



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

Knox County Procurement Division Addendum I to Request for Qualifications 3491 Consultant Services for Integrated Watershed Planning

Addendum Date: December 7, 2023

Buyer: Brian Hubbs

Closing Date: December 21, 2022 at 2:00 PM

Total Page(s): Four (4)

This addendum shall become a part of the RFQ and shall be acknowledged in Section V, Part II of the respondent's submittal.

Questions/Answers:

Question 1: Please explain how the County defines integrated watershed management.

Answer 1: Integrated watershed planning is understood to be a review of the existing conditions, deficiencies and potential suite of uplift projects in a watershed from both a water quality and water quantity perspective. In contrast, past planning efforts undertaken by Knox County have been through EPA 9-step watershed plans, primarily focused on water quality issues or through stormwater master plans focused on water quantity.

Question 2: Has the County identified the two watersheds for which they would like the Integrated Master Plans developed?

Answer 2: Yes.

Question 3: Does the County envision field data collection to be a part of the Scope of Services?

Answer 3: Potentially, yes. This will depend on the outcome of Section 4.3 Tasks, 4.3.1 Framework Development.

Question 4: The identification of stakeholders and development of a stakeholder engagement plan is not mentioned in RFQ Section IV, Specifications. Would the County like these services included as part of the proposed Scope of Services?

Answer 4: No.

Question 5: Please explain and clarify the following primary focus of the requested services as stated in the RFQ and the County's expectations for integrating these items into the overall Integrated Watershed Master Plan, *"The primary focus of this project will be to*



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analyze the impacts of and develop project implementation plans for subdivision-scale development.” These items seem site specific/local scale oriented rather than watershed scale oriented. We would like to understand the County’s expectations for these items and how they would like to see these integrated into the Master Plan.

- Answer 5: We want to ensure that modeling software and data used are able to model the impacts of projects installed at a subdivision scale. Analysis should start at a watershed scale to prioritize action, then be able to dive down and analyze solutions at a subdivision scale to suggest the best, most feasible solutions to implement.
- Question 6: Part VI of RFQ format says, “Include start and completion dates for current with initial budget and final costs.” Is the intention of this question to focus on current workload or to show experience (similar to Part IV)?
- Answer 6: This portion of Part VI is information for the RFQ evaluators to measure your firm’s success with projects of similar size and scope.
- Question 7: Part II, Vendor Information requests copies of all licenses, permits and professional certifications for the company and employees. Is on-line verification of licenses/certifications acceptable? For Tennessee, professional engineer licenses would be verified through the TN Dept. of Commerce and Insurance website. Do you want only copies of only Tennessee licenses? If an individual is licensed in another state, do you still want a copy of their professional engineering license or certification?
- Answer 7: It is preferred to have copies of the licenses, permits and professional certifications of the firm and employees associated with the project. On-line licenses and certifications are acceptable, but an awarded vendor may be required to provide aforementioned copies. Tennessee licenses only.
- Question 8: Does the County want the consultant to use the KGIS stormwater database for existing conditions modeling or will that data need to be supplemented with field survey?
- Answer 8: Primarily use the database Knox County Engineering & Public Works maintains, stored and distributed by KGIS). In some instances, supplementary field survey may be required.
- Question 9: Does the County anticipate needing stormwater infrastructure condition assessments including CCTV for closed conduit systems?



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Answer 9: No.

Question 10: Does the County have a preferred stormwater modeling software, or would they like the consultant to recommend one?

Answer 10: We would like the consultant to make a recommendation.

Question 11: Does the County want both the stormwater quantity and quality analysis in the same modeling suite, or can the quality piece be a separate analysis using separate tools?

Answer 11: The use of separate tools is acceptable for quality and quantity.

Question 12: Is there a timeline associated with the funding for this project, and if so, what is that timeline?

Answer 12: We have no timeline at this point. That will be determined after award of the RFQ.

Clarifications:

Clarification 1: Item 21 on the Insurance Checklist form says the County shall be listed as additionally insured on all policies except automobile endorsement. It should also show professional liability because no firm will be able to show them as additionally insured for professional.

Response 1: Please see the attached revised Insurance Checklist. Workers' Compensation and Professional Liability have been added exceptions to Item 21. **Use the attached revised Insurance Checklist when submitting your qualifications.**

End of Addendum I.

Brian Hubbs
Construction and Contracts Specialist
Knox County Procurement Division

Attachment

**KNOX COUNTY PROCUREMENT DIVISION
INSURANCE CHECKLIST
BID NUMBER 3491**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 23.

