

**NOTICE TO CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR LETTERS OF INTEREST**

December 24, 2017

The City of Knoxville, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm or team of firms with extensive experience in greenway design and working with the Local Programs office of the Tennessee Department of Transportation to provide professional design services and to prepare environmental documents, bid specifications, contract documents, and construction plans for the Broadway Streetscape Project.

The scope of services for this project will include designing a greenway connection that extends the First Creek Greenway along Broadway from near Cecil Avenue to Woodland Avenue along First Creek. Tasks will include coordination with TDOT's Local Programs office throughout the NEPA, design, and ROW phases. Work will also include obtaining any necessary permits as well as No-Rise Certification or Letter of Map Revision in conjunction with the City's FEMA Flood Insurance Program.

The City of Knoxville will require interested firms have successfully completed greenway design projects in the last five (5) years and provide information about these projects in their proposal. The City will require six (6) copies of TDOT prequalification forms DT0330, Parts I & II be completed and submitted with the letter of interest. The TDOT Form DT-0330 Parts I & II may be found on the Internet at: <https://www.tn.gov/content/tn/tdot/business-redirect/consultantinfo/consultantinfo-forms.html> .

***Firms may request consideration by submitting a letter of interest and completed TDOT Form DT0330, Part I & II to:***

**City of Knoxville  
Office of the Purchasing Agent  
City County Building, Suite 667-674  
400 Main Street  
Knoxville, TN 37902**

Letters of interest shall indicate the anticipated scope of services to be completed by subcontractors. The subcontractor shall be one that is pre-qualified by TDOT to perform the specific tasks required. **All letters of interest must be received on or before 11:00 AM (Eastern Time) Friday, January 19, 2018.** Late submissions will not be considered.

For additional details regarding this project, please visit the Purchasing Division's website at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing) under "Sealed Submissions."

All questions must be submitted in writing by end of business day January 12, 2018 to Mr. Boyce Evans, Purchasing Agent by letter, e-mail at [bhevans@knoxvilletn.gov](mailto:bhevans@knoxvilletn.gov) , or fax (865) 215-2277.

The factors that will be considered in evaluation of submissions are:

- a. Qualifications, relevant experience, past experience with the City of Knoxville, TDOT and other clients, especially as it relates to greenway design, and availability of staff to be assigned to work on this project.
- b. Demonstrated ability to meet schedules and perform work efficiently without compromising sound engineering practice.
- c. Amount of work currently under contract with the City of Knoxville.
- d. Evaluations on prior TDOT projects.
- e. Size of project in relation to prequalification status.
- f. Other applicable factors.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority and/or women-owned firms are encouraged to respond to all advertisements by the City.

City of Knoxville, Tennessee

*Effective to:*  
*12/24/17*  
\_\_\_\_\_  
Date

*Boyce Evans*  
\_\_\_\_\_  
Purchasing Agent