

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

October 5, 2018

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 roadway design to provide professional design services and to prepare bid specifications, contract documents, and construction plans for the Texas Avenue Sidewalk Project.

The scope of services for this project will include designing sidewalk improvements along Texas Avenue between Western Avenue and the existing sidewalk network at Minnesota Avenue.

The City of Knoxville will require interested firms have successfully completed roadway, and sidewalk design projects 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 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 five (5) hard copies (one original and four 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 TDOT Form DT0330, Part 1 & 2 to:

**City of Knoxville
Purchasing Division
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) Thursday, October 25, 2018.** Late submissions will not be considered. All questions must be submitted in writing by end of business day October

17, 2018 to Penny Owens, Assistant Purchasing Agent by letter, 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 staff in the required disciplines (40 points)
- b. Demonstrated ability to meet schedules and perform work efficiently without compromising sound engineering practice. (40 points)
- c. Evaluations on prior projects, if available (10 points)
- d. Amount of work currently under contract with the City of Knoxville. (10 points)
- 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, 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.

City of Knoxville, Tennessee

October 5, 2018

Date

Penny Owens

Assistant Purchasing Agent

