

# NOTICE TO CONSULTANTS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

September 30, 2022

**Knoxville-Knox County Planning**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of one or more professional entities to provide services related to the completion of a “**Regional Roadway Safety Plan.**” This effort will involve several aspects of a roadway safety study within the Metropolitan Planning Area (MPA) of the Knoxville Regional Transportation Planning Organization (TPO).

## Background

The Knoxville Regional TPO, housed within Knoxville-Knox County Planning, is the federally designated Metropolitan Planning Organization for the Knoxville Region and includes representation from the following cities and towns within Anderson, Blount, Knox, Loudon, Roane and Sevier counties: Alcoa, Clinton, Farragut, Knoxville, Lenoir City, Loudon, Maryville and Oak Ridge. A need has been identified to produce a regional roadway safety plan for the TPO Planning Area (excluding controlled-access roadways) that complies with the UDSOT Safe Streets and Roads for All program and identifies projects, programs and policy changes that will reduce the incidence of fatal and serious-injury crashes. TPO staff has already done significant analysis of fatal and serious-injury crashes, as well as crashes involving non-motorized transportation (pedestrians and bicyclists) and has mapped five (5) years of those crashes [here](#). TPO has also produced [infographics focused on life-altering crashes](#) (those resulting in a fatality or serious injury) and another set focused on [pedestrian- and bicycle-related traffic crashes](#).

## Required 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 Knoxville-Knox County Planning reserves the right to make revisions as deemed necessary.

- Project Coordination – the consultant will assist TPO staff with developing a project schedule and associated project management tasks such as invoicing, and status reporting.
- Determination of Scope – the consultant will work with TPO staff to develop a final Scope of Work for the safety plan.
- Recommendations for Improvement – the consultant will review existing applicable transportation policies and design standards, and make recommendations for improvement.
- Creation of Predictive Analysis Tool – the consultant will create a predictive analysis tool based on crash data, information about roadway characteristics, demographic data, and other relevant information. It’s anticipated that many of the data inputs can be provided by TPO to the consultant.
- Project Recommendations – the consultant will produce a prioritized set of engineering projects and programmatic strategies informed by crash data and the predictive analysis tool and aimed at reducing the incidence of fatal and serious-injury crashes. These will include traditional stand-alone engineering projects as well as lower-cost projects that can be incorporated into maintenance, as well as programs. The consultant will also produce

estimates of the benefits of the projects and programs based on the reduction of fatal and serious-injury crashes and related cost savings to society.

- High-Injury Network – the consultant will assist TPO staff with an analysis of regional traffic crash data and the factors contributing to fatal and serious-injury crashes, with a goal of identifying a High-Injury Network (HIN) for the region.
- Vision Zero Plan for Knoxville –the Knoxville-specific elements of this plan will serve as a Vision Zero Plan for the city, and the consultant will assist City of Knoxville and TPO staff in packaging these elements into a stand-alone Vision Zero Plan.
- Presentations – the consultant shall provide presentations of the final project to the TPO Technical Committee and/or TPO Executive Board as requested.

Firms may request consideration by emailing a letter of interest along with qualifications to [ellen.zavisca@knoxplanning.org](mailto:ellen.zavisca@knoxplanning.org). All letters of interest (LOI) must be received by Knoxville-Knox County Planning on or before **12 noon EDT on October 24, 2022**. The LOI and qualifications shall indicate the scope of services to be completed by any sub-consultants.

The project will be a lump-sum contract negotiated with the highest ranked firm. The successful firm will be determined using the Phase I and Phase II evaluations as outlined below:

### **Phase I Evaluation**

For Phase I evaluations firms shall submit an LOI with firm contact information including name, address and e-mail of primary contact. The LOI's shall be limited to a maximum of twelve (12), single-sided pages, with a minimum font size of 10. The letters of interest shall also include:

- Staff capabilities of prime consultant with resumes from key personnel to be assigned to the project
- General firm capabilities
- List and short description (1 or 2 paragraphs) of at least 3 previously completed projects by the proposing firm that are similar in nature and highlighting aspects that conform to the above-listed scope of this project. This list should include a primary public agency point of contact for each project and a link to an electronic copy of any associated study reports if available.
- Availability of staff to complete project along with a statement of the amount of current work under contract with other clients.

Knoxville-Knox County Planning will form an Evaluation Committee including members of its staff and other staff from local jurisdictions. From the LOIs, the Evaluation Committee representatives will select qualified firms to submit Phase II qualifications, the specific content requirements of which to be provided at that time. From this list the top ranked consultant or consultants will be selected.

### **Phase II Evaluation**

Knoxville-Knox County Planning and its Evaluation Committee will evaluate the firms on the following criteria (relative weight):

- a) **Qualifications (35 points)** Staff qualifications, credentials, overall firm experience and time availability of the staff assigned to manage and conduct the work.

- b) **Experience (25 points)** Past experience in the required disciplines with other clients by descriptions and evaluations of similar prior projects.
- c) **Approach (15 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) **Quality Control (5 points)** Demonstrated procedures for ensuring quality assurance and control at each phase of the project. Demonstrated understanding of the area and awareness of opportunities and constraints of the project.
- f) **DBE (5 points)** Documentation of participation of Disadvantaged Business Enterprises (DBE) of at least 10%.

The consultant evaluation committee holds the ability to conduct interviews based on scoring as an optional Phase III Evaluation.

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 Knoxville-Knox County Planning.

#### **Estimated Schedule**

- Question deadline: Prospective respondents may submit questions no later than October 14, 2022, at 12 noon Eastern Time. All questions must be e-mailed to Ellen Zavisca, Principal Transportation Planner, at [ellen.zavisca@knoxplanning.org](mailto:ellen.zavisca@knoxplanning.org).
- Letters of Interest for Phase I due October 24, 2022
- Short list of firms selected to proceed to Phase II announced by October 31, 2022 (\*)
- Phase II proposals due by November 14, 2022 (\*)
- Final selection of highest ranked firm by November 23, 2022 (\*)
- Contracts with the selected firm(s) will be finalized and initial project tasks estimated to begin by December 21, 2022 (\*)

(\*) These dates may change due to schedules and availability of the Evaluation Committee. The short-listed firms will be notified of new dates if delays occur.