

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

October 15, 2024

The City of Knoxville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of multiple professional consultant engineering firms with extensive experience in transportation planning and engineering to provide staff augmentation services associated with engineering design, project delivery, and development review within the Transportation Engineering Division. Firms or teams of firms should include key personnel who have a keen understanding of transportation infrastructure networks and capital infrastructure improvements. After evaluation of submittals, the City will issue a list of pre-qualified firms and negotiate contracts with them on an as needed basis.

Project Description:

The type of assistance provided will generally include tasks related to transportation planning, engineering, and training/mentorship of current City of Knoxville Transportation Engineering Division employees. Negotiated contracts will be funded locally by the City of Knoxville and not with Federal or State funds. The City intends to award a contract for a term of one year with two optional 1-year renewals. Specific tasks may include, but are not limited to, the following:

- Assist with developing plans, specifications, and estimates for transportation engineering projects.
- Investigation of potential traffic signal related issues.
- Development and implementation of traffic signal timing.
- Review of site development, roadway, and traffic signal design plans.
- Review of traffic impact assessments.
- Design of roadway and intersection improvements, including streetlights and guardrail.
- Coordination with contractors and City personnel regarding installation of traffic signal related elements, streetlights, or guardrail.
- Traffic signal warrant evaluation development and review.
- Training of staff on traffic engineering principles and practices related to traffic signals, signing, pavement marking, temporary traffic control, traffic analyses, etc.
- Training of staff on traffic analyses software packages such as *Synchro* and *Highway Capacity Software*.
- Pedestrian and bicycle planning and design.

Schedule for Evaluation

- Question deadline: Prospective respondents may submit questions no later than November 1, 2024 at 4:30 p.m. Eastern Time. All questions must be e-mailed to Penny Owens at powens@knoxvilletn.gov.
- Letters of Interest due November 11, 2024 at 11:00 a.m. eastern time
- Final selection of highest ranked firm by November 25, 2024.

All letters of interest must be received on or before 11:00:00 Eastern Time November 11, 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 be 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 and the City will accept no late submissions.

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 November 11, 2024.

To submit electronic file: Visit the procurement website at www.knoxvilletn.gov/bids

Click "**LOI –Transportation Engineering Staff Augmentation**"

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

Follow the prompts to upload and submit electronic file.

The City prefers only one (1) bid file per submission. Files **MUST** use the following naming convention, listing the firm's name followed by the title of the project.

Example: "**ABC Company-Transportation Engineering Staff Augmentation.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 - Hard Copy Submission Procedures. Proposals shall include one original and one electronic copy of the proposal (.pdf format on CD or USB drive only—mark the storage device with the company name); the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. Electronic submissions must be included with the sealed submissions; do not email your submission.

IMPORTANT NOTE: The original hard copy submitted proposal must bear an original signature, signed in ink (duplicated signatures substituted for original ink signatures may result in rejection of the proposals). The signature must be entered above the typed or printed name and title of the signer. All proposals must be signed by an officer of the company authorized to bind the firm to a contract.

Proposals will be received until 11:00:00 a.m. (Eastern Time) on November 11, 2024. Each proposal must be submitted in a sealed envelope addressed to:

City of Knoxville Purchasing Division
City/County Building
400 Main Street, Room 667
Knoxville, TN 37902

IMPORTANT NOTE: Each mailing envelope or carton containing a proposal or multiple copies of the proposal must be sealed and plainly marked on the outside “LOI – Transportation Engineering Staff Augmentation.”

Proposers are reminded that the Purchasing Division receives many bids and proposals for any number of solicitations; **unlabeled submissions are extremely difficult to match to their appropriate solicitations and therefore may be rejected.**

Any proposals received after the time and date on the cover sheet will not be considered. It shall be the sole responsibility of the submitting entity to have the proposal delivered to the City of Knoxville Purchasing Division on or before that date.

Late proposals will not be considered. Proposals that arrive late due to the fault of United States Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, any other carrier of any sort or any delays caused by electronic transmission or technical issues are still considered late and shall not be accepted by the City. Such proposals shall remain unopened and will be returned to the submitting entity upon request.

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, 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, appropriate State professional licensure, 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 if they deem further evaluation is required.

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.