

The Procurement Division of Knox County Tennessee will receive sealed Letters of Interest (LOI) for **Professional Engineering Consultant Services** as specified herein. LOIs must be received by **2:00 p.m. on December 9, 2019**. Late submittals will neither be considered nor returned.

Deliver LOIs To:

**Solicitation Number 2911
Knox County Procurement Division
Suite 100
1000 North Central Street
Knoxville, Tennessee 37917**

The Envelope must show the Solicitation Name, Solicitation Number & Closing Date.

SECTION I GENERAL TERMS AND CONDITIONS

1.1 ADDITIONAL INFORMATION: Knox County wants requests for additional information routed to Ben Sharbel, CPPO, CPPB, Supervisor of Property Development and Asset Management, at 865.215-5765. Questions may be emailed to ben.sharbel@knoxcounty.org. Information about the Knox County Procurement Division may be obtained on the internet at www.knoxcounty.org/procurement.

1.2 AUDIT HOTLINE: Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste, or abuse, please call 1-866-858-4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.

Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.

1.3 BUSINESS OUTREACH PROGRAM: Knox County has established a Business Outreach Program which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing the goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged Contractors who may wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services.

If you are a disadvantaged business and would like additional information about our Business Outreach Program, please contact:

Diane Woods, Business Outreach Administrator
Knox County Procurement
Telephone: 865.215.5760
Fax: 865.215.5778
E-Mail: diane.woods@knoxcounty.org

1.4 CONFLICT OF INTEREST: Vendors must have read and complied with the “non-conflict of interest” statement provided in the vendor registration process prior to the closing of this solicitation.

1.5 COPIES: Knox County **requires** that LOIs being submitted be one (1) marked original and three (3) exact copies. An electronic copy on CD/flash-drive, in one complete file, is also required.

1.6 DECLARATIVE STATEMENT: Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the LOI being deemed non-responsive and disqualified.

- 1.7 ELECTRONICALLY SUBMIT RESPONSE:** Due to the nature of this solicitation, the Knox County Procurement Division **will not** accept electronically submitted responses. A hard copy response must be submitted with one (1) marked original and three (3) exact copies. An electronic copy on CD/flash-drive, in one complete file, is also required. Facsimile submission is strictly prohibited.
- 1.8 HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, "Knox Procurement On-Line." The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of purchase orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, register as a vendor in our on-line Procurement system, "Knox Procurement On-Line," if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions please contact the Procurement Division Representative listed in subsection 1.1 of this document.
- 1.9 INCLEMENT WEATHER:** During periods of inclement weather in Knox County, the Procurement Division will enact the following procedures in regards to solicitations and weather delays:
- If the Mayor closes the Administrative offices prior to the time set for solicitation closing of any business day, all solicitations due that same day will be moved to the next operational business day.
 - Other weather issues shall be at the sole discretion of the Procurement Director.
 - Knox County shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.
- 1.10 INCURRED COSTS:** Knox County will not be liable in any way for costs incurred by any respondent in the preparation and submission of its LOI in response to this solicitation, nor for the presentation of its qualifications and/or participation in any required meetings, discussions or negotiations. If any oral presentations are required, Knox County advises vendors to be thorough and complete in submission of information.
- 1.11 LOI DELIVERY:** Knox County requires vendors, when hand delivering LOIs, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail. The time clock in the Procurement Division shall serve as the official record of time. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register electronically less than twenty-four (24) hours prior to the LOI closing time.
- Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.**
- 1.12 NO CONTACT POLICY:** After the date and time the firm receives this solicitation, any contact initiated by any firm with any Knox County representative, other than the Procurement Division representative listed herein, concerning this LOI **is strictly prohibited**. Any such unauthorized contact may cause the disqualification of the firm from this process. If the firm is found in violation of this section for any reason, it could result in debarment from Knox County's bidders' list for twenty-four (24) months.
- 1.13 NON-COLLUSION:** Vendors, by submitting a signed LOI, certify that the accompanying submittal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.14 PUBLIC RECORDS ACT:** Knox County is subject to the Tennessee Public Records Act 10-7-503 et seq. Respondents are cautioned that all documents submitted on behalf of this LOI shall be open to the public for viewing and inspection and Knox County will comply with all legitimate requests.

