



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

RFQ # 12-006-65 REQUEST FOR QUALIFICATIONS GREENPRINT MASTER PLANNING CONSULTING SERVICES FOR SHELBY COUNTY, TENNESSEE AND SURROUNDING AREAS

Shelby County Government, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more consultant firms to provide professional services for the development of the Mid-South Regional Greenprint and Sustainability Plan. Shelby County is issuing this Request for Qualifications (RFQ) to solicit written proposals from consultants or consultant teams who are interested in providing such services. Based on an evaluation of responses to this RFQ, a consultant will be selected and invited to participate in further discussions and negotiation of a contract agreement for the requested services.

GENERAL INFORMATION:

Shelby County Government was awarded the HUD Sustainable Communities Regional Planning Grant to develop the Mid-South Regional Greenprint and Sustainability Plan. The plan is designed to establish a unified vision for a region-wide network of green space areas including parks, greenways, trails, byways, blue ways, conservation lands, natural areas, wildlife management areas, open space areas, and other similar spaces. The plan will be focused on open space, but will establish a regional, comprehensive framework to address housing and neighborhood land use, community health and wellness, alternative transportation and fuels, parks and greenways planning, resource conservation and environmental protection, workforce development and regional employment, social equity, and data mapping.

Developing a Greenprint will help our region to:

- Connect where people live to the natural environment, employment, goods and services, and recreational activities;
- Preserve and protect undeveloped land as open space to support future development of quality communities, agriculture, and environmentally sensitive lands;
- Provide alternative transportation routes for pedestrians and bicyclists to connect people and low-income neighborhoods to job centers, bus routes, and needed goods and services;
- Support the design and implementation of pedestrian-friendly communities that can reduce vehicular traffic and improve personal health and well-being;
- Protect important landscapes that support outdoor recreation, such as wildlife viewing and fishing, as well as sustain quality drinking water sources;
- Create opportunities to restore natural habitats and wetlands within the built environment;

- Reduce public and private sector energy consumption;
- Identify areas most appropriate for new communities; and
- Enhance the economic vitality and quality of life of the overall community as a place to live, work and play in order to promote population and employment growth.

We anticipate that this project will achieve the following short-terms outcomes:

- Analysis of existing land use and conservation areas
- Analysis of existing plans for land use and conservation areas
- An objective data-based process for evaluation of potential land uses
- Allowance for plan updates
- Case-making for conservation-funding
- Comparison of existing land uses to needs of current population and projected growth
- Visualization of patterns and connections to assess green space connectivity and obstacles to connectivity
- Identification of gaps in data
- Identification of land to be protected and/or transformed as conservation lands and associated uses

Additionally, we believe that the mapping, report, and process will result in the following long-term results:

- A multi-jurisdictional alliance of public, private and non-profit groups and organizations demonstrating leadership on green space issues and collaborating to implement initiatives that will create a region-wide network of parks, trails, and natural areas
- Improved visibility for important green space issues and collective action for promotion, advancement and advocacy of key issues
- Improved, informed community decision-making regarding issues affecting green spaces
- Increased public awareness of green space issues and benefits and support for green space initiatives
- Increased collaboration among green space supporters and stakeholders to achieve common goals
- Enlarged, enhanced, better connected green space and trail network
- More equitable distribution of green space resources
- Improved public accessibility to green spaces
- Improved connectivity between people, neighborhoods, facilities and communities
- Improved ability to attract/retain a quality workforce in the Mid-South area
- Increased public, private and non-profit investment and funding for green space initiatives
- Enhanced environmental quality including water quality, natural habitat, wildlife corridors, etc.
- Improved recreational facilities and opportunities

- Increased usage of green space facilities, and
- Improved stewardship of natural spaces and resources

The study area for this project is defined as the boundaries of the Memphis Metropolitan Planning Organization (MPO) and West Memphis (Arkansas) MPO. These two MPOs include all of Shelby County, TN, and the cities of Arlington, Bartlett, Collierville, Germantown, Lakeland, Memphis, and Millington; northern DeSoto County, MS, including the cities of Hernando, Horn Lake, Olive Branch, Southaven, and Walls; eastern Crittenden County, AR, including the cities of West Memphis, Marion and Sunset; and western Fayette County, including the cities of Piperton, Gallaway and Braden.

