

**NOTICE TO CONSULTANT  
RIGHT-OF-WAY ACQUISITION/RELOCATION SERVICES FIRMS  
REGARDING A REQUEST FOR LETTERS OF INTEREST**

July 16, 2017

The City of Knoxville, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of a consultant firm with extensive experience in the performance of right-of-way acquisition, relocation and related services on a continuing contractual basis. The contract shall have a term of three (3) years but services will be requested on an as-needed basis.

The scope of services for this contract may include all or parts of the following: coordination/scheduling of Title Searches, coordination/scheduling of Appraisals, coordination/scheduling of Review Appraisals, Right-of-Way Negotiations/Acquisitions, Relocation Assistance/Property Management and Property Closings to receive Right-of-Way certification by TDOT.

The City of Knoxville will require interested firms be pre-qualified to provide right-of-way acquisition, relocation and related services for the Tennessee Department of Transportation (TDOT). The City will require six (6) copies of TDOT pre-qualification form DOT-CS-100 and DOT-CS-200 be completed and submitted with the letter of interest. The TDOT form DOT-CS-100 and DOT-CS-200 may be found on the Internet at: <http://www.tn.gov/tdot/article/consultantinfo-forms> .

***Firms may request consideration by submitting a letter of interest and completed TDOT Forms DOT-CS-100 and DOT-CS-200 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 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, August 11, 2017.** 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 **Friday, August 4, 2017** 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 expertise, past experience with the City of Knoxville, TDOT and other clients, especially as it relates to the performance of right-of-way acquisition, relocation and related services as they pertain to municipal capital projects, and availability of staff to be assigned to work on this project.
- b. Demonstrated ability to meet schedules and perform work efficiently without compromising TDOT's Right-of-Way Manual or the Uniform Act.
- c. Evaluations on prior projects, if available.
- d. Amount of work currently under contract with the City of Knoxville.
- e. 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

7/14/17  
Date

  
Purchasing Agent