- 1.15 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, request that LOIs be submitted on paper and shall:
- Be submitted on recycled paper
 - Not include pages of unnecessary advertising
 - Be made on both sides of each sheet of paper
- 1.16 **SIGNING OF SUBMITTALS:** In order to be considered all Submittals must be signed. Please sign the original in blue ink. By signing the response document, the respondent acknowledges and accepts the term and conditions stated in the LOI document. It is suggested that mailed LOIs be sent by certified or registered mail with return receipt requested or LOIs sent via common carrier include tracking and delivery confirmation.
- 1.17 **TITLE VI OF THE CIVIL RIGHTS ACT:** “Nondiscrimination in Federally Assisted Programs” - “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 U.S.C. section 2000 et seq. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.
- 1.18 **VENDOR REGISTRATION:** Prior to the closing of this solicitation, **ALL INTERESTED FIRMS** must be registered with the Procurement Division. Please register on-line at our website at www.knoxcounty.org/procurement and click on “Online Vendor Registration.” All interested firms must be registered with the Procurement Division **prior** to submitting their response.
- 1.19 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II SCOPE OF WORK

- 2.1 **SCOPE OF WORK:** Knox County, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering consultant to provide expertise in **improved traffic operations at some of Knox County’s busiest and most congested intersections. This work is funded by a Congestion Mitigation Air Quality (CMAQ) grant.** The professional engineering consulting firm **must** be on TDOT’s preapproved list. Responsibilities of the professional engineering consultant include, but are not limited to, a) TDOT Local Programs coordination, b) environmental documentation, c) Intelligent Transportation System (ITS) design, d) signal timing optimization and e) construction engineering services.

Required Scope of Services

The proposed project is Phase II of the Knox County Advanced Traffic Management System (ATMS) – Phase I project which is nearing the construction phase. Phase II will include a variety of signal improvements at four (4) additional intersections, but it will also complement elements that were proposed in Phase I.

The proposed improvements that are included in Phase II are the installation of new traffic signal controllers, dedicated short-range communication (DSRC) units, non-intrusive fish-eye video detection, wireless interconnect, malfunction management units (MMU), battery backups, new signal cabinets, and the development of coordinated timings. Below are the new intersections that are included in Phase II.

1. North Watt Road at I-40 Eastbound Ramps
2. North Watt Road at I-40 Westbound Ramps
3. Norris Freeway (SR 71/US 441) at Sam Walton Way
4. East Emory Road (SR 131) at Andersonville Pike

Phase II proposes to cover cost overruns incurred in Phase I. These cost overruns include the installation of signal controllers and MMUs, the procurement of central signal software for the establishment of a traffic operations center (TOC), and the development of coordinated signal timings. Additionally, Phase II proposes to add DSRC units (which were not previously proposed in Phase I) to eleven (11) signal cabinets that are included in Phase I. The eleven intersections from Phase I that will benefit from Phase II are listed below.

1. Maynardville Pike (SR 33/US 441) at Rifle Range Road/Brown Gap Road
2. Maynardville Pike (SR 33/US 441) at Foley Drive
3. Maynardville Pike (SR 33/US 441) at Fountain Valley Drive

4. Maynardville Pike (SR 33/US 441) at Neal Drive/Doris Circle
5. Maynardville Pike (SR 33/US 441) at Crippen Road
6. Maynardville Pike (SR 33/US 441) at Cunningham Road
7. Maynardville Pike (SR 33/US 441) at Afton Drive/Andersonville Pike
8. Maynardville Pike (SR 33/US 441) at Norris Freeway (SR 71/US 441)
9. Maynardville Pike (SR 33/US 441) at Andersonville Pike
10. Maynardville Pike (SR 33/US 441) at East Emory Road (SR 131)
11. Norris Freeway (SR 71/US 441) at East Emory Road (SR 131)

