

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST
FOR LETTERS OF INTEREST**

October 28, 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 construction engineering and inspection (CEI) services and public relations for the City South Streetscapes Project.

The scope of work will include but not be limited to:

- a. Construction Inspection
- b. Public Relations
- c. Erosion Prevention and Sediment Control
- d. Utility Coordination Services
- e. Materials Testing
- f. Administrative Assistance

The City of Knoxville will require interested firms or a team to have successfully completed similar projects in the last five years and provide information about these projects in their proposal. This project is funded locally by the City of Knoxville and not with Federal or State funds. As such, firms are not required to be Pre-Qualified by TDOT. However, in the interest of uniformity of submissions and simplicity in comparison/evaluation of the submissions, the City does require that submitters provide their statements of qualifications in the TDOT format. With this in mind, the City will require TDOT forms DT-0330 Parts 1 & 2 be completed and submitted with the letter of interest. The TDOT Form DT-0330 Parts 1 & 2 may be found on the Internet at: www.tdot.state.tn.us/consultantinfo.htm. Proposals shall include six (6) hard copies (one original and five duplicates – mark the original as such) and one electronic copy of the proposal (.pdf format on CD or USB drive only – mark the storage device with the company name); the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. Electronic submissions must be included with the sealed submissions; do not email your submission.

***Firms may request consideration by submitting a letter of interest and completed
TOOT Form DT0330, Part I & II 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 one that has the qualifications required to perform

the specific tasks required. All letters of interest must be received on or before 11:00:00 AM (Eastern Time) Friday, November 15, 2019. Late submissions will not be considered.

For additional details regarding this project, please visit the Purchasing Division's website at www.knoxvilletn.gov/bids.

All questions must be submitted in writing by end of business day October 8, 2019 to Penny Owens, Assistant Purchasing Agent by e-mail at powens@knoxvilletn.gov, or fax (865) 215-2277.

The factors that will be considered in evaluation of submissions are:

- a. Qualifications, experience and availability of the firm and proposed staff in the required disciplines.
- b. Demonstrated ability to meet schedules and perform work efficiently without compromising sound engineering practice.
- c. Amount of work currently under contract with the City of Knoxville.
- d. Evaluations on prior projects based on submission of at least three references.

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

October 28, 2019
Date

Penny Owens, CPPO
Assistant Purchasing Agent