

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

September 25, 2020

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 the completion of a **“Regional Pavement Management System”**. This effort will involve the collection and study of pavement condition data in multiple jurisdictions within the Metropolitan Planning Area (MPA) of the Knoxville Regional Transportation Planning Organization (TPO) and the development of a formal pavement management system to identify needs and prioritize resurfacing treatments. 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 (LOI). The prequalified firm must have unlimited status.

This study is contingent upon the authorization of federal funding.

Background

The Knoxville Regional TPO, housed within Knoxville-Knox County Planning, is the federally designated Metropolitan Planning Organization for the Knoxville Region and includes representation from the following cities and towns within Anderson, Blount, Knox, Loudon, Roane and Sevier counties: Alcoa, Clinton, Farragut, Knoxville, Lenoir City, Loudon, Maryville and Oak Ridge. A need has been identified in several of the TPO’s member jurisdictions for a more systematic method of tracking pavement condition data and determining appropriate resurfacing treatment options based on an objective prioritization process in order to maximize the use of limited roadway maintenance funding resources. The TPO staff conducted a survey of its member jurisdictions in 2019 and found there to be significant interest in pursuing a regional study of pavement conditions and development of formal pavement management system however it is unknown at this time the exact amount of participation in this program. The TPO staff has estimated a total amount of roughly 4,920 center-line (non-State maintained) public roadway miles within the Knoxville MPA however it is unlikely that the full amount of mileage will be included in this proposed study.

Upon selection of a Consultant/Engineering firm for this study, the Knoxville Regional TPO staff will determine the specific roadway coverage based on the level of participation from jurisdictions and will manage the overall project on behalf of all participants to provide a single point of contact for the purposes of project management. This study is being funded with federal transportation funding and is subject to a local match, therefore the estimated cost is anticipated to be a major factor in each jurisdictions’ ultimate decision to participate in this study. It is also desired to allow each participating jurisdiction to have the ability to provide input on the overall final scope of services based on potential individual specific needs.

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 – the first stage of the project will be to convene a regional workshop with Knoxville TPO member jurisdictions to review the benefits and costs of conducting a formal Pavement Management System in order to determine the specific level of participation and ultimate scope of the study. Other parameters of the overall program will be established during this phase such as defining the pavement condition rating system(s) such as PCI, IRI, etc. and whether all travel lanes are to be inventoried or just one direction of travel. Initial information about system software options will be provided by the consultant at this stage for discussion purposes.
- Inventory of Existing Road System – the consultant will prepare an inventory of all information necessary to develop the Pavement Management System for all participating jurisdictions such as: street name, section length/width, details on last resurfacing and so on within a GIS database environment. The Knoxville TPO and local jurisdictions will provide current information to the consultant as available to support this task.
- Pavement Data Collection, Assessment and Verification – 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, ride quality, drainage properties and utility cuts. 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 TPO and local jurisdiction staff.
- Data Analysis and Priority Setting – 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.
- Develop Recommended Implementation Plan – the consultant will produce recommended short-term (1-5 year) and long-term (5-10 year) pavement maintenance/resurfacing plans for each participating jurisdiction. 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 provide training on the use of the resulting software and overall pavement management system process. 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.

Firms may request consideration by electronically submitting a letter of interest along with qualifications. All letters of interest (LOI) must be received by Knoxville-Knox County Planning on or before **3:30 PM EDT on Friday, October 16, 2020**. A subsequent section of this Notice below provides specific details on the process for electronically submitting the LOI. The LOI and qualifications shall indicate the scope of services to be completed by any sub-consultants.

The project will be a lump-sum contract negotiated with the highest ranked firm. The successful firm will be determined using the Phase I and Phase II evaluations as outlined below:

Phase I Evaluation

For Phase I evaluations firms shall submit an LOI with firm contact information including name, address and e-mail of primary contact. The LOI's shall be limited to a maximum of twelve (12), single-sided pages, with a minimum font size of 10. 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 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.

Knoxville-Knox County Planning will form an Evaluation Committee including members of its staff and other staff from likely local jurisdiction project participants. From the LOIs, the Evaluation Committee representatives will select 3 qualified firms to submit Phase II qualifications, the specific content requirements of which to be provided at that time. 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 (30 points)** Staff qualifications, credentials, overall firm experience and time availability of the staff assigned to manage and conduct the study.
- b) **Experience (25 points)** Past experience in the required disciplines with TDOT and/or other clients by descriptions and evaluations of similar prior pavement study projects.
- c) **Approach (25 points)** Demonstrated understanding of the project scope and the proposal's overall completeness, organization, innovation and strength of the technical approach to the study tasks.
- d) **Project Management (15 points)** 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.
- e) **Quality Control (5 points)** 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.

The consultant evaluation committee holds the ability to conduct interviews based on scoring as an optional 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 <http://www.tn.gov/tdot/topic/consultantinfo>. 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 or 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>.

Estimated Schedule

- Question deadline: Prospective respondents may submit questions no later than Thursday, October 8, 2020 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Mike Conger, P.E., Senior Transportation Engineer at Mike.Conger@knoxplanning.org.
- Letters of Interest for Phase I due Friday, October 16, 2020
- Short list of 3 firms selected to proceed to Phase II announced by Friday, October 23, 2020 (*)
- Phase II proposals due by Friday, November 6, 2020 (*)
- Final selection of highest ranked firm by Friday, November 20, 2020 (*)
- Contracts with the selected firm will be finalized and initial project tasks estimated to begin by end of December 2020 (*)

(*) These dates may change due to schedules and availability of the Evaluation Committee. The Top 3 will be notified of new dates if delays occur.

Electronic Submission Procedures

Each LOI must be submitted electronically as a PDF document as follows:

1. Visit the Knoxville-Knox County Planning website at: www.knoxplanning.org/rfq
2. Click "RFQ and LOI – Regional Pavement Management System"
3. Click "Submit LOI"
4. Follow the prompts to upload and submit the full PDF version of your LOI to the Dropbox account provided.
5. Files MUST use the following naming convention of first including the firm's name followed by the title of the project, followed by the word "LOI".
 - a. Example: ABC Company-Regional Pavement Management System-LOI.pdf.