Since Phase I is currently in the right-of-way phase, the implementation of Phase II will not be delayed by the improvements that are proposed in Phase I. Given that the proposed improvements in Phase II do not require any extensive construction or survey, those improvements can be implemented in a much shorter time compared to Phase I. It is likely that both phases could be implemented in close proximity to one another. It should be noted that Phase I includes curb ramp improvements and accessible pedestrian signals at the signals along Maynardville Pike that have sidewalks.

2.2 **ESTIMATED SCHEDULE:**

1. Question deadline: Prospective respondents may submit questions no later than Friday, November 22, 2019 at 4:30 p.m. eastern time. All questions must be e-mailed to Ben Sharbel at ben.sharbel@knoxcounty.org.
2. Letters of Interest due Monday, December 9, 2019 at 2:00 p.m. eastern time
3. Short list of three (3) firms selected by Friday, January 10, 2019
4. Qualifications of short listed firms due by Thursday, February 6, 2019 at 2:00 p.m. eastern time
5. Final selection of highest ranked firm by Tuesday, February 25, 2020
6. Contract start date April 1, 2020

2.3 **LETTERS OF INTEREST:** Firms may request consideration by submitting a letter of interest to **Knox County Procurement, 1000 N. Central St., Suite 100, Knoxville, TN 37917**. All letters of interest must be received by **Knox County Procurement** on or before **December 9, 2019 at 2:00 p.m. local time**. The letter of interest shall indicate the scope of services to be completed by any sub-consultants. Knox County shall be billed on a monthly basis for work completed and accepted by the County and Knox County Engineering and Public Works.

2.4 **LETTERS OF INTEREST REQUIREMENTS/EVALUATION:** 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:

- **Work experience in required discipline with other government agencies and projects of similar size and scope. Details shall include context and description of contracts, names of municipality, the project cost, and whether the project had cost overruns or not. (20 Points)**
- **Demonstrated specialized expertise related to the project. (10 Points)**
- **Demonstrated capabilities of firm including number of employees assigned to the project and TDOT approval letter for projects of this nature of work. (10 Points)**
- **Size of project and unlimited prequalification status. (5 Points)**
- **Professional licensure (5 Points)**

From the letters of interest, Knox County will select a minimum of three (3) qualified firms to submit qualifications. A Request for Qualifications document will be sent to these top three (3) qualified firms upon selection. The top ranked consultant will be selected from this list.

2.5 **QUALIFICATIONS EVALUATION:** Knox County will evaluate the top three (3) firms on the following criteria:

- **Project Approach (40 Points)**
 - A detailed listing and description of the tasks the Firm expects to execute in order to achieve the desired outcomes listed in the required Scope of Services.
 - Demonstration of knowledge/understanding of the project
 - Quality control procedures
- **Technical Expertise (30 Points)**
 - Evidence the firm shall have been involved in the design, inspection, installation, operation, and/or maintenance of traffic signal systems a minimum of ten (10) years
 - Detailed resume of the individual placed in charge of the project, if awarded
 - Detailed resumes of the individuals assigned to work on the project, if awarded

- Listing of proposed sub-contractor(s), if applicable, including information specified above
- Additional information deemed necessary to satisfy that the Firm is competent and that qualifications are sufficient to fully and successfully implement the work.
- **Implementation Plan - (20 Points)**
 - Master schedule that indicates major milestones and completion time for all tasks.
 - Detailed plan for interaction with County personnel for the project.
- **Workload capacity - (10 Points)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring.

Pre-qualification 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 the following website: <http://www.tn.gov/tdot/topic/consultantinfo>. For information on pre-qualification, 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 Knox County. 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>.