
- Hauling/Disposal of organic solid waste
- Solid waste removal of non-organic material (furniture, appliances, trash, disposal)
- Solid waste removal of organic material (fallen limbs, dumped dirt, brush)
- Sorting and transporting of solid waste to proper dumpster/facility.
- Documentation & uploading to ClickUp of all work
- Providing dump receipt if applicable

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, 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 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. Work Portfolio
3. Contractor Qualification Application
4. Licenses and Certifications (preferred but not required)

Statement of Qualification and Fee Qualification:

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 and 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 D Fee Qualification** included in this RFQ please see the CRA rates per service (rate x square foot)

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 & Binghampton TIF areas 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's service areas in the manner described in this RFQ.

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

Experience; *(20 Points)*

- Prior Work History
- Experience with Contracts of Similar Size & Nature
- Experience Working in the Uptown and/or Binghampton TIF areas

Capacity; *(20 Points)*

- Team Size
- Ability/Commitment to Responding to Emergencies in a Timely Manner
- Proficiency in Invoicing & Work Documentation

Commitment to CRA Workflow; *(10 Points)*

- Proficiency in ClickUp Workflow App OR Willingness to Learn
- Demonstrated Ability to Positively Represent the CRA in Interactions with Community Members

BONUS:

- LOSB Certification *(10 Points)*
- Certifications in Landscaping/Horticultural Services

Selection of Qualified Contractors

Qualifications will be evaluated and scored by CRA staff. Interviews will be conducted with applicants having not worked for the CRA in the 2025 maintenance season. The CRA reserves the right to reject any or all qualifications submitted.

Any inquiries concerning the qualification should be directed to: Kenny Halt at kenny.halt@cramemphis.org.

Contract related contact with CRA Board members during the submittal and review process is prohibited. Qualifications received after the date and hour of the qualification due date shall not be considered. The CRA reserves the right to negotiate any and all elements of their service agreement during its duration.

Addenda to Request for Qualification

Questions concerning this RFQ, 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 February 18, 2026** to Attn: Kenny Halt, Senior Commnity Builder, in writing to: Community Redevelopment Agency, 850 N. Manassas, Memphis, TN 38107, or email at kenny.halt@cramemphis.org

Schedule of Events

ACTIVITY	DATE
Issuance of Request for Qualifications	**January 28, 2026**
Pre-Bid Meeting (mandatory)	**February 12, 2026** *(11:30 A.M.)*
Deadline for Questions	**February 18, 2026**
Qualification Responses Due	**February 27, 2026** *(NOON)*

Pre-Bid Meeting to occur in-person 11:30AM on February 12, 2026 at Gould Cottage, 850 N Manassas St, Memphis, TN 38107

Dates below are tentatively scheduled, and may change.

Evaluation of Qualification Statements
March 2-5, 2026

Notification of Award
March 6, 2026

Services to Commence
April 1, 2026 upon execution of the contract

All correspondence and questions concerning the RFQ 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 qualification should be e-mailed to:
kenny.halt@cramemphis.org
And cc: jordan.mckenzie@cramemphis.org

Qualification Responses are due to CRA by 12:00 P.M. Friday, February 27, 2026.

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 RFQ? Yes No

Ownership of Firm

Type Of Ownership:

- Individual
- Partnership
- Corporation

Experience

(Attach additional pages if needed)

Describe your company's general experience performing lot maintenance services.

Identify the site supervisor who will be overseeing the block crew.

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 and Binghampton 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 – Lot Maintenance 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

Drug Free Workplace

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

Community Redevelopment Agency – Lot Maintenance Services

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.

