

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

January 24, 2019

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 Northwest Connector, Phase II, Greenway Project.

The scope of services for this project will include designing a greenway connection that extends the Northwest Connector Greenway along Third Creek Road from Western Avenue southward to Middlebrook Pike. 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 as needed.

The professional 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** – May include all or part of the following per TDOT Local Programs guidelines (Be advised of the required separation of duties and that each role may not have an interest, direct or indirect, in the lands being acquired):

- Project Design
- Design of a railroad crossing, including coordination with railroad owner
- Preparation and submittal of NEPA documentation
- Coordinate ROW acquisition as needed
- Obtain all necessary permits for the project
- Prepare bid specifications and construction plans

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

- Question deadline: Prospective respondents may submit questions no later than February 15, 2019 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 due February 22, 2019 at 11:00 a.m. eastern time
- Short list of 3 firms selected by March 1, 2019
- Phase II proposals due by March 15, 2019 at 11 a.m. eastern time
- Final selection of highest ranked firm by March 29, 2019

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, February 22, 2019. 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: Northwest Connector, Phase II – Greenway.

## **Phase I Evaluation**

For 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.

## Phase II Evaluation

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

- 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 %)
- 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 %)
- 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 %)
- Firms Availability.** List location of key staff and their ability to meet with City personnel or conduct site visits as required. (20%)

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> .