

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

October 30, 2017

The Knoxville-Knox County Metropolitan Planning Commission (MPC), an Equal Opportunity, Affirmative Action Employer, invites firms to submit qualifications for consulting services to perform a transportation corridor study for the portion of Chapman Highway (US-441/SR-71) within the City of Knoxville, TN. This transportation study is funded in part with federal funds and experience in coordinating with the TDOT Local Programs Development Office will be required. Firms must have current status as a TDOT Prequalified Firm in Engineering and Design Services with "Unlimited" status.

This study is contingent upon the authorization of federal funding.

### **Background**

Chapman Highway is a regionally significant arterial corridor that serves as a primary gateway to the City of Knoxville, but has long-established issues related to safety and operations both for motorists and non-motorists. Previous studies of this corridor have been undertaken that have identified the need for enhanced multimodal facilities, streetscape improvements and other traffic safety related modifications such as access management. This study will focus on the approximately 6.2-mile section of Chapman Highway within the city limits of Knoxville between Blount Avenue and Mountain Grove Drive, which is just south of Governor John Sevier Hwy (SR-168) (see attached study area map). The purpose is not to create just another plan for the corridor but instead to evaluate previous planning studies and reconfirm their relevancy, identify new issues/opportunities for the area and, most importantly, identify a strategic plan for implementation of specific capital improvement projects to help realize the ultimate vision of Chapman Highway as a vibrant and livable corridor that safely accommodates all modes of transportation.

### **Scope of Services**

Following the consultant selection process, a scoping meeting will be held to determine and negotiate the final scope of work and a contract for services. Therefore, the following list represents the major tasks and associated activities that are envisioned, but it is preliminary and as such the MPC reserves the right to make revisions as deemed necessary.

- Project management and coordination – develop project schedule and associated project management tasks such as invoicing and status reporting.
- Inventory and Discovery Task – document existing conditions, plans, studies and data for the corridor limits.
- Exploring Concepts and Alternatives Task – develop alternative improvement strategies and the evaluation criteria that will be used to score and rate specific projects for implementation priority.
- Phased Implementation Plan Task – develop phased implementation of capital projects with identification of scope, timeframe and preliminary cost estimates.
- Community engagement and collaboration – develop a comprehensive public involvement process that will engage community members throughout the study development.
- Agency stakeholder engagement – a project team will be established to coordinate the study among the public agency stakeholders including representatives from MPC, City of Knoxville and TDOT.
- Report documentation – a brief graphic or similar document shall summarize the process, phased implementation strategy and other recommendations.

The project will be a **lump sum contract** negotiated with the highest ranked firm. Payment will be based on terms of the contract with MPC. The successful firm will be determined using the Phase I and Phase II selection method specified in TDOT Policy 301-01 based on the following:

### **Phase I Evaluation**

For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of the primary contact person. The letters of interest shall also include:

- TDOT pre-qualification status listing disciplines from DT-0330
- Staff capabilities of prime consultant with resumes from key personnel to be assigned to the project.
- General firm capabilities
- List and short description (1 paragraph) of at least 3 previously completed corridor studies by the proposing firm that are similar in nature to this study. This list should include a primary public agency point of contact for each study and a link to an electronic copy of the studies if available.

From the letters of interest, MPC will select 3 qualified firms to submit a formal proposal for the Phase II evaluation. The specific required content and format of the proposals will be provided to the selected firms at this time. From this list the top ranked consultant will be selected. We do not anticipate interviews, but the committee withholds the ability to conduct interviews based on scoring.

### **Phase II Evaluation**

MPC will evaluate the top 3 firms on the following criteria (relative weight)

- a. **Qualifications (30 points)** Staff qualifications, credentials, overall firm experience and time availability of the staff assigned to manage and conduct the study.
- b. **Experience (25 points)** Past experience in the required disciplines with TDOT and/or other clients by descriptions and evaluations of similar prior corridor study projects.
- c. **Approach (25 points)** Demonstrated understanding of the project scope and the proposal's overall completeness, organization, innovation and strength of the technical approach to the study tasks.
- d. **Project Management (15 points)** Documentation of study schedule, major milestones and approach to management of the project along with a demonstrated ability to meet schedules and budgets without compromising final products of the project.
- e. **Local Knowledge (5 points)** Demonstrated understanding of the area and awareness of opportunities and constraints of the project. Evaluations on prior projects with the MPC or the City of Knoxville, if applicable.

### **Schedule**

- 1) Letters of Interest for Phase I due Monday, November 13, 2017
- 2) Short list of 3 firms selected by Friday, November 17, 2017 (\*)
- 3) Phase II proposals due by Friday, December 15, 2017 (\*)
- 4) Final selection of highest ranked firm by January 5, 2018 (\*)
- 5) Work to begin February 1, 2018

(\*) These dates may change due to schedules and availability of selection committee. Top 3 will be notified of new dates if delays occur.

Any firm that has project specific questions should contact Mr. Michael Conger, Senior Transportation Engineer (865) 215-3813; [mike.conger@knoxmpc.org](mailto:mike.conger@knoxmpc.org).

Firms may request consideration by submitting a letter of interest along with qualifications to Ms. Tina Piatt, Finance Officer I; Knoxville-Knox County MPC, 400 W. Main Street, Suite 403, Knoxville, TN 37902.

All letters of interest and qualifications from Phase I must be received by the Finance Office on or before **3:30 p.m. EST on Monday, November 13, 2017**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Prequalification 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 this internet address <http://www.tn.gov/tdot/article/consultantinfo-forms>

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 the MPC. For information on DBE certification, please contact Mr. David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

# Chapman Highway Corridor Study Map

## From Blount Avenue to Mountain Grove Drive

