

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

**July 27, 2018**

City of Knoxville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to the Sidewalk Strategic Study. This plan will be used to guide public investment for developing a citywide pedestrian network by identifying solutions to existing barriers to pedestrian travel and compiling a prioritized list of needed sidewalk connections. This project is federally funded. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

### **Required Scope of Services**

- Data Collection – Consultant is responsible for inventorying the City's current sidewalk network and updating its GIS inventory. The City's existing GIS layer contains centerline data only and the update will only need to contain centerline data. The existing GIS layer will be available for the consultants use and any data collection can be completed by reviewing aerial photography and online mapping services (e.g. streetview). In addition, the consultant is tasked with identifying major barriers for pedestrians, such as: intersections with no or substandard facilities, bridges, and major roadways with excessive distances between crossing opportunities.
- Public Input – The consultant will be responsible for developing a public input process that may include: open houses, public surveys, community meetings and interviewing stakeholders and communities from the public at-large who represent those who live, work and govern in the City. It is anticipated that prioritization methodology and the public's perception of the need for network density will be refined as a result of these the public involvement events. A final public presentation, after the plan is complete, will be required.
- Analysis – The consultant will be responsible for developing a sidewalk prioritization matrix. The matrix will contain multiple variables that will be used to develop a list of recommended sidewalk projects. The consultant may review the City's current prioritization methodology and project list to aid in developing the matrix. Examples of variables that may be considered for inclusion are: roadway type, ADT, proximity to transit, crashes, cost, and equity. Higher ranked projects should result in connections in "parental responsibility zones", to economic and social opportunities, as well as enhance connection to transit. The consideration of the City's Greenway Feasibility Plan and Bicycle Facilities Plan will also need to be included as certain projects may be beneficial to bicyclist and greenway users.
- Final Products – A final Strategic Sidewalk Study report, sealed by a professional engineer, shall be the deliverable. This report shall include the final prioritized list of sidewalk projects. Cost estimates and major project challenges will need to be presented for each project along with the identification and cost of potential easements. The easement cost estimate can be based on KGIS Tax and Ward Map data. The report should be designed such that the prioritized list produced will act as a living document, with the ability of engineering staff to add new projects, remove completed, and adjust

others as needed. In addition, a list of interim/quick build projects should be included with a detailed description and estimated cost of each project. A list of major barriers shall also be presented with a description of the recommended improvement included for each. A discussion of the process and methodology used in deriving these lists shall be included. The report should contain maps showing the recommended sidewalks, interim projects, and barriers. Ten hard copies of the report, along with a digital copy (pdf) and GIS layer containing all spatial data will be required.

### **Estimated Schedule for Performance of Work**

- Question deadline: Prospective respondents may submit questions no later than August 15, 2018 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Julie Smith Maxwell at [jmaxwell@knoxvilletn.gov](mailto:jmaxwell@knoxvilletn.gov)
- Letters of Interest for Phase I due August 23, 2018 at 11:00 a.m. eastern time
- Short list of 3 firms selected by August 30, 2018
- Phase II proposals due by September 13, 2018 at 11:00 a.m. eastern time
- Final selection of highest ranked firm by September 28, 2018

Firms may request consideration by submitting a letter of interest along with qualifications to City of Knoxville, Office of the Purchasing Agent, City County Building, Suite 667; 400 Main Street; Knoxville, TN 37902 Attn: Julie Smith Maxwell. All letters of interest must be received by the City of Knoxville on or before 11:00:00 Eastern Time Thursday, August 23, 2018. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The City requires a submittal of six (6) printed copies of each Letter of Interest and qualifications and one (1) electronic copy on CD format. Label outside of envelope with project name: Sidewalk Strategic Study.

### **Phase I Evaluation**

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- Experience in required discipline with other government agencies and projects of similar size and scope
- Capabilities of firm, including resumes of those employees assigned to the project
- Staff with current TDOT Certificates for the following: Local Government Guidelines for the Management of Federal and State Funded Transportation Projects; Local Public Agency Workshop-Right of Way Division.

From the letters of interest, the City of Knoxville will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

### **Phase II Evaluation**

City of Knoxville will evaluate the firms on the following criteria (relative weight):

- a. **Firms Qualifications and Experience on Similar Contracts.** The firm(s) involved should be able to cite projects of similar scope and size that have been successfully completed, and that have involved team members identified in the submittal in order to demonstrate success in project management. This includes evidence of good communication with all involved parties, a record of working successfully with clients and

regulatory agencies, use of creative problem solving, and the ability to manage staff, budgets and timelines to meet project goals and minimize the necessity for project change orders. (30 %)

- b. **Project Approach/Methodology.** Describe in detail how this project will be approached. Describe any innovative or progressive approaches that would be used in this project. Clearly show why the firm(s) would be superior to other proposing firms in the delivery of the scope of services. (25 %)
- c. **Key Project Personal Qualifications & Experience.** Respondents should clearly identify the principal-in-charge and include in that person's qualifications a description of project management expertise. Additionally, the names of persons, their respective titles/roles, vitae, and dedication of time should be provided for any team member playing a significant role in the project. (25 %)
- d. **Firms Availability.** List location of key staff and their ability to meet with City personnel or conduct site visits as required. (20%)

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by City of Knoxville. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.