

LOI - Knoxville Speed Management Plan

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Page Count

NOVEMBER 1, 2024 | PREPARED BY **ALTA PLANNING + DESIGN, INC.**, IN ASSOCIATION WITH **STANTEC**

Penny Owens
City of Knoxville
powens@knoxvilletn.gov

alta

NOVEMBER 1, 2024

RE: LOI - Speed Management Plan

Dear Ms. Owens and Members of the Selection Committee:

Alta Planning + Design, Inc. (Alta) is excited to submit our letter of interest for the Knoxville Speed Management Plan. With extensive experience in Vision Zero, Complete Streets, and the Safe System Approach, we recognize that effective speed management is crucial to reducing life-altering crashes. Our approach will leverage our team's regional expertise alongside our national safety and speed management experience to thoroughly analyze speed and safety data, engage the public equitably, and recommend both immediate and long-term actions essential for the success of this plan.

Our team is robust and collaborative. **We are currently working seamlessly with our proposed partner, Stantec, on the Knoxville TPO Metropolitan Transportation Plan update; this experienced partnership will translate to cohesive project delivery for the Knoxville Speed Management Plan.** The Alta team will be led by Project Manager **Bianca Popescu, AICP**, a safety expert with recent experience leading Speed Management Plans funded by FHWA. Bianca will be supported by **Matthew Roe** from Stantec, a Complete Streets expert with nearly two decades of national experience, including the development of context-sensitive guidelines for setting speed limits at NACTO. As Principal-in-Charge, I, **Ryan Sharp, PP, AICP** will utilize my extensive experience with safety planning to provide strategic oversight and ensure consistency across all deliverables. In my former role as Director of Transportation and Parking for the City of Hoboken, NJ, my leadership contributed to the City's immense success in Vision Zero, achieving seven consecutive years with zero traffic fatalities.

Why the Alta Team is the best candidate to support the City of Knoxville in developing a comprehensive Speed Management Plan:

- **Local Knowledge and Familiarity:** Our deep understanding of the City of Knoxville's unique safety and transportation context stems from our work on the City's Vision Zero Action Plan. Additionally, our involvement in the Knoxville TPO Regional Roadway Safety Action Plan and Metropolitan Transportation Plan has equipped us with valuable insights into regional safety issues. Our team includes local staff ready to undertake the crucial steps needed to deliver a successful Speed Management Plan for the City.
- **Unparalleled Expertise in Speed Management Plans and Context-Sensitive Speed Limits:** Bianca Popescu has successfully led **speed management plans** funded by FHWA. Her experience also encompasses stakeholder and public engagement, data-driven prioritization, safe speed limit setting, and the implementation of effective speed management countermeasures. I championed a citywide speed limit reduction in Hoboken, implementing a context-sensitive approach that resulted in a citywide 20 MPH speed limit. Matthew Roe served as the Technical Writer and Editor of NACTO's **City Limits: Setting Urban Speed Limits** guide and led a three-year initiative that resulted in context-sensitive speed limits being introduced into the 11th Edition of the Manual on Uniform Traffic Control Devices (MUTCD), marking a significant advancement for urban speed management.
- **Robust Safety Analytics and Countermeasure Expertise:** Both Alta and Stantec are at the national forefront of transportation, safety analytics, and countermeasures. Our previous work in the region includes a comprehensive, data-driven systemic safety analysis for the Knoxville TPO Regional Roadway Safety Plan. Through our extensive work in safety analysis in Tennessee, we are well versed in crash and roadway characteristics databases offered by TDOT and other partners and are able to efficiently utilize this information to produce an action-oriented Speed Management Plan.
- **Inclusive and Effective Public Engagement:** Great ideas come from dynamic exchange between the people who use the streets and the project team. Our team is skilled at asking questions that tap into the inherent wisdom of the community, with a focus on effectively engaging the most vulnerable road users and underserved community members. We produce engaging public outreach and awareness campaign materials that effectively communicate ideas and foster community involvement.

We would be honored to have the opportunity to work with the City of Knoxville on this transformative project. Please feel free to contact me at (305) 501-0519 or ryansharp@altago.com or Project Manager Bianca Popescu at (206) 928-7861 or biancapopescu@altago.com to discuss our qualifications in more detail.








