

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

April 25, 2024

Knoxville-Knox County Planning, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of "**Regional Pavement Management System Data Collection**". The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting 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. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Following the consultant selection process, a scoping meeting will be held to determine and negotiate the final scope of work and a contract for services. Therefore, the following list represents the major tasks and associated activities that are envisioned, but it is preliminary and as such Knoxville-Knox County Planning reserves the right to make revisions as deemed necessary.
- Project Management and Coordination – develop project schedule and associated project management tasks such as invoicing and status reporting.
- Determination of Scope and Agency Participation – final scope development will include consultation with prospective participating agencies to review existing pavement data and management systems previously established. Parameters of the overall program will be verified during this phase for each participating agency, such as defining the pavement condition rating system(s) e.g., PCI, OCI, IRI, etc., whether all travel lanes are to be inventoried or just one direction of travel, data collection methods (automated, or windshield survey). This consultation may include additional outreach to jurisdictions that did not participate in the previously referenced project to review the benefits and costs of conducting a formal Pavement Management System.
- Inventory of Existing Road System – the consultant will review the existing inventories of all information necessary to develop a data collection plan and data compatibility with existing Pavement Management Systems and/or GIS database for all participating jurisdictions. This review will include, but is not limited to: network definition, street name, section length/width, details on last resurfacing, etc. The Knoxville TPO and local jurisdictions will provide current information to the consultant as available to support this task.
- Pavement Data Collection Plan, Field Data Collection, Assessment and Verification – the consultant will collaborate with participating agencies to develop a schedule for data collection to accomplish complete network data collection across fiscal years 2024-2026. The consultant will perform a pavement condition collection and measurement survey of the study area public roadways as determined in the prior steps. The data collection shall include at the minimum: surface type, surface condition, surface distress definitions in ASTM D6433. Pavement data collection requirements will be finalized in consultation with participating agencies. Participating agencies may request additional asset inventory collection items (e.g. sidewalks, curb ramps, drainage features, signage & markings, etc.). The work shall also include a current digital image of inventoried streets in a format compatible with ESRI ArcGIS. The data collection plan shall also include a formal quality

assurance plan to address quality control for data collection and acceptance by Knoxville-Knox County Planning and local agency staff. The consultant will be responsible for processing the data to compute pavement condition ratings/metrics.

- Delivery of Pavement Data - the consultant shall provide the collected network data in a format compatible with the current pavement management systems in use by participating local agencies. Current systems include ESRI based GIS, in addition to StreetSaver, StreetLogix and Cartegraph.
- New Participating Agency Pavement Management Implementation, Data Analysis and Priority Setting – in addition to data collection for all participating agencies, the consultant will develop a computer database system that provides for the ability to perform analyses on the pavement condition data to determine various cost assessments of multiple pavement treatment/repair strategies within different funding scenarios in a decision-tree format. This stage will also be used to finalize selection of the software platform/solution based on meeting all specified requirements of the project and factors such as license fees. The consultant shall provide/coordinate training on the use of the selected pavement management software.
- New Participating Agency Recommended Implementation Plan – the consultant will produce recommended short-term (1-5 year) and long-term (5-10 year) pavement maintenance/resurfacing plans for new participating jurisdictions. The plan will provide project priorities, funding needs and recommendations for improved pavement maintenance strategies that would be necessary to achieve a desired overall network-level pavement condition level.
- Ongoing Support and Training – the consultant will convene a workshop with participating jurisdictions and TPO staff to review pavement management systems and pavement management best practices. In addition, technical support shall be provided for up to one year beyond final deliverables being produced. Presentations of the final project shall be provided to the TPO Technical Committee and/or TPO Executive Board as requested.

Estimated Schedule for Performance of Work

- **Question deadline: Prospective respondents may submit questions no later than Friday, May 3, 2024 at 3:30 p.m. Eastern Time. All questions must be e-mailed to Craig Luebke, Senior Transportation Planner at craig.luebke@knoxplanning.org.**
- **Letters of Interest for Phase I due Friday, May 10, 2024**
- **Short list of 3 firms selected to proceed to Phase II announced by Friday, May 17, 2024 (*)**
- **Phase II proposals due by Friday, May 31, 2024 (*)**
- **Final selection of highest ranked firm by Friday, June 14, 2024 (*)**
- **Contracts with the selected firm will be finalized and initial project tasks estimated to begin by the end of July 2024 (*)**
- **Data collection is projected to include partial network collection across federal fiscal years 2024 through 2026. Determination of the preferred frequency/approach for data collection in consultation with participating agencies is a project task**
- **(*) These dates may change due to schedules and availability of the Evaluation Committee. The top 3 firms will be notified of new dates if delays occur**

Firms may request consideration by submitting a letter of interest along with qualifications to **Knoxville-Knox County Planning, 400 Main St., Suite 403 Knoxville, TN 37902 Attn: Craig Luebke**. All letters of interest must be received by **Knoxville-Knox County Planning** on or before **3:30 PM EDT on Friday, May 10, 2024**. The letter of interest and qualifications shall

indicate the scope of services to be completed by any sub-consultants. The method of payment for the contract will be Lump Sum.

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 letters of interest shall also include:

- **TDOT pre-qualification status listing disciplines from DT-0330**
- **Staff capabilities of prime consultant with resumes from key personnel to be assigned to the project**
- **General firm capabilities**
- **List and short description (1 or 2 paragraphs) of at least 3 previously completed Pavement Data Collection/Pavement Management System type of projects by the proposing firm that are similar in nature and highlighting aspects that conform to the above-listed scope of this project. This list should include a primary public agency point of contact for each project and a link to an electronic copy of any associated study reports if available.**
- **Availability of staff to complete project along with a statement of the amount of current work under contract with other clients.**

From the letters of interest, **Knoxville-Knox County Planning will convene an Evaluation Committee that** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

Knoxville-Knox County Planning and its Evaluation Committee will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Qualifications: Staff qualifications, credentials, overall firm experience and time availability of the staff assigned to manage and conduct the study. (30%)**
- b. **Experience: Past experience in the required disciplines with TDOT and/or other clients by descriptions and evaluations of similar prior pavement study projects. (25%)**
- c. **Approach: Demonstrated understanding of the project scope and the proposal's overall completeness, organization, innovation and strength of the technical approach to the study tasks. (25%)**
- d. **Project Management: Documentation of study schedule, major milestones and approach to management of the project along with a demonstrated ability to meet schedules and budgets without compromising final products of the project. (15%)**
- e. **Quality Control: Demonstrated procedures for ensuring quality assurance and control at each phase of the project. Demonstrated understanding of the area and awareness of opportunities and constraints of the project.(5%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

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/business-redirect/consultantinfo/consultantinfo->

[forms.html](#). For information on prequalification, 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 **Knoxville-Knox County Planning**. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 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>.