

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

**September 25, 2020**

City of Knoxville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide design services and additional related technical services to the UT Area Signal Improvements - ATMS Project. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional 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.

## **Project Description:**

This CMAQ funded project will provide signal equipment upgrades in the vicinity of the University of Tennessee campus, including corridors on Cumberland Ave, Neyland Dr, Joe Johnson Blvd, Henley St, Western Ave, and Seventeenth St. The project scope includes 39 intersections. Improvements will be made to wireless and fiber optic communications, signal hardware, vehicle detection, pedestrian infrastructure, signal programming and other related signal infrastructure items.

## **Required Scope of Services**

- Prepare a Categorical Exclusion (CE) meeting requirements of 23 CRF 771.117 or other environmental documents as required by TDOT
- Prepare a Systems Engineering Analysis (SEA) document addressing Concept of Operations and a Systems Engineering Management Plan (SEMP) in accordance with 23 CFR 940.11 or as required by TDOT
- Provide professional design services
- Prepare bid specifications and construction plans
- Provide administrative services and additional documentation as required by TDOT Local Programs management and adhere to TDOT ITS Project Development Guidelines and Local Government Guidelines

## **Estimated Schedule for Performance of Work**

- Design – Spring 2021
- Bid Specifications and Construction Plans – Summer 2022

## **Schedule for Evaluation**

- Question deadline: Prospective respondents may submit questions no later than October 9, 2020 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Penny Owens at [powers@knoxvilletn.gov](mailto:powers@knoxvilletn.gov).
- Letters of Interest for Phase I due October 16, 2020 at 11:00 a.m. eastern time
- Short list of 3 firms selected by October 23, 2020
- Phase II proposals due by November 6, 2020 at 11:00 a.m. eastern time
- Final selection of highest ranked firm by November 20, 2020

Firms may request consideration by submitting a letter of interest along with qualifications [as follows](#):

**[Hard Copy](#)** to City of Knoxville, Office of the Purchasing Agent, City County Building, Suite 667; 400 Main Street; Knoxville, TN 37902 Attn: Penny Owens. All letters of interest must be received by the City of Knoxville on or before 11:00:00 Eastern Time Friday, October 16, 2020. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The City requires a submittal of ~~six (6) printed copies~~ [one \(1\) printed original](#) of each Letter of Interest and qualifications and one (1) electronic copy on CD [or USB Drive](#) format. Label outside of envelope with project name: UT Area Signal Improvements - ATMS Project.

**[or](#)**

**[Electronically](#)** to the City of Knoxville 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 file to City's Procurement website PRIOR to 11:00:00 a.m. \(Eastern Time\) on October 16, 2020.](#)

[To submit electronic file:](#)

[Visit the procurement website at www.knoxvilletn.gov/bids](#)

[Click "LOI – UT Area ATMS Project"](#)

[Click "Submit LOI" \(red button located at top of screen\)](#)

[Follow the prompts to upload and submit electronic file.](#)

[Files MUST use the following naming convention and be named as the firm's name followed by the title of the project.](#)

[Example: ABC Company-UT Area ATMS Project-Letter 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.](#)

## 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 LOL'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**

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, use of creative problem solving, and the ability to manage staff, budgets and timelines to meet project goals and minimize the necessity for project change orders. (35 %)
- Technical Knowledge of the Project and Approach.** Describe in detail how the project team is qualified to design ITS facilities. Clearly show why the firm(s) would be superior to other proposing firms in the delivery of the scope of services. (30 %)
- 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. Additional staff should be listed, along with their roles in the project and curricula vitae. (20 %)
- Workload Capacity, Including Availability of Staff.** Include the names of persons, their respective titles/roles, and dedication of time for any team member playing a significant role in the project. (15 %)

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

This contract will be on an hourly rate basis, not to exceed an agreed upon total price.

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 <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto: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 City of Knoxville. For information on DBE certification, please contact David

Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.