The Procurement Division of Knox County, Tennessee will receive sealed Letters of Interest (LOI) and Request for Qualifications (RFQ) for **RIGHT-OF WAY ACQUISITION SERVICES FOR THORN GROVE/MIDWAY SIA PROJECT** as specified herein. LOIs must be received by **2:00 p.m.** on **December 3, 2026**. Late submittals will neither be considered nor returned.

Deliver LOIs To:

Solicitation Number 3779
Knox County Procurement Division
Suite 100
1000 North Central Street
Knoxville, Tennessee 37917

The Envelope must show the Company Name, Solicitation Name, Solicitation Number & Closing Date.

SECTION I GENERAL TERMS AND CONDITIONS

1.1 **ADDITIONAL INFORMATION;** Knox County wants requests for additional information be routed to Brian Hubbs, Construction and Contract Specialist, at 865-215-5753. Questions may be emailed to brian.hubbs@knoxcounty.org. If you haven't heard from the Buyer in a reasonable amount of time, please call for further assistance. Information about the Knox County Procurement Division may be obtained on the internet at www.knoxcounty.org/procurement.

1.2 **AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste, or abuse, please file your report online at http://www.knoxcounty.org/audit/hotline.php.

Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.

1.3 **BUSINESS OUTREACH PROGRAM:** The purpose of this program is to increase the opportunity for companies doing business with Knox County by encouraging participation through site visits, providing education and support regarding policies and procedures, and actively recruiting all interested suppliers.

1.4 **CONFLICT OF INTEREST:** Vendors must have read and complied with the "non-conflict of interest" statement provided in the vendor registration process prior to the closing of this solicitation.

1.5 **COPIES:** Knox County **requires** that LOIs being submitted be one (1) marked original and two (2) exact copies. An electronic copy on CD/flash-drive, in one complete file, is also required.

1.6 **DECLARATIVE STATEMENT:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the LOI being deemed non-responsive and disqualified.

1.7 **ELECTRONICALLY SUBMIT RESPONSE:** Due to the nature of this solicitation, the Knox County Procurement Division **will not** accept electronically submitted responses. Email and facsimile submissions are strictly prohibited.

1.8 **HOW TO DO BUSINESS:** Knox County utilizes a web based Procurement software system, "KnoxBuys." The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end user friendly means of accessing our services. The system allows for online vendor registration and maintenance, electronic receipt of purchase orders, online retrieval and submittal of quotes, bids and proposals for our vendor/clients and online requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, register as a vendor in our on-line Procurement system, "KnoxBuys," if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions, please contact the Procurement Division Representative listed in Section 1.1 of this document.

1.9 **INCURRED COSTS;** Knox County will not be liable in any way for costs incurred by any respondent in the preparation and submission of its LOI in response to this solicitation, nor for the presentation of its qualifications and/or participation in any required meetings, discussions or negotiations. If any oral presentations are required, Knox County advises vendors to be thorough and complete in submission of information.

1.10 **LOI DELIVERY:** All LOIs must be submitted in hard copy to the address listed in the solicitation. Knox County requires vendors, when hand delivering LOIs, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for submittals delivered to addressees and Suites other than the delivery address and Suite specified at the top of this solicitation. The time clock in the Procurement Division shall serve as the official record of time.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.

1.11 **NO CONTACT POLICY:** After the date and time the firm receives this solicitation, any contact initiated by any firm with any Knox County representative, other than the Procurement Division representative listed herein, concerning this LOI **is strictly prohibited**. Any such unauthorized contact may cause the disqualification of the firm from this process. If the firm is found in violation of this section for any reason, it could result in debarment from Knox County's bidders' list for twenty-four (24) months.

1.12 **NON-COLLUSION:** Vendors, by submitting a signed LOI, certify that the accompanying submittal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

1.13 **OPEN RECORDS ACT:** Knox County is subject to the Tennessee Public Records Act 10-7-503 et seq. Respondents are cautioned that all documents submitted on behalf of this LOI shall be open to the public for viewing and inspection and Knox County will comply with all legitimate requests.

1.14 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, request that LOIs be submitted on paper and shall:

- Be submitted on recycled paper;
- Not include pages of unnecessary advertising;

1.15 **SIGNING OF SUBMITTALS:** **In order to be considered all Submittals must be signed. Please sign the original in blue ink.** By signing the response document, the respondent acknowledges and accepts the term and conditions stated in the LOI document. It is suggested that mailed LOIs be sent by certified or registered mail with return receipt requested or LOIs sent via common carrier include tracking and delivery confirmation.

1.16 **TITLE VI OF THE CIVIL RIGHTS ACT:** "Nondiscrimination in Federally Assisted Programs" - "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. section 2000 et seq. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.

1.17 **UNFORESEEN CIRCUMSTANCES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, the Procurement Division will enact the following procedures in regards to solicitations and closures:

- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
- Other unforeseen circumstances shall be at the sole discretion of the Procurement Director.
- Knox County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.

1.18 **VENDOR REGISTRATION:** Prior to the closing of this solicitation, ***ALL INTERESTED FIRMS*** must be registered with the Procurement Division. Please register on-line at our website at www.knoxcounty.org/procurement and click on "Online Vendor Registration." All interested firms must be registered with the Procurement Division **prior** to submitting their response.