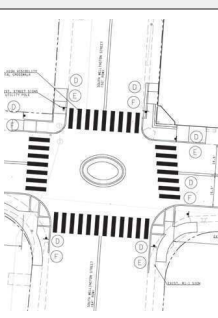

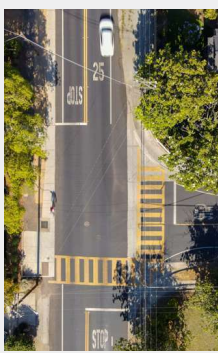
Sincerely,



Ryan Sharp, PP, AICP
Principal-in-Charge
Alta Planning + Design, Inc.



Bianca Popescu, AICP
Project Manager
Alta Planning + Design, Inc.

Project	Reference	Description	
City of Knoxville Vision Zero Action Plan Knoxville, TN 2022-2023 	Contact Ellen Zavisca Former Senior Transportation Planner Knoxville Regional TPO (now AMPO) (202) 407-7614 ezavisca@ampo.org	Alta worked with the City of Knoxville to produce a Vision Zero Action Plan in conjunction with the Knoxville TPO's Regional Roadway Safety Plan. With the University of Tennessee as an anchor, the City had pressing, specific needs for the project. Alta led a robust stakeholder process comprised of task force meetings, focus group meetings, online user surveys, intercept surveys, and other methods. Other elements of the plan included an HIN, crash profiling, predictive crash modeling, and policy and infrastructure recommendations to change the culture of safety for all roadway users.	
Knoxville TPO Regional Roadway Safety Plan Knox County, TN 2022-2023 	Contact Ellen Zavisca Former Senior Transportation Planner Knoxville Regional TPO (now AMPO) (202) 407-7614 ezavisca@ampo.org	Alta produced a regional safety plan for the Knoxville TPO along with a local City of Knoxville Safety Action Plan. In support of the plan, Alta led stakeholder interviews and a public charrette, conducted extensive data collection and analysis, and identified key corridors and intersections for safety improvements, as well as established corridor-level countermeasures.	
Nashville-Davidson County Vision Zero Action Plan Nashville-Davidson County, TN 2020-2021 	Contact Anna Dearman, AICP Walking & Biking Manager Nashville Department of Transportation (615) 862-8735 anna.dearman@nashville.gov	Alta helped Nashville/Davidson County develop the County's first comprehensive Vision Zero Action Plan and Implementation Plan. This plan will help guide Metro's investment in traffic safety improvements over the next five years. Alta used the latest available data and digital mapping techniques to provide a comprehensive process for identifying and prioritizing safety improvements. This plan is regarded as one of the top safety plans in the United States and has led to \$13 million in SS4A implementation funding.	
Walker Avenue Traffic Calming Design Memphis, TN 2019 	Contact Roshun Austin President/CEO The Works, Inc. (901) 946-3800 roshun.austin@theworkscdc.org	Alta designed permanent traffic calming improvements along several intersections of Walker Avenue between South Third Street and Mississippi Boulevard. Prior to Alta's start on the project, a one-month demonstration project was installed to test the improvements, and Alta's design work sought to make those installations permanent through new intersection bumpouts, crosswalk and lane striping, and landscape improvements. Funding for the design came from a PeopleforBikes "The Big Jump" grant.	
Cuesta Drive Traffic Calming Plan Los Altos, CA 2018-2020 	Contact Jaime Rodriguez Former Chief Transportation Official Traffic Patterns (formerly with City of Los Altos) (408) 916-8141 jaime@trafficpatterns.net	Alta led engineering and community outreach efforts for a traffic calming for approximately one mile of roadway along Cuesta Drive, Arboleda Drive, and Campbell Avenue. The design plans identify specific traffic calming devices to achieve speed reductions, including raised intersections, gateway treatments, and median and shoulder area improvements. Alta conducted a traffic study to evaluate the countermeasures, including before and after speed surveys, traffic counts, and a diversion study to identify significant impacts to other neighborhood streets.	

