



JIM STRICKLAND
MAYOR

PUBLIC WORKS DIVISION

ROBERT KNECHT – DIRECTOR

September 28, 2020

**SUBJECT: Request for Information
Pavement Condition Survey and Pavement Management Software Services**

The City of Memphis is currently accepting Letters of Interest for Pavement Condition Survey and Pavement Management Software Services from qualified Pavement Management firms for an approximately 2,500 centerline mile network. The City intends to use the information provided to determine an approximate budget for these services and then intends to proceed with either a Request for Qualifications or a Request for Proposals for the procurement of these services. These services would include inspection cycles, starting in 2021 and running through 2028.

Baseline services include:

- Visual pavement condition data collection on a four-year cycle (one quarter of the city a year, for 2 cycles) using PASER rating system and values and providing this data in a way that can be input into GIS and the Pavement Management Software provided
- Pavement Management Software to manage street resurfacing and maintenance based on the City's budget and goals. Software must be compatible with GIS, provide budget scenarios, performance models, and work needs, use PASER ratings, and have the ability to break down projects based on funding and council districts. Training of the software will also need to be included.

In addition to these baseline services, additional service may include other on-call pavement management tasks from 2021 through 2028. Examples of these tasks include, but are not limited to:

- Gathering street width data and other street details during surveys (street is concrete, asphalt is in the gutter, etc.)

Firms submitting Information shall include the following information:

1. Name of firm and address
2. Provide information on the history, structure, and business operation of the firm.
3. Number of years experience in pavement management services
4. Provide 3 implementations of work experience with pavement condition surveys and software used for other government entities.
 - a. Should include the type of survey and the name of the software, and the government entity
5. Name and contact information for the person to receive information concerning the Letter of Interest: Name, Phone number, Email address
6. List of any subconsultants the firm plans to use for this selection and the detail of the proposed use of the subconsultant. Please indicate if proposed subconsultants are registered MBE or WBE firms and include an estimate of the percentage of work and/or type of work the subconsultants are anticipated to participate in.
7. Description of your survey process for a project of this type.
8. Name and description of Pavement Management software you would use for this project
9. Potential yearly estimated fee of providing these services broken into Pavement Condition Survey and Pavement Management Software
10. Provide RFQs and RFPs with similar services and software described above and include final, accepted bid prices for those.

The firm's entire Letter of Interest shall be no longer than ten (10) pages.

The submittal for this selection will be electronic and in PDF format. Please email your Letter of Interest to the contact below. You will receive and email back letting you know your submittal was received. All Letters of Interest must be received no later than 3:00 p.m., Friday, October 16, 2020.

City of Memphis
Public Works, Street Maintenance
Attention: Jonathan Whitfield
Jonathan.whitfield@memphistn.gov

All questions shall be directed to the above contact. The City will review all submitted Letters of Interest, received on or prior to the due date and time, to help determine a budget, specifications, and type of solicitation for this project.

Please be aware that it is the City's policy not to compensate a consultant or firm for any time or expenses incurred in the preparation and submittal of the Letter of Interest.