

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

November 30, 2018

City of Knoxville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant firm to provide services related to right-of-way acquisition, relocation and related services as they pertain to the Pleasant Ridge Road Phase II Project. This project will install turn lane improvements and pedestrian infrastructure along Pleasant Ridge Road west of Merchant Drive and will require easements from up to 45 parcels. This project is federally funded. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional 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. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services – May include all or part of the following per TDOT Local Programs guidelines:

- Coordinating/scheduling/hiring for title reports
- Coordinating/scheduling/hiring for appraisals
- Coordinating/scheduling/hiring for review appraisals
- Right-of-Way Negotiations, Acquisitions, Relocation Assistance/property management and property closings to receive Right-of-Way certification by TDOT

Estimated Schedule for Performance of Work

- Question deadline: Prospective respondents may submit questions no later than December 13, 2018 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Penny Owens at powens@knoxvilletn.gov
- **Letters of Interest for Phase I due December 20, 2018 at 11:00 a.m. Eastern Time**
- Short list of 3 firms selected by January 11, 2019
- Phase II proposals due by January 18, 2019 at 11:00 a.m. eastern time
- Final selection of highest ranked firm by February 1, 2019

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 Thursday, December 20, 2018. 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: Pleasant Ridge Road Phase II Project.

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:

- 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 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):

- 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 to meet project goals and minimize the necessity for project change orders. (30 %)
- Project Approach/Methodology.** Describe in detail how this project will be approached. Describe any innovative or progressive approaches that would be used in this project. Clearly show why the firm(s) would be superior to other proposing firms in the delivery of the scope of services. (25 %)
- 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 %)
- 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>.