The planning process will be driven by the Mid-South Regional Greenprint Consortium (“Consortium”), made up of roughly 50-70 groups throughout the region, including greenways organizations, businesses, local and state government agencies and citizens. The Consortium will be led by an Executive Committee (EC) of roughly 25 members, which will act as a decision-making and implementing agency for the planning process. The EC will include equitable participation from each state (AR, MS, TN) and will be staffed by the Memphis and Shelby County Office of Sustainability. There will be eight working groups that will support the EC are: Housing/Neighborhood Land Use, Community Health/Wellness, Alternative Transportation & Fuels, Parks and Greenways Planning, Resource Conservation & Environmental Protection, Workforce Development & Regional Employment, Social Equity, Data/Mapping and Evaluation. The working groups will be staffed by local nonprofit or community based organizations funded through the grant.

Effective community engagement and capacity building are critical to this process, and the project proposes to demonstrate a citizen-based regional planning process, driven by the consortium working in partnership with governmental bodies and the private sector to establish a regional vision and structure for ongoing collaborative cross-jurisdictional planning. The first year of the process will focus on capacity building, engagement, visioning activities, and setting goals for the major focus areas of the working groups. It will also involve a review of all previous and current plans (Sustainable Shelby, Greater Memphis Neighborhoods Plan, etc.) so that working groups can adapt elements of these plans, which are relevant. The consulting team selected from this RFQ will lead the visioning process.

Once a vision has been developed and adopted by the consortium and working groups have established goals and priorities, the project will advance to funding sub-area or topic-focused plans or pilot planning efforts from the regional to the neighborhood level in the second and third years. These plans will be drawn and executed to align with the regional vision adopted by the Consortium in year one. As these plans are completed, they will be evaluated by the Executive Committee and will be recommended for adoption to the appropriate jurisdiction(s) legislative body(ies), as appropriate. Adoption by the MPOs or legislative bodies of the vision, goals and/or working group plans and recommendations is envisioned as a key outcome. Implementation of these sub-plans is expected to occur

through adoption of formal policy recommendations, citizen advocacy, and re-alignment of budgets, capital improvement plans and investments, and staffing.

The consortium's planning process will be documented through an online plan, which will be updated as work develops. A qualified evaluator with policy/researcher experience will be selected and will work with the consortium to analyze outcome data and measure project or policy impacts, as well as make such information available to other researchers through a data-sharing agreement. The policy lessons learned will be disseminated to the consortium members, other HUD grantees, at Executive Committee meetings, and at community meetings during and after the project period.

SCOPE OF SERVICES:

The selected consultant will lead the visioning process with the Consortium and develop a regional Greenprint report during the first year of the contract. The consultant will continue to assist the planning activities of the Consortium thru the life of the grant (January 31, 2015). The consultant/team procured will provide the following services:

1. Development of a regional 'green infrastructure' inventory and analysis using GIS mapping technology that identifies natural and cultural resources and maps these resources in relationship to existing physical development patterns of the region;
2. Review of relevant existing planning documents for pertinent information as recommended by the Consortium;
3. Lead a public participation process that includes a minimum of four (4) public meetings, in which the consultant will present information, help educate citizens about the resources, and obtain public input in the evaluation of the resources and conservation recommendations;
4. Development of formal recommendations for resource preservation and Greenprint connectivity in a report that will be reviewed by the various jurisdictions represented in the Consortium as well as promotion of the findings to federal, state regional, and local agencies and organizations for adoption into short and long term planning work for the region;
5. Development of action-oriented short, medium and long term implementation strategies tailored for maximum effectiveness and feasibility for the regional partners; and
6. Incorporation of all activities and elements of the HUD Sustainable Communities Regional Planning Grant into the final planning document.

The Mid-South Regional Greenprint and Sustainability Plan will address all types of open/green space needs, opportunities and constraints, urban suburban and rural, from

small community or mini parks to large tracts of farm land. It will consider issues related to economic development/prosperity, ecosystem restoration, agricultural and other sustainability needs, water resource protection and public water access, critical view shed preservation, land use, connectivity for people and nature. It will provide recommendations specific to the Mid-South region for maintaining and enhancing the dynamic region and its unique physical character and natural attributes.

It should not be a typical, cookie-cutter green space plan; as this project seeks to create an effective, innovative, and realistic blueprint and implementation program for preserving important natural and cultural characteristics as well as identifying the economic development opportunities associated with these assets. The plan should highlight regional critical assets and opportunities for cross-county collaboration.

The consultant shall include in the report recommendations for development guidelines, land acquisition strategies, policy recommendations, and available or potential funding sources. The plan will recommend priority projects and phases, provide general cost estimates and methods for implementation, and provide compelling, state of the art visuals and written materials for enlisting and maintaining community participation and support. A minimum of four public presentations will be held and a minimum of bimonthly meetings with the Consortium is anticipated.

