

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

July 24, 2020

The City of Knoxville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide construction engineering and inspection (CEI) services for the Atlantic Avenue Sidewalk Project. The scope of work will include construction inspections, erosion prevention and sediment control inspections, utility coordination services, materials testing, and administrative assistance.

## Project Description

This project involves the construction of approximately 3,400 linear feet of new sidewalk on the north side of Atlantic Avenue between N Broadway and Pershing Street. The scope of work will also include related drainage improvements and utility relocations. This project is funded in part by TDOT STBG funds and as such, all construction engineering and inspection (CEI) services will need to meet all TDOT CEI requirements.

## Schedule for Evaluation

- Question deadline: Prospective respondents may submit questions no later than August 7, 2020 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Penny Owens at [powens@knoxvilletn.gov](mailto:powens@knoxvilletn.gov).
- Letters of Interest for Phase I due August 14, 2020 at 11:00 a.m. eastern time
- Short list of 3 firms selected by August 28, 2020
- Phase II proposals due by September 11, 2020 at 11:00 a.m. eastern time
- Final selection of highest ranked firm by September 25, 2020

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: Penny Owens. All letters of interest must be received by the City of Knoxville on or before 11:00:00 Eastern Time Friday, August 14, 2020. 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 two (2) printed copies of each Letter of Interest and qualifications and one (1) electronic copy on CD or USB drive format. Label outside of envelope with project name: Atlantic Avenue Sidewalk CEI Services.

Letters of Interest may also be submitted electronically 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](http://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 have been 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 two (2) files to City's Procurement website PRIOR to 11:00:00 a.m. (Eastern Time) on April 22, 2020.

To submit electronic file: Visit the procurement website at [www.knoxvilletn.gov/bids](http://www.knoxvilletn.gov/bids)

Click "RFP-Transit Integrated Advanced Technology"

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) submission file per submission. Files MUST use the following naming convention and be named as the firm's name followed by the title of the project. Example: BobsBurgers- Small Cell Utility Permit Review and Construction Inspections.pdf. Should you need to merge multiple documents into one PDF, please utilize Google to download a free software intended for merging pdf documents.

### **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 LOI's shall be limited to a maximum of five (5), single-sided pages, with a minimum font size of 10. The letters of interest shall also include:

- Work experience in the required disciplines with the City, TDOT and other clients.
- Experience of proposed team assigned to the project in the required disciplines
- Relevant licensures and certifications
- TDOT prequalification status

From the letters of interest, the City of Knoxville will select three (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 evaluation the firms on the following criteria (relative weight):

- 1. 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 in order to meet project goals and minimize the necessity for project change orders (30%).
- 2. Project Approach/Methodology.** Describe in detail how this project will be approached. Describe any innovative or progressive approached that would used in this project. Clearly show why the firm(s) should be superior to other proposing firms in the delivery of the scope of services (25%).
- 3. 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%).

- 4. 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>.