



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

**REQUEST FOR INFORMATION
FOR
PLANNING AND DEVELOPMENT OF INFRASTRUCTURE TO INCREASE ACCESS
TO HEALTH THROUGH PHYSICAL ACTIVITY**

**RFI # 34301-17617
12/20/2016**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Health issues this Request for Information (“RFI”) to solicit information from planning/design consultants, county/city planners, regional development districts, county/city leaders and engineers to assist the State in identifying the best ways to increase access to a healthier environment. The State appreciates your input and participation in this process.

2. BACKGROUND:

The State of Tennessee Department of Health (“TDH”), has been working to reduce the State of Tennessee’s high rates of chronic diseases, including diabetes, hypertension, and cardiovascular disease, through primary prevention efforts such as the promotion of increased physical activity like walking, biking and non-competitive run clubs. However, many communities lack safe and easily-accessible places in which to be physically active. Sidewalks, bikeways, playgrounds, parks, and walking and biking trails may not exist or may be disconnected from residential neighborhoods, schools, downtowns, or community centers. Streets and roads designed primarily to accommodate vehicles, may be unsafe for pedestrians or bicyclists due to lack of sidewalks, crosswalks, and lighting, particularly in aging commercial areas, as well as in low-income neighborhoods and rural settings.

While most recognize the impact of the built environment on the health of residents, there is also the potential to attract visitors and businesses to a more livable community, leading to increased economic and employment opportunities. However, many smaller communities lack the expertise and resources to engage consultants in inclusive planning processes which result in a broadly-supported, well-defined and sustainable plan for planning, prioritizing, developing, and maintaining public infrastructure that will increase opportunities for residents to be physically active.

The State seeks to receive input and feedback from both public and private sector experts to assist with this initiative.

3. COMMUNICATIONS:

Please submit your response to this RFI to:

Brandon Craig, Contract Analyst
Division of Administrative Services/Service Procurement Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
615-532-3210
Brandon.craig@tn.gov

- 3.1. Please feel free to contact the Department of Health with any questions regarding this RFI. The main point of contact will be:

Leslie Meehan, Director
Office of Primary Prevention
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville TN 37243
615-770-0304
Leslie.Meehan@tn.gov

- 3.2. Please reference RFI # 34301-17617 with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		12/20/2016
2.	RFI Response Deadline		1/13/2017

5. GENERAL INFORMATION:

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
- 5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI #34301-17617

TECHNICAL INFORMATIONAL FORM

1. RESPONDENT LEGAL ENTITY NAME:

2. RESPONDENT CONTACT PERSON:

Name, Title:

Address:

Phone Number:

Email:

3. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS

4. How are personnel assigned to a project – project being identified as working with a county/city/district in identifying, planning, and designing access to healthy environments?

5. Who are the key stakeholder groups to be engaged in the project?

6. What are the key components of the planning process, and how would those be conducted?

7. What are the deliverables / end products to be provided in each phase of the project? To whom would these be disseminated?

8. How will projects be prioritized and how will preliminary project costs be estimated?

9. What design specifications could be included so that communities can use the plans to submit applications for infrastructure funding?

10. How will potential resources to implement and sustain the planned infrastructure be identified during the planning process?

11. What is the general timeframe required for each phase of the project?

12. What methodology would be used to monitor and report progress?

13. How would the short term and long term impact of the project be measured?

14. How would risks be identified and managed throughout the process?

15. How would key learnings be documented and shared?

16. How many planning projects in various communities could be conducted concurrently?

17. In what geographic area(s) could be served effectively?

COST INFORMATIONAL FORM

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2. Describe the typical price range for similar services or goods: for a community of 0-5,000, 5,000-25,000, 25,000 to 50,000, and 50,000 plus in population. Note that this funding opportunity is not eligible for the counties of Shelby, Madison, Hamilton, Davidson, Knox or Sullivan. All other city/county governments in Tennessee (or organizations within those governments such as non-profits) will be eligible to apply.
3. Describe any budgetary or payment terms that might influence your willingness or ability to submit a proposal or bid for this type of work.

ADDITIONAL CONSIDERATIONS

1. Please provide input on alternative approaches or additional things to consider that might benefit the State: