

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

March 5, 2017

The City of Knoxville, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm with extensive experience in hydraulic analysis, coordination with the Norfolk Southern railroad, roadway/greenway and bridge design to provide professional design services to prepare bid specifications, contract documents and construction plans for the Second Creek Greenway Project.

The City of Knoxville intends to make a greenway connection between Blackstock Avenue and Bernard Avenue along Second Creek. The proposed greenway will connect to existing sidewalk at the intersection of Blackstock Avenue and McGhee Avenue and follow the east side of Second Creek to Bernard Avenue. The scope of services for this project will include survey, design, coordination with Norfolk Southern railroad and preparation of bid specifications, contract documents, and construction drawings. The scope of services will also require securing required permits as well as No-Rise Certification or Letter of Map Revision in conjunction with the City's FEMA Flood Insurance Program.

The City of Knoxville will require interested firms have successfully completed projects that provide hydraulic analysis, roadway/greenway and structural design in the last five (5) 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 six (6) copies of 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.

Firms may request consideration by submitting a 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 subcontractors. **All letters of interest must be received on or before 11:00 AM (Eastern Time) Friday, March 31, 2017.** Late submissions will not be considered.

For additional details regarding this project, please visit the Purchasing Division's website at www.knoxvilletn.gov/purchasing under "Sealed Submissions."

All questions must be submitted in writing by end of business day March 24, 2017 to Mr. Boyce Evans, Purchasing Agent by letter, e-mail at bhevans@cityofknoxville.org, or fax (865) 215-2277.

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

- a. Qualifications, relevant expertise, past experience with the City of Knoxville, TDOT and other clients, especially as it relates to greenway trail design, and availability of staff to be assigned to work on this project.
- b. Demonstrated ability to meet schedules and perform work efficiently without compromising sound engineering practice.
- c. Evaluations on prior projects, if available.
- d. Amount of work currently under contract with the City of Knoxville.
- e. Other applicable factors.

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

Date

Purchasing Agent