_____

Name of Firm

_____

Date

_____

Signature

_____

Printed or Typed Name and Title

Exhibit A

Uptown Community TIF District

Exhibit B

Binghampton Community TIF District

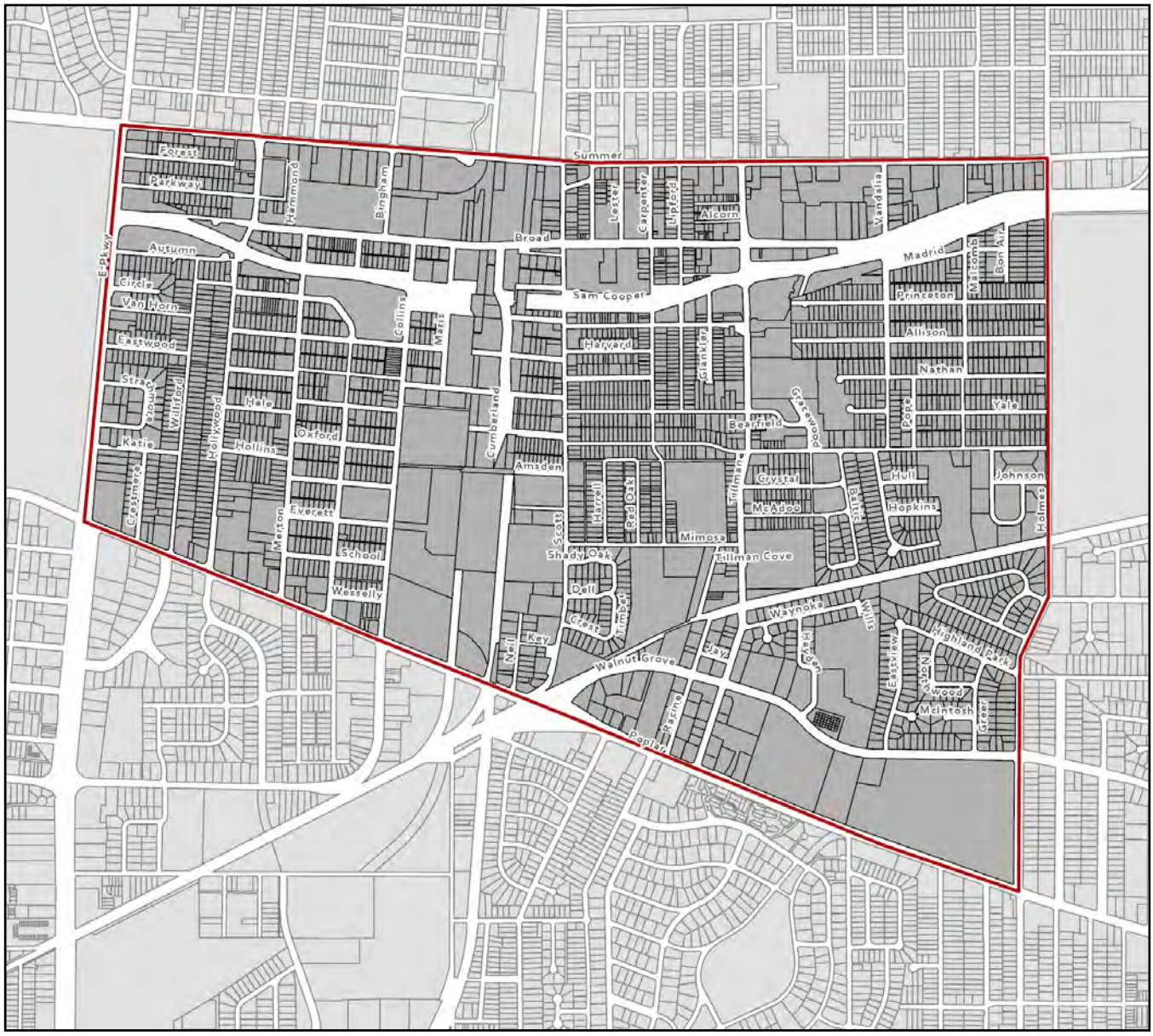

Exhibit C

(top diagram courtesy of Derby, KY)

Exhibit D

FEE SCHEDULE

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 Qualification 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 qualification.

_____
Signature of Representative

Please view the 2026 CRA lot maintenance rate(s) for each service offered, including, but not limited to:

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

*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.