Greenville Pedestrian Safety Action Plan & Study Greenville, SC 2022 	Contact Valerie Holmes, PE Assistant City Traffic Engineer City of Greenville (864) 467-4360 vholmes@greenvillesc.gov	Stantec developed the City of Greenville's first Pedestrian Safety Action Plan. The team analyzed high traffic corridors and school zones to provide the basis for prioritization and implementation of safety countermeasures. Stantec led stakeholder coordination and public engagement efforts to identify recommendations that suited the community. The scope of work included extensive traffic engineering tasks, including data collection and analysis. The City received an SS4A Implementation Grant based on this plan.	
Roswell Safety Action Plan Roswell, GA 2024-Ongoing 	Contact Jeff Littlefield, PE, CPM Transportation Director City of Roswell (770) 594-6420 jlittlefield@roswellgov.com	Stantec is working with Roswell Department of Transportation staff to conduct a study that will result in a Safety Action plan, allowing the city to implement the recommended safety projects. The plan includes proven safety countermeasures such as traffic calming concepts, sidewalk improvements, as well as bicyclist and pedestrian amenities. A key component of the approach is public outreach, including initiatives such as open houses, pop up events, and focus groups. These initiatives spotlight community safety concerns and goals. With equity in mind, there is a focus on determining the adverse safety impacts which affect certain groups, particularly people walking and biking in underserved communities.	
Hampton Historic District Traffic Calming Study Sumter, SC 2015-2016 	Contact George McGregor, AICP Former Planning Director City of Sumter (now City of Simsbury) (860) 658-3252 gmcmgregor@simsbury-ct.gov	The Stantec team developed traffic calming measures on Calhoun Street between Guignard Drive and North Washington Street that will improve the safety and comfort of all roadway users without unduly impacting vehicle movements. The project involved existing conditions data collection and reporting, neighborhood meetings, alternatives development, and final reporting. The summary report included final costs and construction phasing consistent with City policies and directives.	
Colorado Springs Neighborhood Traffic Management Plan Colorado Springs, CO 2022-2023 	Contact Tim Roberts Transportation Planning Program Manager City of Colorado Springs (719) 385-5908 tim.roberts@coloradosprings.gov	Stantec worked with the Colorado Springs Department of Public Works to develop a Neighborhood Traffic Management Plan. Stantec guided this process by establishing benchmarks for best practices, identifying critical elements of the existing program, and suggesting improvements. To help the public visualize the process of making their request through installation and review of treatment effectiveness, a concise and visually appealing document was produced.	
Capital Region Transportation Council - Vision Zero Action Plan Capital Region, NY 2024-Ongoing 	Contact Carrie Ward Senior Transportation Planner Capital Region Transportation Council (518) 458-2161 cward@capitalmpo.org	Stantec is part of a team currently working with the Capital Region Transportation Council (CRTC) to develop a Vision Zero Action Plan within the Capital Region. The Plan will focus on a reduction of fatal and serious injury crashes to zero, and include all public roadways, additional public input focused on underserved communities, systemic safety analysis, area speed limit recommendations, and a prioritized listing of actionable projects. Stantec will be leading the Speed Limit Reduction studies, multiple corridor focused design charrettes and Targeted Safety Investigations components of the study, as well as contributing to the Safety Analysis, Strategy/Project Selection and Public Engagement tasks.	

“For NDOT’s Vision Zero action and implementation plans, Alta did a great job navigating Nashville’s needs and evolving direction during the project. Alta was responsive and creative, setting Nashville up for emerging opportunities for federal funding pursuits and other implementation tasks.”

— Anna Dearman, AICP | NDOT Walking & Biking Manager | Metro Nashville + Davidson County, TN

Project Leadership



Ryan Sharp, PP, AICP

Principal-in-Charge

alta

YEARS OF EXPERIENCE

16 years

LOCATION

Boca Raton, FL

EDUCATION

BS, Public Administration,
Florida International
University, 2007

AVAILABILITY



Ryan's strategic vision and skill at navigating complex stakeholder relationships have driven numerous successful projects, including major multi-modal street redesigns and the implementation of New Jersey's densest bicycle facilities network. Under Ryan's leadership as the Director of Transportation and Parking for the City of Hoboken, Hoboken's Complete Streets and Vision Zero Programs earned national acclaim, achieving seven consecutive years without a traffic death.

Experience Spotlight:

Hoboken Vision Zero Action Plan, NJ

As Project Director and Chair of Hoboken's Vision Zero Task Force, Ryan led a project team of City staff, consultants, and community task force members to develop a best-in-class Safety Action Plan for Hoboken's Vision Zero Program. The purpose of the Vision Zero Action Plan was to create a comprehensive framework using Safe System principles to help the City of Hoboken achieve its goal of eliminating traffic deaths and serious injuries by 2030. *As part of this effort, Ryan oversaw a speed limit study that resulted in the City reducing its citywide speed limit to 20 MPH and 15 MPH in school zones.* This initiative received the Project of the Year award from the Institute of Transportation Engineers in February 2024.



