

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR LETTERS OF INTEREST

February 22, 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 traffic engineering, traffic signal design, Intelligent Transportation Systems (ITS), ITS Systems Engineering Analysis (SEA) and roadway design. These services will be needed to design a CMAQ funded project to implement transit oriented upgrades along the North Broadway Ave (State Route 22) corridor, specifically at 36 signalized intersections between Howard Baker Jr. Boulevard and Colonial Circle. The contract will be paid on the basis of an hourly rate, with the total contract amount not to exceed an agreed upon sum.

This design project will include the construction of 12 new Bus Rapid Transit (BRT) stops, one each direction at 6 undetermined locations. Intersection improvements will also be part of this project, including transit priority and related signal upgrades, signal timing adjustments, accessibility upgrades of pedestrian crossings, and additional upgrades to the existing infrastructure to make pedestrian and transit travel along the corridor easier and more convenient.

Required Scope of Services

1. Preparation of a Categorical Exclusion (CE) meeting requirements of 23 CFR 771.117
2. Providing a SEA document addressing Concept of Operations and a Systems Engineering Management Plan (SEMP) in accordance with 23 CFR 940.11
3. Provide professional design services
4. Prepare bid specifications, contract documents, and construction plans
5. Oversight of construction engineering and inspection (CEI) services.
6. Interface with the public and other stakeholders
7. Provide administrative services as required by TDOT local programs management

Estimated Schedule for Performance of Work

1. Question deadline: Prospective respondents may submit questions no later than March 8, 2019 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Penny Owens at powens@knoxvilletn.gov
2. Letters of Interest due March 15, 2019 at 11:00 a.m. Eastern Time
3. Short list of 3 firms selected by March 22, 2019
4. Phase II proposals due by April 5, 2019 at 11:00 a.m. Eastern Time
5. Final selection of highest ranked firm by April 19, 2019

The City of Knoxville will require interested firms or a team to be pre-qualified to provide roadway design, and construction engineering and inspection (CEI) Level 1 for the Tennessee Department of Transportation (TDOT) and to have successfully completed design projects providing these services for TDOT. The City will require six (6) printed copies of a letter of interest and six (6) copies of TDOT prequalification forms DT-0330, Parts 1 & 2 to be submitted with one (1) digital copy of 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/. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Firms may request consideration by submitting letter of interest and completed TDOT Form DT0330, Part 1 & 2 to:

**City of Knoxville
Office of the Purchasing Agent
City County Building, Suite 667-674
400 Main Avenue
Knoxville, TN 37902**

Letters of interest shall indicate the anticipated scope of services to be completed by any and all sub-consultants. Sub-consultants must be pre-qualified by TDOT to perform the specific tasks they are required to perform. **All letters of interest must be received on or before 11:00 AM (Eastern Time) March 15, 2019.** Late submissions will not be considered. For additional details regarding this project, please contact Penny Owens, Purchasing Agent by letter, e-mail at powens@cityofknoxville.org, or fax (865) 215-2277.

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 letters of interest shall also include:

- Past experience in the required disciplines with the City of Knoxville, TDOT and other clients.
- Specialized expertise/experience in transit systems design and other related disciplines
- Qualifications of consultant, including resumes of staff assigned to project
- Professional licensure, prequalification status
- Three references with contact person(s) and telephone number

From the letters of interest, City of Knoxville will select 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 top 3 firms on the following criteria (relative weight):

- a. Firm experience, especially in projects with similar size and scope (35%)
- b. Project approach, including prioritization of project goals, innovative concepts or alternatives, awareness of project constraints and demonstrated understanding of technical requirements (30%)
- c. Staff qualifications (20%)
- d. Workload capacity, including availability of staff (15%)

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

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.

Disadvantaged Business Enterprises (DBE's), including Woman Owned and Minority Owned Businesses, are encouraged to respond to all advertisements by the 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>.

City of Knoxville, Tennessee

2/22/19
Date


Purchasing Agent