1.19 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II SCOPE OF WORK

2.1 **SCOPE OF WORK:** Knox County, an Equal Opportunity Employer, Affirmative Action Employer, is seeking to retain the services of a professional property acquisition/appraisal firm to assist with the **Thorn Grove/Midway State Industrial Access (SIA) Project.** Knox County Engineering and Public Works is seeking a consultant to perform all aspects of the right-of-way acquisition process as required by the Tennessee Department of Transportation (TDOT) Local Programs. Consultant must be TDOT prequalified and be certified in TDOT Local Programs. **This work is partially or fully funded by a TDOT SIA grant.**

Greenheck Fan Corporation purchased the Midway Business Park. As part of the construction of the new business park, Thorn Grove Pike will be realigned, and Midway Road will be widened. This realignment and widening requires acquisition of right of way from six (6) properties along the project.

Federal Project Number: N/A
State Project Number: 47LPLM-S3-231
Project Pin: 137070.00
Contract Number: 260073

The work includes but is not limited to the following:

- **A.** Preparation of property appraisals and market data brochures for the required right of way acquisitions and easements.
- **B.** Independent review of appraisals in accordance with applicable TDOT requirements.
- **C.** Coordination and negotiations with affected property owners, including preparation and presentation of written offers, documentation of negotiations, and assistance in obtaining necessary property interests.
- **D.** Preparation and maintenance of required right of way acquisition documentation, including property owner correspondence, negotiation records, and supporting documentation.
- **E.** Coordination with Knox County, TDOT Local Programs, and other applicable parties throughout the acquisition process to ensure compliance with project requirements.
- **F.** Assistance with preparation of documentation necessary for property acquisition closing and right of way certification, as applicable.

All Right of Way Services must be performed in accordance with the latest edition of the TDOT Right of Way Manual and the latest edition of the TDOT Local Government Guidelines for the Management of State Funded Transportation Projects. Consultant invoicing and payment for services will be administered by Knox County in accordance with TDOT guidelines.

2.2 **AWARD:** Knox County intends to issue a one-time award and lump-sum contract. The Knox County Procurement Division will draft the contract. Knox County will not accept any vendor's contract. Vendors are cautioned that the Knox County Mayor is the only individual who can legally bind Knox County to a contractual agreement.

Knox County reserves the right to purchase these items/services from other sources if the need arises. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the vendor.

2.3 **ESTIMATED SCHEDULE:**

1. Question deadline: Prospective respondents may submit questions no later than November 18, 2026 by 4:30 p.m. local time. All questions must be emailed to Brian Hubbs at brian.hubbs@knoxcounty.org.
2. Letters of Interest due December 3, 2026 at 2:00 p.m. local time.
3. Short list of three (3) firms selected by December 14, 2026.
4. Qualifications of short listed firms due by January 5, 2027 at 2:00 p.m. local.
5. Final selection of highest ranked firm by January 15, 2027.

2.4 **LETTERS OF INTEREST:** Firms may request consideration by submitting a letter of interest to **Knox County Procurement, 1000 N. Central St., Suite 100, Knoxville, TN 37917**. All letters of interest must be received by **Knox County Procurement** on or before **December 3, 2026, at 2:00 p.m. local time.** The letter of interest shall indicate the scope of services to be completed by any subconsultants. Knox County shall be billed on a monthly basis for work completed and accepted by the County and Knox County Engineering and Public Works.

2.5 **LETTERS OF INTEREST REQUIREMENTS/EVALUATION:** Firms shall submit letters of interest with firm contact information including name, address and email of primary contact. The letters of interest shall also include:

- **Work experience in required discipline with other government agencies and projects of similar size and scope. Details shall include context and description of contracts. (20 Points)**
- **Demonstrated specialized expertise related to the project. (10 Points)**
- **Demonstrated capabilities of firm including number of employees assigned to the project and TDOT approval letter for projects of this nature of work. (10 Points)**
- **Professional licensure (10 Points)**

From the letters of interest, Knox County will select the top three (3) qualified firms to submit qualifications. A Request for Qualifications document will be sent to these top three (3) qualified firms upon selection. The top ranked consultant will be selected from this list.

2.6 **PRE-QUALIFICATION:** Knox County requires that all firms being considered are pre-qualified with TDOT. Additional TDOT pre-qualification procedures, pre-qualification forms and current "Standard Procurement Policy for Engineering and Technical Services" are available at this website: www.tennessee.gov/tdot.

2.7 **QUALIFICATIONS EVALUATION:** Knox County will evaluate the top three (3) firms on the following criteria:

- **General Qualifications of Firm (40 Points)**
  - Years in business and years key personnel have performed appraisal/ROW acquisition inspection services
  - Number of negotiators and/or licensed appraisers
  - Capabilities and resources of firm
  - Number of support personnel and roles
- **Key Personnel assigned to Projects (30 Points)**
  - Resumes of key personnel to work with Knox County
  - Specific areas of expertise
  - Availability of personnel to Knox County
- **Current Projects and Workload (20 Points)**
  - List of current or past projects of similar size and scope
  - Initial budget and final cost for above project
  - Start date and final completion date for above projects
  - Projected workload
- **Licensure, Insurance and Litigation (10 Points)**
  - Provide evidence of licensure to practice engineering in the State of Tennessee
  - Provide evidence of appropriate insurance coverage
  - Provide information of any litigation in which the firm has been involved within the past five (5) years

The consultant evaluation committee holds the ability to conduct interviews based on scoring.

Pre-qualification 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 the following website: https://www.tn.gov/tdot/business-redirect/consultantinfo.html. For information on pre-qualification, please contact Christine Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov.

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 Knox County. For information on DBE certification, please contact David Neese at (615) 741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: https://www.tn.gov/tdot/civil-rights/small-business-development-program.html.