

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

July 17, 2024

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 sidewalk design and working with the Local Programs office of the Tennessee Department of Transportation to provide professional design services and to prepare environmental documents, bid specifications, contract documents, and construction plans for the Fountain City Sidewalk Project. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering 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.

Project Description

This project involves the design of a new sidewalk along the east side of N Broadway (SR-33) to connect the existing sidewalk at Gibbs Drive to the existing crosswalk at Hotel Road. Pedestrian intersection improvements will be required at the Essary Drive intersection.

Required Scope of Services

The scope of work will include project design, preparation and submittal of NEPA documentation, obtaining all necessary permits for the project, utility coordination, and preparing bid specifications and construction plans. This project is funded in part by TDOT's Multimodal Access Grant and as such, all project phases will need to be coordinated with the TDOT Local Programs office.

Estimated Schedule for Performance of Work

- Estimated start of NEPA Phase: November 2024
- Estimated start of Design Phase: November 2025
- Estimated start of ROW Phase: March 2026
- Notice to Proceed to Construction: May 2027

Schedule for Evaluation

- Question deadline: Prospective respondents may submit questions no later than August 2, 2024 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 on August 16, 2024 at 11:00 a.m. eastern time.
- Short list of 3 firms selected by August 23, 2024
- Phase II proposals due on September 6, 2024 at 11:00 a.m. eastern time
- Final selection of highest ranked firm September 13, 2024

Firms may request consideration by submitting a letter of interest along with qualifications by one of the two options below. All letters of interest must be received by the City of Knoxville on or before 11:00:00 Eastern Time Friday, August 9, 2024. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Each letter of interest must be submitted as follows:

Option 1 - Electronic Submission Procedures. Electronic submissions shall be submitted online through the City's Procurement website. **DO NOT EMAIL YOUR SUBMISSION.** All proposers/bidders must register as a vendor in order to submit an electronic file.

Step One: Register as a City of Knoxville vendor
(Vendors are encouraged to complete this step now to ensure seamless submission process prior to deadline.)

To register as a vendor:

Visit the website at www.knoxvilletn.gov/purchasing

Click the "Vendor Registration" tab; then "Click here to register as a City of Knoxville Vendor" Follow the prompts to complete online registration.

Note: You will be asked for a PIN. This PIN will be emailed to you and may have been sent to your spam or junk folder.

DO NOT WAIT UNTIL SUBMISSION DEADLINE TO REGISTER AS A VENDOR. The electronic submission link will be disabled at 11:00:00 a.m. Eastern time. Vendors will not have the ability to submit any electronic files once the deadline has passed.

Step Two:

Submit all materials electronically as one (1) file to City's Procurement website PRIOR to 11:00:00 a.m. (Eastern Time) on August 9, 2024.

To submit electronic file:

Visit the procurement website at www.knoxvilletn.gov/bids

Click "LOI – Fountain City Sidewalk Project"

Click "Submit LOI" (red button located at top of screen)

Follow the prompts to upload and submit electronic file.

Submit your Letter of Interest

Files **MUST** use the following naming convention and be named as the firm's name followed by the title of the project, followed by Letters of Interest.

Example: ABC Company – Fountain City Sidewalk Project - Letters of Interest.pdf

Should you need to merge multiple documents into one PDF, please utilize Google to download a free software intended for merging pdf documents.

Option 2 - The City requires a submittal of two (2) printed copies of each Letter of Interest and qualifications and one (1) electronic copy on CD format. Each LOI must be

submitted in a sealed envelope, addressed to the Purchasing Division for the City of Knoxville; Room 667-674, City County Building; 400 Main Street; Knoxville, TN 37902, Attn: Penny Owens. Label outside of envelope with project name: Fountain City Sidewalk Project. If forwarded by mail, the sealed envelope containing the LOI must be enclosed in another envelope addressed to the Owner.

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 LOI's shall be limited to a maximum of five (5), single-sided pages, with a minimum font size of 10. The letters of interest shall also include:

- Work experience in the required disciplines with the City, TDOT and other clients.
- Experience of proposed team assigned to the project in the required disciplines
- Relevant licensures and certifications
- TDOT prequalification status

From the letters of interest, the City of Knoxville will select three (3) qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The 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, including permitting, use of creative problem solving, and the ability to manage staff, budgets, and timelines in order 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 approach that would be used in this project. Clearly show why the firm(s) should 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.

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.

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 <https://www.tn.gov/tdot/businessredirect/consultantinfo/consultantinfo-forms.html>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

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