

**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 construction engineering and inspection (CEI) services for the Magnolia Avenue Streetscape Project. The scope of work will include but not be limited to:

- a. Construction Inspection
- b. Erosion Prevention and Sediment Control
- c. Utility Coordination Services
- d. Materials Testing
- e. Administrative Assistance

The City of Knoxville will require interested firms or a team be pre-qualified to provide construction engineering and inspection (CEI) services for the Tennessee Department of Transportation (TDOT) and have successfully completed projects providing these services for TDOT. The City will require six (6) copies of TDOT pre-qualification forms DT-0330, 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, experience and availability of the firm and proposed staff in the required disciplines.
- 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 On:*  
*12/24/17*

Date



Purchasing Agent