**REQUEST FOR QUALIFICATIONS**

DEFINITION OF SERVICES

* + The East Tennessee Development District (ETDD) is under contract with the Tennessee Department of Transportation (TDOT) to prepare a county wide transportation plan for Monroe County during the 2023-2024 fiscal year.  The plan will cover Monroe County and the municipalities of Madisonville, Sweetwater, Tellico Plains and Vonore and will include input from local officials, organizations, and citizens as they will play an important role in the development of the plan.
  + The plan is already in its development stages and requires continuance and completion. It will involve executing final revisions and editing.

SCOPE OF WORK & PURPOSE

* + The plan will address both local and state roadways and will include the following: [a] commuting patterns, [b] traffic data, [c] descriptions and deficiencies of existing roadways, [d] recommendations for improvements, [e] prioritization and funding, [f] resurfacing, [g] safety projects, [h] state aid system, [i] other modes of transportation, [j] TDOT grant programs, and [k] public input.  The plan will also discuss [l] bike/pedestrian facilities, [m] trails, and [n] other modes of transportation.
  + This report is intended to provide meaningful and beneficial information to local and state officials regarding existing transportation facilities in Monroe County. **This report will also be useful to local and state officials in making future decisions on transportation improvements in the county and in prioritizing these improvements**.

CONTRACT TERMS & CONDITIONS, PAYMENT TERMS & SUBMISSIONS ETC.

* + Submission deadline is May 31, 2024. Qualifications may be submitted electronically to Ekem Amonoo-Lartson at eamonoo-lartson@etdd.org.
  + Deliverables will include [a] an inception report, [b] a mid-completion report, [c] a completed, publication-ready final report.
  + ETDD will assist with maps production, whereas all other graphical presentations as well as the report’s layout and design formatting will be the role and responsibility of the selected candidate.

SUBMITTED QUALIFICATION WILL BE SCORED AS FOLLOWS:

* + Planning Experience, at 25%.
  + Proven ability to deliver expediently and effectively, at 25%.
  + Research analysis and report writing experience, at 25%.
  + Public engagement and local officials liaising experience, at 25%.

REPORT’S AGENDA’s SECTIONS/CONTENTS

* + Population, Employment and Land Use Data.
  + System Classification.
  + Commuting Patterns & Traffic Data.
  + State Routes in Monroe County.
  + Local Roads/Minor Collectors.
  + Other Modes of Transportation.
  + TDOT Grant Programs
  + General Public & Local Officials Input

The East Tennessee Development District/ETDD is committed to providing equal employment opportunity for al persons on the basis of merit and without regard to race, color, religion, sex, age, national origin, sexual orientation, physical or mental disability, or any other protected characteristic as established by law.