

CARTER COUNTY

TENNESSEE

REQUEST FOR QUALIFICATIONS

Tweetsie Trail Expansion Project Master Plan Firm(s)

STATEMENT OF QUALIFICATIONS DUE BY APRIL 9, 2024

Paper copies of the proposal should be mailed or delivered to:

Carter County Finance Department

801 East Elk Avenue, Suite 203

Elizabethton, Tennessee 37643

Attn: Marcia Fletcher

CONTENTS

I.	Introduction.....	3
	A. Project Description.....	3
	B. The Plan Area: Carter County.....	3
	C. Project Background.....	3
II.	Scope of Work.....	4
III.	Proposal Requirements.....	5
	A. Submittal Instructions.....	5
	B. Deadline.....	5
	C. Project Contact.....	5
	D. Statement of Qualifications Format.....	6
	E. Acceptance of Qualifications.....	6
IV.	Criteria for Selection.....	7
	A. Selection Process.....	7
	B. Evaluation of Responses to the Request for Qualifications.....	7
	C. Selection Process Schedule.....	8

I. Introduction

Definition

Firm(s): For the purpose of this Request for Qualification the firm is defined as the Engineer/Planner/Landscape Architect/Consultant (or designated subconsultants).

A. Project Description:

Carter County, Tennessee is soliciting Statement of Qualifications from Engineers/Planners/Landscape Architects/Consultants (or designated subcontractors) hereafter referred to as firm(s) with experience in bicycling and pedestrian trails, to provide design recommendations, and project costs for the Tweetsie Trail Expansion located in Carter County, Tennessee.

B. The Plan Area: Carter County, Tennessee

The existing Tweetsie Trail ends at the intersection of Stateline Road and Blue Ridge Drive in Elizabethton, Tennessee. The proposed Tweetsie Trial Expansion will begin at this location and extend approximately 4.5 miles and end near the Hampton Watershed Trails, at approximately 717 1st Avenue, Hampton, Tennessee.

C. Project Background

The existing Tweetsie Trail is a gradual tread of chat rock or similar, that extends 9.6 miles from 116 Van Brocklin Way in Johnson City, Tennessee and currently ends at the intersection of Stateline Road and Blue Ridge Drive in Carter County, Tennessee. This is a bicycle and pedestrian trail constructed and owned by the City of Johnson City through a Rails and Trails project. The proposed expansion will continue the trail through Valley Forge and into Hampton. The expansion also includes a new pedestrian bridge to cross the Doe River. Carter County, Tennessee has received a state grant for four (4) million plus to expand the

Tweetsie Trail in Carter County, Tennessee, connecting four (4) communities, and two (2) bike parks.

II. Scope of Work/Services

- Concept Development
- Design Recommendations
- Analysis of alternates generally, and as to
 1. Trail Route
 2. Trail construction, methods and materials
 3. Acquisition of rights of way and usage of TDOT highway, shoulder or right of way
- Preliminary Project Costs
- Facilitating public engagement and input

The budget should include concept development and design recommendations, analysis of alternates, and preliminary project costs. The firm(s) shall be required to prepare cost estimates and design recommendations.

Selected firm(s) will be required to work closely with Carter County officials, Tennessee Department of Transportation (TDOT), Tennessee Department of Environment and Conservation (TDEC) and advisory committees.

Selected firm(s) must have experience in acquiring property easements and/or right of way.

This project is funded by a direct appropriation through the Tennessee Department of Environment and Conservation.

III. Proposal Requirements

A. Submittal Instructions

Consultant teams must submit three (3) printed copies of the statement of qualifications, along with one (1) digital copy.

Response to the Request for Qualifications should be mailed or hand delivered to:

Carter County Finance Department

801 East Elk Avenue, Suite 203

Elizabethton, Tennessee 37643

Attn: Marcia Fletcher

B. Deadline

Statements of the Qualifications must be received no later than 4:30 pm on Tuesday, April 9, 2024. Statements of Qualifications received after the specified time will not be considered.

C. Project Contact

Questions regarding the Request for Qualifications will be received by e-mail or telephone. Written questions should include the individual's name, the name of the firm, address, telephone number, and email address.

Questions should be directed to:

Name: Marcia Fletcher

Phone number: 423-547-4005

email address: fletcherm@cartercountyttn.gov

D. Statement of Qualifications Format

Statements of Qualifications should be limited to 30 numbered pages. The following format is encouraged to provide consistency between Statements of Qualifications, aiding in evaluation and comparison.

1. **Contact Information:** Provide the name, address, and phone number of the firm(s).
2. **Relevant Project Experience:** Provide a summary of the firm(s) team's experience with similar projects, including location and client contact information. Specify the services provided, the office location from which the work was performed, and staff members' responsibilities. Web links to recent plans and past work, if available, may be included in addition to project summaries. Relevant project experience in Tennessee is preferred.
3. **Project Team:** Provide an organizational chart identifying all staff assigned to the project, including any subcontractors. Define the roles, responsibilities, and task assignments of each member for the duration of the project. Provide specific information on the project manager that will be responsible for the project, and team members capacity to complete the master plan in a timely manner.
4. **Qualifications of Personnel:** Provide relevant experience and qualifications of all personnel assigned to the project.
5. **References:** Provide contact information for at least three (3) references from clients that are familiar with the work experience highlighted in the proposal.

Acceptance of Qualifications

The County reserves and holds the following rights and options.

- To reject any or all firms
- To re-advertise if deemed necessary
- To interview the firm(s) prior to making a selection

IV. Criteria for Selection

- Nature and quality of current and previously completed bicycle or pedestrian trails
- Qualifications of Personnel
- Commitment to complete work on a timely basis
- Client References
- History of satisfactory performance of services

A. Selection Process

The Selection Committee will recommend a maximum of two (2) finalists who might be interviewed. The interview would be utilized to ascertain more information about the information provided in the Firm(s) qualifications, experience, and ability to perform the task requested on time and within budget.

B. Evaluation of Responses to Request for Qualifications

The Selection Committee will evaluate proposals based on the following criteria:

	Maximum Points
1. Relevant Experience	35
2. Firm Qualification	35
3. Completeness and Quality of RFQ	10
4. Team Capacity and Availability	10
5. References	10

Maximum Total Score of one hundred (100)

C. Selection Process Schedule

Request for Qualification Advertising Dates	March 8, 2024 – March 12, 2024
Request for Qualification Issued	Thursday March 14, 2024
Statement of Qualifications Due	April 9, 2024, 4:30 pm (EST)
Evaluation of Qualifications	April 10, 2024 – April 17, 2024
Financial Mgmt. Committee makes recommendation	May 2, 2024
Contract Negotiation with recommended firm(s)	May 3, 2024 – May 19, 2024
Recommendation to Carter County Commission	May 20, 2024

Carter County, Tennessee reserves the right to adjust this above timetable as required during the selection process. The top two (2) finalists will be contacted with further details on instructions for the interviews, if needed. Submission to the Request for Qualification does not guarantee an interview or selection. Firm(s) not selected can respond accordingly in writing via email to watsonc@cartercountyttn.gov. Carter County, Tennessee reserves the right to reject any and all submittals and to reject any unresponsive or non-responsible submittals.

Tweetsie Trail Overview



Expand the Tweetsie Trail