REQUIRED:	NUMBER	TYPE OF COVERAGE	COVERAGE LIMITS																																						
YES	1.	WORKERS COMPENSATION	STATUTORY LIMITS OF TENNESSEE																																						
YES	2.	EMPLOYERS LIABILITY	\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																																						
YES	3.	<p align="center">AUTOMOBILE LIABILITY</p> <table border="1"> <tr> <td>X</td> <td>ANY AUTO-SYMBOL (1)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	X	ANY AUTO-SYMBOL (1)														COMBINE SINGLE LIMIT (Per -Accident) \$1,000,000 BODY INJURY (Per -Person) BODY INJURY (Per-Accident) PROPERTY DAMAGE (Per-Accident)																							
X	ANY AUTO-SYMBOL (1)																																								
YES	4.	<p align="center">COMMERCIAL GENERAL LIABILITY</p> <table border="1"> <tr> <td></td> <td>CLAIM MADE</td> <td>X</td> <td>OCCUR</td> <td>EACH OCCURRENCE</td> <td>\$ 1,000,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>FIRE LEGAL LIABILITY</td> <td>\$ 100,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>MED EXP (Per person)</td> <td>\$ 5,000</td> </tr> <tr> <td></td> <td colspan="3">GEN'L AGGREGATE LIMITS APPLIES PER</td> <td>PERSONAL & ADV INJURY</td> <td>\$ 1,000,000</td> </tr> <tr> <td></td> <td>POLICY</td> <td>X</td> <td>PROJECT</td> <td>LOC</td> <td>GENERAL AGGREGATE</td> <td>\$ 2,000,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>PRODUCTS-COMPLETED OPERATIONS/AGGREGATE</td> <td>\$ 2,000,000</td> </tr> </table>		CLAIM MADE	X	OCCUR	EACH OCCURRENCE	\$ 1,000,000					FIRE LEGAL LIABILITY	\$ 100,000					MED EXP (Per person)	\$ 5,000		GEN'L AGGREGATE LIMITS APPLIES PER			PERSONAL & ADV INJURY	\$ 1,000,000		POLICY	X	PROJECT	LOC	GENERAL AGGREGATE	\$ 2,000,000						PRODUCTS-COMPLETED OPERATIONS/AGGREGATE	\$ 2,000,000	LIMITS
	CLAIM MADE	X	OCCUR	EACH OCCURRENCE	\$ 1,000,000																																				
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	POLICY	X	PROJECT	LOC	GENERAL AGGREGATE	\$ 2,000,000																																			
					PRODUCTS-COMPLETED OPERATIONS/AGGREGATE	\$ 2,000,000																																			
YES	5.	PREMISES/OPERATIONS	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																																						
YES	6.	INDEPENDENT CONTRACTOR	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																						
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																						
YES	8.	XCU COVERAGE	NOT TO BE EXCLUDED																																						
YES	9.	UMBRELLA LIABILITY COVERAGE	\$1,000,000.00																																						
		PROFESSIONAL LIABILITY																																							
NO	10.	ARCHITECTS & ENGINEERS	\$1,000,000 PER OCCURRENCE/CLAIM																																						
NO		ASBESTOS & REMOVAL LIABILITY	\$2,000,000 PER OCCURRENCE/CLAIM																																						
NO		MEDICAL MALPRACTICE	\$1,000,000 PER OCCURRENCE/CLAIM																																						
NO		MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM																																						
NO	11.	MISCELLANEOUS E & O	\$500,000 PER OCCURRENCE/CLAIM																																						
NO	12.	MOTOR CARRIER ACT ENDORSEMENT	\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)																																						
NO	13.	MOTOR CARGO INSURANCE																																							
NO	14.	GARAGE LIABILITY	\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE																																						
NO	15.	GARAGEKEEPER'S LIABILITY	\$500,000 COMPREHENSIVE \$500,000 COLLISION																																						
NO	16.	INLAND MARINE BAILEE'S INSURANCE	\$																																						
NO	17.	DISHONESTY BOND	\$																																						
NO	18.	BUILDERS RISK	PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.																																						
NO	19.	USL&H	FEDERAL STATUTORY LIMITS																																						

- 20. CARRIER RATING SHALL BE BEST'S RATING OF A-VII OR BETTER OR ITS EQUIVALENT.
- 21. THE COUNTY SHALL BE LISTED AS ADDITIONALLY INSURED ON ALL POLICIES EXCEPT WORKERS' COMPENSATION, AUTOMOBILE AND PROFESSIONAL LIABILITY. ENDORSEMENT PAGE(S) MUST BE PROVIDED FOR EACH CERTIFICATE OF INSURANCE AS LONG AS THE CONTRACT IS IN EFFECT.
- 22. THE CERTIFICATE OF INSURANCE SHALL SHOW THE SOLICITATION NUMBER AND TITLE.
- 23. OTHER INSURANCE REQUIRED _____.

INSURANCE AGENT'S STATEMENT AND CERTIFICATION: I HAVE REVIEWED THE ABOVE REQUIREMENTS WITH THE RESPONDENT NAMED BELOW AND HAVE ADVISED THE RESPONDENT OF REQUIRED COVERAGE.

AGENCY NAME: _____ AUTHORIZING SIGNATURE: _____

RESPONDENT'S STATEMENT AND CERTIFICATION: IF AWARDED THE CONTRACT, I WILL COMPLY WITH THE CONTRACT INSURANCE REQUIREMENTS.

RESPONDENT NAME: _____ AUTHORIZING SIGNATURE: _____