Bianca Popescu, AICP

Project Manager

alta

YEARS OF EXPERIENCE

10 years

LOCATION

Seattle, WA

EDUCATION

MASc, Transportation
Engineering, University of
British Columbia
BEnvSc, Planning, University
of Waterloo

AVAILABILITY



Through her work as a diligent planner and Project Manager, Bianca strives to improve communities by increasing the safety and accessibility of the transportation system, especially for vulnerable road users. She specializes in safety and vision zero plans, road safety assessments, multimodal corridor studies, bicycle and pedestrian planning, and spatial GIS analyses, aiming to create safer streets for all.

Experience Spotlight:

Bellevue Speed Management Plan, WA

Bianca served as the City of Bellevue's Project Manager for the City's Speed Management Plan (SMP). To work towards the City's 2030 goal of eliminating traffic deaths and serious injuries, the SMP uses various types of data to identify where speed management is needed and what countermeasures would be appropriate for different contexts. The SMP also establishes next steps, including initiation of an implementation team, establishing programming and funding, making strategic alignments within city and outside jurisdictions, and continued monitoring and refinement of the SMP. Bianca developed the scope for prioritizing arterials based on safety, equity and infrastructure data, and developed a safety countermeasure toolbox for arterials.



Supporting Staff

Staff Member	Relevant Experience	Availability
Sarah Littlefield <i>Assistant Project Manager</i> Baltimore, MD	Sarah is a planner for Alta whose interests lay at the intersection of transportation, health, and placemaking. She is experienced in transportation safety and active transportation planning, focusing on creating safer, more enjoyable transportation systems for all users. <ul style="list-style-type: none"> • Knoxville Regional Roadway Safety Plan, TN • Nashville Vision Zero Action Plan, TN • El Paso Vision Zero Action Plan, TX 	
Alia Awwad, PE <i>Senior Safety Advisor</i> Boca Raton, FL	Alia, Alta's Safety Service Area Leader, is passionate about providing safe, convenient, and sustainable transportation options and creating livable places. Experienced in both the public and private sectors, Alia understands the nuances that local jurisdictions face. <ul style="list-style-type: none"> • Knoxville Regional Roadway Safety Plan, TN • Nashville Vision Zero Action Plan, TN • El Paso Vision Zero Action Plan, TX 	
Eric Scott <i>Engagement Lead</i> Atlanta, GA	Eric is an experienced active transportation planner and project manager. Eric provides leadership on all sides of the project delivery process, with a focus on safety action, bike and pedestrian, and multimodal plans, as well as competitive federal grant applications. <ul style="list-style-type: none"> • Knoxville Regional Roadway Safety Plan, TN • Alpharetta Local Roads Safety Action Plan, Alpharetta, GA • Hall County Safe Streets and Roads for All Action Plan, GA 	
Anna Gore <i>Programs Lead</i> Portland, OR	Anna is dedicated to connecting people to the alternative transportation options in their communities. She engages communities and clients through thoughtfully constructed campaigns and offers practical and fun ways to integrate walking and biking into people's lives. <ul style="list-style-type: none"> • Roanoke Pedestrian + Traffic Safety Campaigns, VA • Santa Monica Safe Routes for Seniors, CA • Modesto Comprehensive Safety Action Plan, CA 	
Collin Hodges, AICP <i>Lead Planner</i> Baltimore, MD	Collin has 12 years of experience in safety planning, active transportation, shared mobility, and land use planning. His diverse professional experiences have given him an understanding of how our land use policies and transportation systems influence fundamental aspects of our lives. <ul style="list-style-type: none"> • Knoxville Regional Roadway Safety Plan, TN • Alpharetta Local Roads Safety Action Plan, Alpharetta, GA • Delaware County Vision Zero Action Plan, PA 	
Sara Kovachich, PLA, RSP1 <i>Safety Planner</i> Huntsville, AL	Sara creates safety solutions that support healthy, connected, and vibrant communities. Her experience includes safety action plans, trail projects, and multimodal urban design. With her diverse skill set, she creates thoughtful solutions to enhance active transportation networks. <ul style="list-style-type: none"> • Knoxville Regional Roadway Safety Plan, TN • Greensboro MPO Safety Action Plan, NC • TARCOG Safety Action Plan, Northern Alabama, AL 	
Matthew Roe <i>Complete Streets Expert</i> Albany, NY	Matthew is a designer with nearly two decades of experience in people-first transportation engineering, peer leadership, and quick-build implementation. He believes in making streets work for cities by creating safe multimodal solutions. <ul style="list-style-type: none"> • NACTO City Limits: Setting Urban Speed Limits, National, USA • New York City High Crash Corridors Program, NY • New York City Pedestrian Safety Study + Action Plan, NY 	
Mike Rutowski, PE, AICP <i>Senior Engineer</i> Raleigh, NC	Mike sees the possibilities of making a road into a multimodal haven for pedestrians, bicyclists, transit riders, and motorists alike. He turns those possibilities into reality by incorporating sustainable transportation solutions into planning projects across the Southeast. <ul style="list-style-type: none"> • Complete Streets Training Workshops, National, USA • Hal Greer Boulevard Corridor Management Safety Plan, Huntington, WV • Whiskey Road Complete Streets Corridor Study, Aiken, SC 	
Catrina Meyer, AICP, GISP <i>Safety Data Analyst</i> Boston, MA	Catrina believes that we can reimagine safer, more resilient communities through focusing on safer mobility and improving roadways. She aims to synthesize geographic information systems and other types of data to create safe streets and communities for all. <ul style="list-style-type: none"> • Roswell Safety Action Plan, GA • Worcester Vision Zero Safety Action Plan, MA • Bar Harbor SS4A Safety Action Plan, ME 	

