

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

November 27, 2019

City of Knoxville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide planning and design services and additional related technical services to the James White Parkway Urban Wilderness Corridor Study. This plan will be used to guide public investment for developing pedestrian, bicycle, and vehicular improvements to the roadway network adjacent to James White Parkway south of the Tennessee River. The study shall be accomplished in accordance with TDOT Local Programs guidelines and the final deliverable shall be a Transportation Investment Report for submittal to TDOT. The professional consultant engineering 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.

Project Description

The scope of services for this project will include evaluating the transportation corridor adjacent to James White Parkway south of the Tennessee River and developing a Transportation Investment Report for submittal to TDOT. Work shall include:

- Data Collection – Consultant is responsible for conducting all necessary traffic studies to determine the existing usage of the transportation network and forecast future needs.
- Public Input – The consultant will be responsible for developing a public input process that may include: open houses, public surveys, community meetings and interviewing stakeholders.
- Final Product – a final Transportation Investment Report, sealed by a professional engineer, shall be the deliverable. This report shall include the final prioritized list of improvement projects. Cost estimates and major challenges will need to be presented for each project along with the identification and cost of potential easements.

Schedule for Evaluation

- Question deadline: Prospective respondents may submit questions no later than December 20, 2019 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Penny Owens at powers@knoxvilletn.gov.
- Letters of Interest for Phase I due January 3, 2020 at 11:00 a.m. eastern time
- Short list of 3 firms selected by January 17, 2020
- Phase II proposals due by January 31, 2020 at 11:00 a.m. eastern time
- Final selection of highest ranked firm by February 14, 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, January 3, 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: Urban Wilderness Corridor Study.

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 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/topic/consultantinfo>. For information on 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 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. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.