



On Behalf of the Town of Halls, Tennessee,
Memphis Area Association of Governments (MAAG)
Welcome interested firms' responses to

Request for Proposals (RFP)
Town of Halls Resurfacing and Striping Plan

Issue Date: May 17, 2021
Closing Date: June 14, 2021

On behalf of the Town of Halls, the Memphis Area Association of Governments seeks a qualified person or firm to contract for consulting services for the Town of Halls's Resurfacing and Striping Plan, funded by the Tennessee Department of Transportation's Rural Planning Initiative (RuPI). The deadline for submittals is 5 p.m. CT on June 14, 2021. Please read the entire RFP for specific information and requirements.

SCOPE AND PROJECT DETAILS

Scope of Services – Project Tasks

- Task 1 – Project Management
- Task 2 – Goals, Objectives, and Measurements/Performance Measures
- Task 3 – Needs Assessment

TASK 1 – PROJECT MANAGEMENT

The assignment by the consultant of the person (or persons) to serve and facilitate the contractual terms shall work throughout the life of the contract. The consultant's responsible for the overall project management necessary to ensure the satisfactory completion of the Town of Halls's Rural Planning Initiative (RuPI) Resurfacing and Striping Plan, on time and within budget, per the scope of services. The consultant shall serve as a point of contact for the Town of Halls and expected to ensure appropriate management and provide adequate resources. In addition to maintaining proper management and resources, the consultant shall provide timely performance reports to both the Town of Halls and the Memphis Area Association of Governments.

The consultant shall assume total responsibility for the quality of all work completed under this contract and will be expected to ensure high standards for all submittals—both draft and final. The consultant shall work closely with the West TN Rural Planning Organization Coordinator to ensure reliable communication and coordination through the life of the contract. Dissemination will include an updated schedule, task progress, identification of critical path tasks, and actual expenditures. The consultant will also be responsible for attending the kickoff meeting, submitting a draft of the plan 30 days before the end date, the final project, and presentation of the final plan to the Town of Halls Planning Commission's standard phone and email communication.

TASK 2 – GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

For this task, the aim is to identify the Town of Halls's RuPI Resurfacing and Striping Plan's goals, objectives, and measures of effectiveness/performance measures. The Town of Halls's RuPI will look to examine the roads within the Town of Halls's boundaries with special attention given to the most damaged roads and identify solutions for long-term management of the pavement conditions. The process will include a description of pavement condition and trends, distress data, surface characteristics, structural capacity, location of problem areas and problem types; estimation of pavement management and rehabilitation needs; development of work plans; and creation of strategies for greater efficiency with resurfacing resources.

- Evaluation Criteria

Candidates will be evaluated based on their years of experience, previous similar studies they have managed, their approach/methodology, and their number of staff members to work on the study.

- MAAG Prioritization Process

The consultant will work with the West TN Rural Planning Organization Coordinator and the Town of Halls's RuPI committee to develop a transparent, concise, defensible approach to project prioritization, documentation, and recommendation. The prioritization process will consider project readiness, type of required funding versus available funding, economic benefit analysis, and other metrics the consultant recommends.

The consultant shall accomplish the following: complete an inventory and condition assessment of the road network; establish proper rehabilitation and preventive maintenance strategies, including appropriate treatments and reconstruction; develop a prioritized street rehabilitation project list that will result in the highest return on investment within the given short-term and long-term budget parameters; complete the final Town of Halls's final RuPI Resurfacing and Striping Plan document by February 14, 2021; present it at the Town of Halls's February Planning Commission or Board of Mayor and Aldermen meeting; and prepare presentation materials and handouts explaining the development of the plan.

TASK 3 APPROVALS – NEEDS ASSESSMENT

The Needs Assessment attempts to identify the pavement infrastructure needed to accommodate future travel demand and to address safety issues without regard to economic, local, or political considerations. For this task, the roadway needs assessment shall align with and be driven by a clearly defined set of strategic needs assessment principles that are supported by the methodological framework.