Appendix: Required Licenses + Forms



May 22, 2020

ATTN:PAUL L. WOJCIECHOWSKI
ALTA PLANNING + DESIGN INC
128 WEST MONROE AVE
SAINT LOUIS, MO 63122

RE: Profession and Registration Number: Engineering Firm # 9799

This will acknowledge the Board's acceptance of your updated disclosure, which authorizes your organization to engage in the practice of architecture, engineering, or landscape architecture in the State of Tennessee, in accordance with Tennessee Code Ann. §§ 62-2-601 and 62-2-602.

Please advise the Board, in writing, within sixty (60) days for any change of status or address.

For the Board,

Administrative Staff
Board of Architectural and Engineering Examiners

Board of Architectural & Engineering Examiners • 500 James Robertson Parkway • Nashville, TN 37243-1142
• Tel: 800-256-5758 or 615-741-3221 • Fax: 615-532-9410 • www.tn.gov/commerce/regboards/architects-engineers

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION – FIRST TIER PARTICIPANTS**

The Primary Participant/Contractor, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency,
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction,- violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default. If the primary participant (potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT/CONTRACTOR Alta Planning + Design, Inc CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.


Signature of Contractor's Authorized Official

10/25/2024
Date

Katherine Mangle
Typed Name and Title of Contractor's Authorized Official

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION –
LOWER TIER PARTICIPANTS**
(This form is for Subcontracts estimated to cost \$25,000 or more – 2 CFR Parts 180 and 1200)

The potential lower tier participant Stantec Consulting certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the potential lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<div><div>Rutkowski, Mike</div><div><div>Digitally signed by Rutkowski, Mike</div><div>Date: 2024.10.29 09:20:39 -04'00'</div></div></div>	<div>Mike Rutkowski</div>
<div>Signature/Authorized Certifying Official</div>	<div>Typed Name</div>
<div>Senior Principal</div>	
<div>Title</div>	
<div>Stantec Consulting</div>	<div>10-28-24</div>
<div>Applicant/Organization</div>	<div>Date Signed</div>

CERTIFICATION OF FEDERAL TAX LIABILITY AND RECENT FELONY CONVICTIONS

The Contractor certifies that it:

1. Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
2. Was not convicted of the felony criminal violation under any Federal law within the preceding 24 months.

If the Contractor cannot so certify, the City of Knoxville will refer the matter to the Federal Transit Administration (FTA) and not enter into any Third Party Agreement with the Third Party Participant without the FTA's written approval .

The Contractor agrees to include this requirement down to all subcontractors participating in the award without regard to the value of any sub-agreement.



Signature of Contractor's Authorized Official

10/25/2024

Date

Katherine Mangle

Typed Name and Title of Contractor's Authorized Official

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Alta Planning + Design, Inc, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.


