

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

February 24, 2019

City of Knoxville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm with expertise in greenway/riverwalk design and working with the Local Programs office of the Tennessee Department of Transportation to provide services related to environmental, preliminary engineering and final design for the South Waterfront Riverwalk – East of Suttree. A general timeline and expectation for completion of these two phases of work are approximately nine months for environmental and 12 months for preliminary engineering and final design. This project is for the design of a 0.6 mile section of riverwalk trail to connect the existing cantilevered riverwalk along Island Home Avenue to the Suttree Landing Park riverwalk. This project is federally funded. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT but the deadline of the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional firm include, but are not limited to:

Required Scope of Services

May include all or part of the following per TDOT Local Programs guidelines:

- Preparation and submittal of NEPA documentation
- Project design
- Obtain all necessary permits for the project
- Prepare bid specifications and construction plans

Estimated Schedule for Performance Work

- Question deadline: Prospective respondents may submit questions no later than March 15, 2019 at 4:30 p.m. eastern time. All questions must be emailed to Penny Owens at powens@knoxvilletn.gov
- Letters of Interest due March 22, 2019 at 11:00 a.m. eastern time
- Short list of three firms selected by April 5, 2019
- Phase II proposals due by April 18, 2019 at 11:00 a.m. eastern time
- Final selection of highest ranked firm by May 3, 2019

Firms may request consideration by submitting a letter of interest along with qualifications to City of Knoxville, Office of 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 March 22, 2019 at 11:00:00 Eastern Time. 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 or USB drive format. Label outside of envelope with project name: South Waterfront Riverwalk – East of Suttree.

Phase I Evaluation

For Phase I evaluations firms shall submit letter of interest with firm contact information including name, address, and email 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 three 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):

- 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 approach that would be 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/business-redirect/consultantinfo>. For information in prequalification, please contact Christine Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the ground 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 more information on DBE certification, please contact David Neese at (615) 741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://tn.gov/tdot/civil-rights/small-business-development-program>.