

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

September 2, 2020

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 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

or electronically, as follows:

Electronic submissions shall be submitted online 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

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.

Step Two:

Submit all materials electronically as one file to City's Procurement website PRIOR to 11:00:00 a.m. (Eastern Time) on September 18, 2020.

To submit electronic file:

Visit the procurement website at www.knoxvilletn.gov/bids

Click "LOI – ROW Acquisition/Relocation Services"

Click "Submit LOI" (red button located at top of screen)

Follow the prompts to upload and submit electronic file.

Files MUST use the following naming convention and be named as the firm's name followed by the title of the project, followed by either Outside of Envelope or Bid Package.

Example: ABC Company-ROW Acquisition Relocation Services-Letters of Interest.pdf

Should you need to merge multiple documents into one PDF, please utilize Google to download a free software intended for merging pdf documents.

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 11:00:00 AM (Eastern Time) Friday, September 18, 2020.** Late submissions will not be considered.

For additional details regarding this project, please visit the Purchasing Division's website at www.knoxvilletn.gov/purchasing under "Sealed Submissions."

All questions must be submitted in writing by end of business day September 9, 2020 to Penny Owens, Purchasing Agent by letter, e-mail at powens@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

September 2, 2020
Date

Penny Owens
Purchasing Agent