

ADDENDUM NO. 1

TO: All Potential Submitters

FROM: Penny Owens, Purchasing Agent

DATE: November 23, 2022

SUBJECT: Addendum No. 1 – LOI ROW Acquisition Services First Creek Greenway-
Broadway Streetscapes

LOI DUE DATE: December 6, 2022 at 11:00:00 a.m. (Eastern)

This addendum is published to respond to questions submitted by potential qualifiers. This addendum hereby revises the specifications as noted below and becomes a part of the Contract document.

QUESTION #1: We see that there is likely one relocation which we are assuming is the Metro by T-Mobile building. It looks like it is owned by Hatcher Hill according to property records. Unless Hatcher Hill also runs the Metro by T-Mobile business, wouldn't this end up being two relocations? I would think there would be one landlord business relocation for Hatcher Hill and one business relocation for the entity that holds the lease for Metro.

Can you confirm that there will only be one relocation being done on this project or will there be two due to the landlord/tenant? Also, will TDOT/City of Knoxville be requiring an ASRP to be done for the relocation prior starting acquisitions?

Response: Yes, there will be two relocations (tenant and landlord) on the same tract. Our staff is not familiar with the acronym ASRP but because there are state/federal funds for the construction of this project, all TDOT requirements will need to be met for these relocations.

QUESTION #2: I notice that the requirements are for six printed copies and one electronic copy on a CD. Is it acceptable to submit the electronic copy on a flash drive?

Response: The initial submissions may be made electronically or via hard copy, per the corrected instructions as follows:

Option 1 - Electronic Submission Procedures. Electronic submissions shall be submitted online through the City's Procurement website. DO NOT EMAIL YOUR SUBMISSION. All proposers/bidders must register as a vendor in order to submit an electronic file.

Step One: Register as a City of Knoxville vendor (Vendors are encouraged to complete this step now to ensure seamless submission process prior to deadline.) To register as a vendor: Visit the website at www.knoxvilletn.gov/purchasing Click the "Vendor Registration" tab; then "Click here to register as a City of Knoxville Vendor" Follow the prompts to complete online registration. Note: You will be asked for a PIN. This PIN will be emailed to you and may be sent to your spam or junk folder.

DO NOT WAIT UNTIL SUBMISSION DEADLINE TO REGISTER AS A VENDOR. The electronic submission link will be disabled at 11:00:00 a.m. Eastern time. Vendors will not have the ability to submit any electronic files once the deadline has passed and the City will accept no late submissions.

Step Two: Submit all materials electronically as one (1) file to City's Procurement website PRIOR to 11:00:00 a.m. (Eastern Time) on December 6, 2022. To submit electronic file: Visit the procurement website at www.knoxvilletn.gov/bids Click "LOI - ROW Acquisition Services First Creek Greenway-Broadway Streetscapes", Click "Submit Bid" (red button located at top of screen) Follow the prompts to upload and submit electronic file. The City prefers only one (1) bid file per submission. Files MUST use the following naming convention, listing the firm's name followed by the title of the project. Example: "ABC Company-First Creek Greenway-Broadway Streetscapes.pdf." Should you need to merge multiple documents into one PDF please utilize Google to download a free software intended for merging pdf documents.

Option 2 - Hard Copy Submission Procedures: qualifications shall include one original and one electronic copy of the statement of qualifications (.pdf format on CD or USB drive only—mark the storage device with the company name); the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. Electronic submissions must be included with the sealed submissions; do not email your submission.

IMPORTANT NOTE: The original hard copy submitted qualifications must bear an original signature, signed in ink (duplicated signatures substituted for original ink signatures may result in rejection.). The signature must be entered above the typed or printed name and title of the signer. All qualifications must be signed by an officer of the company authorized to bind the firm to a contract.

Qualifications will be received until 11:00:00 a.m. (Eastern Time) on December 6, 2022. Qualifications must be submitted in a sealed envelope addressed to:

City of Knoxville Purchasing Division
City/County Building
400 Main Street, Room 667
Knoxville, TN 37902

IMPORTANT NOTE: Each mailing envelope or carton containing a submission must be sealed and plainly marked on the outside "LOI-First Creek Greenway-Broadway Streetscapes."

Proposers are reminded that the Purchasing Division receives many bids and proposals for any number of solicitations; **unlabeled submissions are extremely difficult to match to their appropriate solicitations and therefore may be rejected.**

Any submission received after the time and date on the cover sheet will not be considered. It shall be the sole responsibility of the submitting entity to have the submission delivered to the City of Knoxville Purchasing Division on or before that date.

Late submissions will not be considered. Qualifications that arrive late due to the fault of United States Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, or any other carrier of any sort or as a result of a technology issues are still considered late and shall not be accepted by the City. Such submissions shall remain unopened and will be returned to the submitting entity upon request.

END OF ADDENDUM NO. 1