- **Analysis of Capacity to Accommodate Future Growth:**

The consultant will analyze the pavement and transit assignment and the travel data to determine the pavement networks' deficiencies.

- **Transportation Needs:**

The consultant shall assess the feasibility of pavement resurfacing versus repairs.

- **Prioritization Process:**

The consultant will evaluate/prioritize roads and rank roads based upon need.

COST

The consultant shall submit a formal fee and budget proposal of no more than two pages to include detailed project costs by task and staff member and estimated hours. Actual compensation is subject to contract negotiation. The Town of Halls's RuPI Resurfacing and Striping Plan's maximum budget for planning services is \$25,000.

DELIVERABLES

- Presentation of the Town of Halls's RuPI Resurfacing and Striping Plan to the Town of Halls's Planning Commission
- Executive summary
- Electronic and paper copies of the Town of Halls's RuPI Resurfacing and Striping Plan

PROCUREMENT TIMELINE

The process and timeline are as follows (subject to change):

- May 17, 2021: MAAG will initiate the consultation process for Halls's RuPI Resurfacing and Striping plan.
- June 14, 2021: The proposal is due from consultants to MAAG for the purposes of hiring for Halls's RuPI Resurfacing and Striping plan.
- June 28, 2021: Notification of selection for services for Halls's RuPI Resurfacing and Striping plan.
- July 12, 2021: Town of Halls and consultant shall sign the contract.

- August 9, 2021: There will be a presentation to the Town of Halls of the RuPI Resurfacing and Striping plan during a virtual kickoff meeting that will include city staff, the consultant, the RPO coordinator, and the OCT regional planner (first meeting).
- February 14, 2022: Halls's RuPI Resurfacing and Striping plan will conclude with deliverables, a presentation, a plan copy, and electronic and three paper copies (second/final meeting).

SELECTION PROCEDURES

MAAG will select a consultant based on the content requirements mentioned above for proposal submittal. Included in the document will be the requirements for the RFP and the consultant evaluation.

Firms interested in being considered for selection should respond by submitting one copy of the proposal electronically to kkelly@maagov.org by 5 p.m. on the response due date indicated above.

Requirements for Proposal Submittal

Instructions for preparing and submitting a proposal:

- Provide the information requested, in the same order listed, with a cover letter of interest signed by an officer of the firm. Do not send additional forms, résumés, brochures, or other materials.
- Proposals shall be limited to ten 8½" x 11" single-sided pages, as specified below.
- Adhere to the following requirements in preparing your proposal:
 - Use a minimum font size of 11 pt., and maintain margins of 1" on all four sides.
 - Number all pages.
 - Use 8½" x 11" paper only.

Proposal Content

Qualifications of Firm and Staff/Project Management:

Team personnel: List the project manager and other key staff members, including critical subconsultant staff. Include personnel for relevant disciplines and staff members who will be responsible for the work and indicate the project responsibility of each. Address the key staff members' experience on similar projects and their qualifications relative to the selection subfactors noted. Provide the résumé of each firm/team member as well, including a list of primary services that each team member offers in no more than five pages.

Experience:

Provide details regarding the firm’s qualifications, successes with similar projects or programs, budgets, and clients. Describe your staff’s capacity and ability to perform the work on time, relative to their present workload, and the availability of the assigned team. List significant subconsultants, including their individual qualifications, in addition to the percentage and areas of work assigned to each sub- consultant in no more than five pages.

Project Approach:

1. Describe your project approach.
2. Address your firm's
3. Technical approach;
4. Understanding of the project;
5. Qualifications for the project;
6. Innovative ideas;
7. Project-specific plan for ensuring increased quality, reduced project delivery time, and reduced project costs; and
8. Schedule for completing tasks.

No more than five pages.

EVALUATION CRITERIA

Criteria	Weight
Project Approach: Methodology	30%
Qualifications of Staff: Previous Studies	20%
Years of Experience	30%
Number of Staff Members to Work on Study	20%
Total	100%

Notes for Consultant Selection Rating:

Project Approach: Each consultant shall be evaluated based on the proposal’s presented approach to complete the project. Factors for evaluation shall include project schedules; demonstration of understanding for the project, methods, and strategies for optimal completion of the project; and creativity, viability, and implementation. Required and contained within this proposal is the provision of a concise description of each task’s completion.