Anticipated consultant deliverables include:

- Design and implementation of public process to facilitate Greenprinting
- Basic mapping overlay analysis OR a GIS composite model
- A regional Greenprint report illustrating a vision and establishing priorities for a regional network of green spaces, including conceptualized opportunities for connectivity
- An accompanying planning document that includes:
 - Vision Statement
 - Principles
 - Goals
 - Action Steps / Strategies / Initiatives
 - Benefits of green spaces / Greenprint plan, and
 - Stakeholders / Partners
 - Marketing/branding recommendations for Greenprint
 - Additional studies/reports developed under the HUD Sustainable Communities Regional Planning Grant, including: Bus Transit to Workplace Study, Health Impact Study, Minority Recreational Use Study, and sub-area plans funded through Neighborhood Planning fund, Greenways Planning fund, and Sustainability Pilot Project fund.

This project will require a consultant with proven expertise in Greenprint development and implementation combined with an ability to effectively communicate ideas and recommendations, lead discussion and achieve consensus of action and approach within

the Consortium, which may at times have multiple or differing objectives, priorities or opinions.

Proposers should note that the Scope of Services identified herein is considered an advanced draft and may be modified after selection of a consultant based upon changing circumstances and/or negotiations with the proposing firm(s).

Proposals:

Interested consultants should submit a Letter of Interest and Statement of Qualifications including, but not limited to, the following:

- Firm name, address, and telephone number.
- Point of contact: name and telephone number.
- Summary of suggested approach to meet the objectives for the project as described in the Scope of Services section.
- Past experience specific to the issues and problems applicable to the planning and implementation of large scale greenways and trail systems, including areas such as land use planning, economic development, housing, and transit, along with demonstrated experience and competence in the services to be provided
- Overview of consulting team including clear statements of expertise in project of this nature.
- Qualifications of staff and if applicable sub-consultants.
- Demonstrated ability to meet schedules without compromising sound planning practices.
- Statement of level of certified Locally Owned Small Business (LOSB) participation (**project goal is 20%**) and approach for meeting the participation requirements.
- At least three (3) project references.
- Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.
- Submit an original and five (5) copies of your Letter of Interest and Statement of Qualifications.
- A written statement of compliance to Title VI and the Living Wage Ordinance must be provided with your response. Please see page 7, for the Living Wage Ordinance and Title VI requirements.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

Respondents requesting additional information or clarification are to contact Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed above. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be by 12:00 P.M., Friday, July 20, 2012 (CST)***

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountyttn.gov within forty eight (48) hours of the above cut-off date.

The following guidelines for communication; have been established to ensure a fair and equitable process for all respondents:

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this Request for Qualifications may disqualify your company from further consideration.



Living Wage Ordinance and Prevailing Wage Ordinance

Living Wage - In accordance with Ordinance Number 328, commonly referred to as the Living Wage Ordinance, all persons/entities engaged in service contracts with the County, including but not limited to both prime and subcontractors, shall pay a Living Wage to employees for all work performed on said service contract, as defined in the Living Wage Ordinance. Proof of such compensation must be evidenced as required in the Living Wage Ordinance.

Prevailing Wage – Any firm, individual, partnership or corporation awarded a contract by the COUNTY for the construction of, improvement, enlargement, alteration or replacement of a public work or project in excess of \$500,000 and any subcontractors of such public work or project in excess of \$100,000 (“Recipient”) shall be required to pay local prevailing wages and benefits for laborers, mechanics, or other listed classifications as defined by the Tennessee Department of Labor. The prevailing wage rate shall be the most current State of Tennessee prevailing wage established by the Tennessee Department of Labor For Region 1 (Shelby County). The benefit rates shall be the most current rates described in the published schedule by the Memphis and West Tennessee County Code of Ordinances. The applicable rate shall be determined at the time that the project is awarded. In instances where Prevailing wage applies, Prevailing Wage will override the Living Wage requirement.

Non-Discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub-recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

Disclosure of Proposal Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County Government. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and before the time of a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Submitting Proposal

Firms may request consideration by submitting an original and five copies of a letter of interest and statement of qualifications to Mr. Nelson Fowler, Manager A, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 550, Memphis, TN 38103.

All qualifications must be received by Mr. Nelson Fowler's office on or before 4:00 PM (Central Time) Friday, July 27, 2012. There will be no bid opening for this project.

Evaluation Process

Submittals will be reviewed by a Review Committee that will identify the most qualified proposers. At the discretion of the Review committee, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified LOSB firms, Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.