

ADDENDUM NO. 2

DATE: January 27, 2017
TO: All Bidders
FROM: Boyce H. Evans, Purchasing Agent
SUBJECT: Addendum No. 2 – LOI – Right-of-Way Acquisition Services for Magnolia Avenue Streetscapes Project

BIDS TO BE OPENED: February 17, 2017, at 11:00:00 a.m. Eastern Time

This addendum is being published to respond to questions asked by potential bidders and provide additional information to the contract details regarding the above-referenced Invitation to Bid. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Changes to the Contract Documents & Specifications:

Background

The Magnolia Avenue Streetscape Project involves replacement of existing sidewalks and curbs, as well as, reconstruction of the roadway along East Magnolia Avenue between Jessamine Street and North Bertrand Street. These improvements are intended to provide for better pedestrian access while allowing for street amenities including landscaping, lighting, and transit stops. In order to complete this project, the City of Knoxville will need to acquire right-of-way and construction easements from approximately twenty-five parcels along the corridor.

In addition to streetscapes improvements, this project will allow for the roadway improvements which will include sidewalks and the addition of bicycle lanes. These procedures will require the preparation of a market study, appraisals, and appraisal reviews. For these purposes, the City plans to separately contract for appraisal and related services.

Requirements of Consultant

The consultant must retain relocation and negotiation personnel with substantial experience in highway right-of-way acquisition, or similar work, in numbers sufficient to accomplish the required work in a timely manner.

The consultant must retain qualified, competent clerical staff to perform required clerical duties and maintain records.

All acquisition and property management services must be in compliance with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs Act (Uniform Act (Part 24 of title 49CFR), the Uniform Standards of Professional Appraisal Practice (USPAP), the TDOT Guidelines for Appraisers, and federal, state and local laws, rules, and regulations.

Scope of Service

The City of Knoxville is seeking professional services from a consultant firm for the performance of right-of-way acquisition, relocation, and related services for the Magnolia Avenue Streetscape Project. The services may include all or parts of the following: right-of-way acquisition, relocation assistance, and property management.

The City of Knoxville will require interested firms to be pre-qualified to provide right-of-way acquisition, relocation, and related services for the Tennessee Department of Transportation (TDOT).

The consultant will be required to:

- Perform and coordinate all necessary property acquisition and relocation services with the City of Knoxville Engineering Department and the City of Knoxville Real Estate Manager.
- Complete all work necessary to have the project ready for certification of the right-of-way by the date specified in the contract.
- Submit weekly progress/status reports to the City's Real Estate Manager, Director of Redevelopment, and Chief Civil Engineer.
- Maintain accurate parcel files and at the termination of the work on the project, turn over to the City all relocation and negotiation files, appraisal and appraisal review files, and any other pertinent acquisition files, records, or reports. All files shall be documented in accordance with the applicable city, state, and federal requirements. During the work on the project, the consultant shall make all such files available, upon demand, for inspection by the City, State and/or by the Federal Highway Administration, when applicable.
- Make the necessary relocation survey and promptly prepare and submit all required relocation documents in accordance with state and city requirements.
- Provide necessary property management services during the period of the consultant's work. Those property management services include, but are not limited to: private property owner utility adjustment cost estimates, salvage appraisals on improvements being acquired, and moving cost determination, including the moving of "on premise" signs and outdoor advertising devices. The consultant, when required, will provide the 90-day relocation notice and a 30-day notice to vacate upon receipt of the date of the execution of deed or court possession. The consultant is not required to perform the following services: removal or demolition of structures, routine maintenance of grass cutting, trash removal, etc., security for structures, or rodent control.
- Coordinate all work through the City Real Estate Manager and City Chief Engineer or designated representative to include Preliminary Group Inspection (PGI), as related to information on improvements and items to be moved.
- Recommend tracts for condemnation. When the consultant recommends that a tract should

be condemned, the request for condemnation must have the necessary back-up information attached to include the notice to the owner(s) that condemnation is being proposed.

- Prepare and submit plans revision requests to City Chief Engineer for any errors in highway plans discovered during the course of the consultant's contract. Right-of-way and construction plans are subject to change.
- Conduct any public meetings as requested by the City and as required by the City's and State's right-of-way procedures and practices.
- Meet and coordinate with public officials of governmental agencies and civic groups as required or as requested by the City.

The City of Knoxville shall:

- Provide a title report on each tract involved.
- Provide any available owner or tenant contact information.
- Stake the right-of-way and easements.
- Secure contracts for appraisal reports.
- Provide final, approved project plans to the consultant as soon as practicable after the consultant is given notice to proceed.
- Provide copies of the project plans and cross-sections as needed.
- Provide copies of City-required acquisition and relocation forms needed by the consultant.
- Provide necessary field engineering in order to complete plans revision requests based on information concerning errors in the plans furnished to the consultant by landowners or others.
- Provide copies of the appraisal and the review appraisal review report (or the nominal parcel payment).
- Review and approve all relocation computations and payments.

Response to Potential Bidder's Question:

Questions

Question #1: Would it be possible to get a copy of the latest Magnolia Avenue streetscape plans? If not, can you tell me how many parcels are expected to require right-of-way acquisition?

Response: Unfortunately right-of-way plans are still being finalized and are not ready for distribution at this time. In order to complete this project between Jessamine Street and North Bertrand Street, the City of Knoxville will need to acquire right-of-way and construction easements from approximately twenty-five parcels along the corridor.

END OF ADDENDUM NO. 2