Signature

Vice President
Title

Katherine Mangle
Printed Name

10/25/2024
Date

Submission Affidavits and Certifications

We Alta Planning + Design, Inc
(Company Name)

do certify that on the

LOI - Speed Management Plan
(Solicitation Title / Project Name)

we are in receipt of the following checked items and do hereby certify or affirm as follows:

☒ **SUBCONTRACTOR/CONSULTANT STATEMENT**

Please select one:

☐ **Option A: Intent to subcontract using Diverse Businesses**

A Diversity business will be employed as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **percentage** of the amount that we plan to pay is:

 %.

Total Estimated Percentage of Subcontracted Service

Diversity Business Enterprise Utilization (See Section 7.4 for Classifications)			
Description of Work/Project	Percentage	Diverse Classification (MBE, WBE, SBE, SDVBE, PDBE)	Name of Diverse Business

☒ **Option B: Intent to perform work "without" using Diverse Businesses**

We hereby certify that it is our intent to perform 100 % of the work required for the contract; work will be completed without subcontracting, or we plan to subcontract with non-Diverse companies.

☐ **Option C: Intent to self-perform work as a Diversity Business Enterprise.**

We intend to self-perform 100% of the work required for the contract as a Diversity Business Enterprise.

■ NON-COLLUSION AFFIDAVIT

- (1) Submitted qualifications is genuine and is not a collusive or sham submission;
- (2) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this signatory, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit a collusive or sham submission in connection with the contract or agreement for which the attached qualifications has been submitted or to refrain from submitting qualifications in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposed price or the proposed price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Knoxville or any person interested in the proposed contract or agreement; and
- (3) The scope of service outlined in the submission is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this signatory.

■ NO CONTACT / NO ADVOCACY AFFIDAVIT

1. **NO CONTACT POLICY:** After the posting of this solicitation to the Purchasing Division's website, any contact initiated with any City of Knoxville representative concerning this Request for Qualifications is strictly prohibited, unless such contact is made with the Purchasing Agent (Penny Owens) or the listed point of contact. Any unauthorized contact may cause disqualification from this procurement transaction.
2. **NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting qualifications for any part of this project, as well as those persons and/or companies representing submitting entities, may not lobby or advocate to the City of Knoxville staff including, but not limited to, members of City Council, Office of the Mayor, Engineering Department, or any other City staff.

Any company and/or individual who does not comply with the above stated "No Contact" and "No advocating" policies may be subject to having their qualifications rejected from consideration.

■ DRUG-FREE WORKPLACE AFFIDAVIT

The submitting firm has personal knowledge of the policies of the above-named firm with respect to the maintenance of a drug-free workplace; and certifies that all provisions and requirements of the Tennessee Drug-Free Workplace Program, as established by Tenn. Code Ann. §§ 50-9-101 et. seq., have been met and implemented.

■ CHILD CRIME AFFIDAVIT

The submitting firm agrees not to allow any employee or volunteer who is awaiting trial or has been convicted of a felony crime involving the sexual exploitation of children, sexual offenses involving children or violent crimes to participate in this Agreement at sites where children may be present. Failure by the proposer to comply with this requirement is grounds for immediate termination of the Agreement.

■ IRAN DIVESTMENT ACT

CERTIFICATION OF NONINCLUSION

NOTICE: Pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105. Inclusion on this list makes a person ineligible to contract with the state of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

By submission of this form, the submitting entity certifies that the above-named firm, under penalty of perjury to the best of its knowledge and belief, and any proposed suppliers are not on the list created pursuant to § 12-12-106.

■ **NON-BOYCOTT OF ISRAEL**

For submissions with a total cost of \$250,000 or greater, the Signatory certifies that the submitting firm and any subcontractors or suppliers certify that the firms, subcontractors and suppliers are not boycotting Israel pursuant to Tenn. Code Ann. §12-4-1 and will not during the term of any award.

State of Oregon County of Multnomah

Proposer's Name: Katherine Mangle

being duly sworn, deposes, and says that:

They are a principal officer of Alta Planning + Design, Inc, the firm submitting the attached qualifications, their title being Vice President, as duly authorized and has authority to affirm and/or certify the listed declarations.

Katherine Mangle
Signed

V.P., as duly Authorized
Title

Subscribed and sworn to before me this 28th day of October, 2024.

Erin Cox November 21, 2026
NOTARY PUBLIC My Commission expires

