

The Procurement Division of Knox County, Tennessee will receive sealed Letters of Interest (LOI) and Request for Qualifications (RFQ) for **Consultant Services for the Knox County Comprehensive Land Use and Transportation Plan** as specified herein. LOIs must be received by **2:00 p.m. on June 24, 2021**. Late submittals will neither be considered nor returned.

Deliver LOIs To:

**Solicitation Number 3059
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 CLOSURES: During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, 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 opening of any business day, all solicitations due that same day will be moved to the next operational business day.
- Other unforeseen circumstances 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 any unforeseen circumstances.

- 1.5 **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.
- 1.6 **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.
- 1.7 **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.
- 1.8 **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.
- 1.9 **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.
- 1.10 **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 Employer, is seeking to retain the services of a professional consultant team that has demonstrated experience preparing comprehensive land use and transportation plans for a county of similar size (by land area and population) and character in the past ten (10) years.

State Project Pin: 131604

The Knox County comprehensive plan will establish a framework for growth, government investment in infrastructure and development for the next twenty (20) years. This framework will be used not only to guide development plans and prioritize capital investments but to achieve fiscal stability by informing local government of public priorities and forecasts for the future. The plan will be truly comprehensive, addressing both transportation and land use and acknowledging their interdependence. The primary objective for the comprehensive plan is to identify a preferred development and infrastructure investment approach for Knox County, accommodating anticipated growth in a manner that is sustainable, prioritizes health and safety and is economically viable.

The work includes but is not limited to the following:

- A. Project management and administration
- B. Facilitate stakeholder and community involvement
- C. Existing conditions assessment
- D. Evaluation of future conditions
- E. Scenario Planning
- F. Selection and development of land use and transportation plans
- G. Strategies for implementation
- H. Final plan and documentation/presentation to appointed and elected bodies

All Consultant Services must be performed in accordance with the latest edition of the TDOT Local Government Guidelines for the Management of Federal and State Funded Transportation Projects. Consultant invoicing and payment for services will be administered by Knox County in accordance with TDOT guidelines. Knox County shall be billed on a monthly basis for work completed and accepted by the County and Knox County Engineering and Public Works.

2.2 AWARD: Knox County intends to issue a one-time award and lump-sum contract. The Knox County Procurement Division will draft the contract. Knox County will not accept any vendor’s contract. Vendors are cautioned that the Knox County Mayor is the only individual who can legally bind Knox County to a contractual agreement. Knox County reserves the right to purchase these items/services from other sources if the need arises. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the vendor.

2.3 **ESTIMATED SCHEDULE (SUBJECT TO CHANGE):**

1. Question deadline: Prospective respondents may submit questions no later than Friday, June 11, 2021 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 Wednesday, June 24, 2021 at 2:00 p.m. eastern time
3. Short list of a minimum three (3) firms selected by Friday, July 23, 2021
4. Qualifications of short-listed firms due by Friday, August 13, 2021 at 2:00 p.m. eastern time
5. Final selection of highest ranked firm by Friday, August 27, 2021

2.4 **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 **June 24, 2021 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.

2.5 **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. **(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)**
- Professional licensure **(10 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 the top qualified firms upon selection. The top ranked consultant will be selected from this list.

2.6 **PRE-QUALIFICATION:** Knox County requires that all consultants being considered are pre-qualified with TDOT. Additional TDOT pre-qualification procedures, pre-qualification forms and current "Standard Procurement Policy for Engineering and Technical Services" are available at this website: www.tennessee.gov/tidot.

2.7 **QUALIFICATIONS EVALUATION:** Knox County will evaluate the top qualified firms on the following criteria:

- **General Qualifications of Firm (and sub-consultants if required) (40 Points)**
 - Years in business and years key personnel have performed the planning services detailed herein
 - Capabilities and resources of prime firm and sub-consultants
 - If sub-consultants are included on the project team, history of consultants successfully working together and resolving conflicting or competing recommendations
 - Number of support personnel and roles
- **Key Personnel assigned to Project (30 Points)**
 - Proposed project manager's experience managing projects of similar complexity and scope
 - Resumes of key personnel, including project manager, to work with Knox County
 - Specific areas of expertise
 - Availability of personnel to Knox County
- **Current Projects and Workload (20 Points)**
 - List of current or past projects of similar size and scope
 - Initial budget and final cost for above project
 - Start date and final completion date for above projects
 - Projected workload
- **Licensure, Insurance and Litigation (10 Points)**
 - Provide evidence of licensure to practice in the State of Tennessee
 - Provide evidence of appropriate insurance coverage
 - Provide information of any litigation in which the firm has been involved within the past five (5) years

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>.

Failure to submit any of the above information or any other information requested in this solicitation may result in the response being disqualified.