Qualification of Staff: The proposal shall demonstrate that the consultant has the organizational capabilities and prior experiences favorable to project completion. The rankings and scores include staff’s expertise on comparable projects and past performances for other agencies.

Years of Experience: The proposal must include the length of time the consultant has worked in the field.

Number of Staff Members to Work on Study: The proposal must specify the actual number of members who will work on the plan.

COMMUNICATIONS AND QUESTIONS

For questions regarding the RFP, please contact kkelly@maagov.org. All questions submitted should be via email and sent no later than two days before the due date, June 14, 2021, at 5p.m. Pre-proposal questions and answers are provided for informational purposes only and are not part of the RFP documents. If a question warrants clarification, MAAG will issue an addendum addressing the request.

SUBMITTALS

All responses to this RFP shall contain the following sections in the following order:

1. Letter of Interest
2. Abstract
3. Background and Experience
4. Project Staffing and Organization
5. References
6. Cost Proposal

Submittals received for items 1–6 above will be confirmed via email. Please call (901) 729-2871 ext. 107 if you do not receive an email response within 48 hours indicating that your submittal was received.

Proposal package should include the following:

1. Letter of Interest – This section must not be more than one page, and it must include contact information and an authorizing signature.
2. Abstract – The abstract should consist of a summary of the proposal’s highlights and should not exceed one page.
3. Background and Experience – This section should include background information on the applicant’s organization and give details of experience with similar projects with particular emphasis on pavement studies. The submission should consist of samples of work the applicant has performed and related previously implemented projects. This section must not be more than five pages.
4. Project Staffing and Organization – This section should outline the qualifications and relevant experience of key staff members proposed to work on this project. It should identify those staff members’ experience with similar projects and their proposed roles for this project. After the contract award, MAAG must approve project staff changes. This section must be no more than five pages.
5. Project Approach – This section should discuss the vendor’s proposed project plan and approach and include specific outputs and milestones. This section must not be more than five pages.

6. References – This section should name most recent references from similar projects and include contact information. It should be no more than one page.
7. Cost Proposal – The cost proposal must adhere to the requirements stated above.
8. Supplementary Reference Material – This section should include examples of work performed for other clients that demonstrate the consultant’s capability to develop a Resurfacing and Striping Plan for local roads.

Submissions must be made electronically by 5 p.m. on Monday, June 14, 2021, using a PDF or Microsoft Office format. To submit the proposal, please email kkelly@maagov.org.

Public announcement of the consultant selection shall take place at MAAG offices on Wednesday, June 23, 2021, at 12:00 p.m., noon (All are welcome to attend.) The plan becomes subject to all federal and state Equal Opportunity and Civil Rights guidelines.

The list of roads for pavement condition assessment equals an estimated five miles.

1. Industrial to Airways = 5,300' x 24'
2. Industrial to Myers = 2,700' x 24'
3. Entrance Rd. to N. Church = 1,900' x 28'
4. Sumrow to New = 1,050' x 28'
5. Sumrow to W. Tigrett = 1,270' x 22'
6. Carmen to Circle Dr. = 520' x 28'
7. Circle Dr. to Sumrow = 430' x 28'
8. Airport to Gilbert = 350' x 14'
9. N. Fenton = 350' x 14' (dead end)
10. N. Fenton to W. Main = 610' x 22'
11. Locust = 1,300' x 24'
12. Sharp = 875' x 24'
13. Shannon = 850' x 23'
14. Warren = 375' x 14'
15. Mill St. = 1,380' x 18'
16. Love St. = 770' x 18'
17. E. Tigrett to Railroad = 2,400' x 35'
18. Pearl to Sumrow = 400' x 20'
19. Airways to Co-Op = 500' x 24'
20. Co-Op Drive = 500' x 24'
21. Armour Rd. = 1,320' x 22'