

Knoxville Transit Studies

Request for Proposals

Knoxville-Knox County Planning is soliciting proposals to conduct three transit studies for the Knoxville Regional Transportation Planning Organization (TPO). The TPO is a Metropolitan Planning Organization (MPO), which is an independent agency engaged in the performance of meeting the required federal transportation planning regulations for urbanized areas greater than 50,000 population. However, the TPO is housed within the agency known as Knoxville-Knox County Planning, which provides the professional transportation planning staff and acts as the contracting agency for grant-funded projects such as for these transit studies.

Proposals are due on Friday, June 4, 2021 by 4:00 p.m. EST and must be submitted electronically at: <https://knoxplanning.org/rfp>. Look for the Proposal Submission button on this page.

Knoxville-Knox County Planning retains the right to reject any and all proposals and may re-advertise, waive formalities in the request for proposals, or abandon the project.

This study is contingent upon the authorization of federal and state funding.

Contact Information

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RFP - Issued on May 7, 2021

Project Background

The Knoxville Regional Transportation Planning Organization (TPO) is soliciting a Request for Proposals (RFP) to hire a Consultant team to prepare three separate but related transit studies. The studies are:

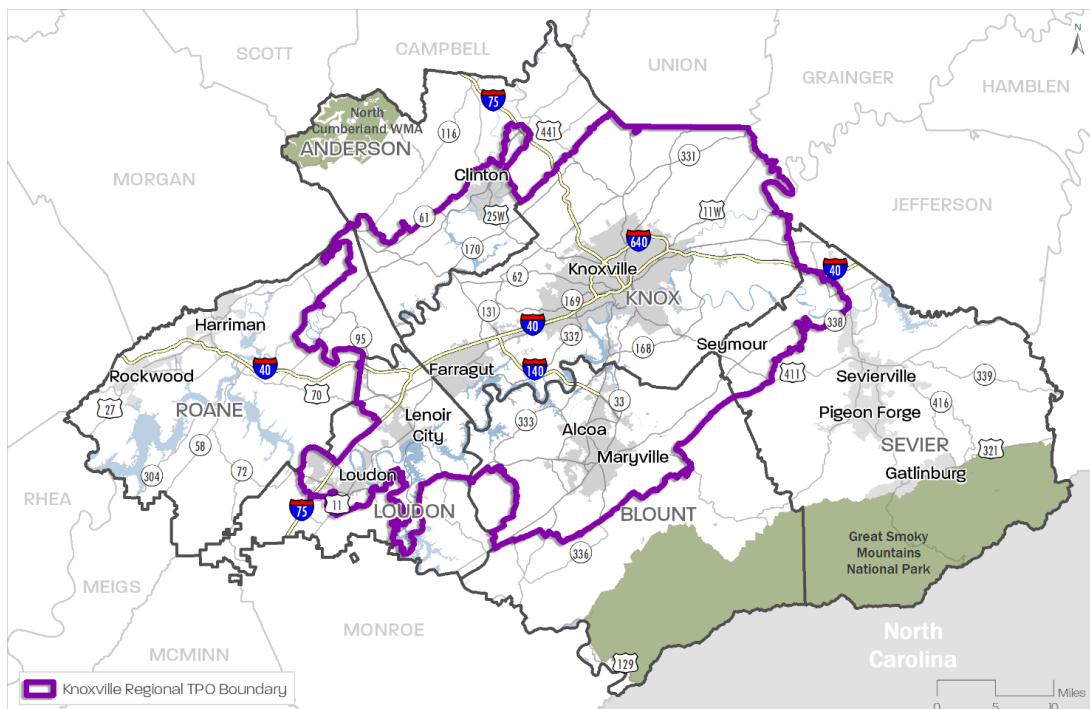
1. Comprehensive Operational Analysis (COA) of Knoxville Area Transit (KAT);
2. Coordination Study of Knox County CAC Transit, East Tennessee Human Resource Agency (ETHRA) and KAT;
3. Urban Area Transit Study that identifies areas that might support higher capacity transit services.

The three studies will be part of one contract with the TPO. The TPO staff will manage and administer the overall contract. KAT staff will take the lead with TPO in support on the day-to-day activities on the KAT COA with TPO staff handling the day-to-day lead on the Coordination Study and the Urban Area Transit Study. All three studies should be accomplished no more than 12 months after the start of the contract. The KAT COA will be prioritized as the immediate work effort, but the other studies can be worked on in concert with or shortly after depending on the Consultant’s team, capacity, and the agreed upon final schedule.

Study Area & Demographics

The study area is shown in Figure 1 and is the TPO’s Metropolitan Planning Area (MPA). Situated in eastern Tennessee the MPA includes all of Knox County as well as parts of Anderson, Blount, Loudon, Roane, and Sevier Counties. The MPA also includes the Cities of Knoxville, Alcoa, Maryville, Clinton, Oak Ridge, Lenoir City, Loudon, and the Town of Farragut. More information about the TPO can be found at www.knoxtpo.org or www.knoxplanning.org.

Figure 1 - Knoxville Region TPO Metropolitan Planning Area (MPA)



Public Transit in the TPO Metropolitan Planning Area (MPA)

Within the MPA there are three federally funded public transit service providers that serve the community. These agencies include KAT, Knox County CAC Transit, and ETHRA. The University of Tennessee, located in Knoxville, has an on-campus fixed route system but does not utilize FTA funding. The University of Tennessee system is not part of this study, except in possible discussions of coordination.

Knoxville Area Transit

KAT is the largest provider of public transit in the MPA, serving primarily the City of Knoxville. KAT provides fixed-route bus service, downtown trolley circulators, and door-to-door paratransit service. The KAT system consists of 23 routes with 1,000 bus stops. KAT's ridership is approximately 2.8 million trips per year (pre-pandemic). KAT's 2018 and 2019 National Transit Database (NTD) Annual Agency Profile sheets are available as separate attachments to this RFP. More information on KAT can be found at www.katbus.com.

Knox County Community Action Committee (CAC) Transit

Knox County CAC Transit is a demand-response transit service that provides transportation services to those in Knox County outside the Knoxville city limits, as well as those in Knoxville who are outside of the KAT service area. Knox County CAC Transit provides over 160,000 trips per year (pre-pandemic). Knox County CAC Transit's 2018 and 2019 NTD Annual Agency Profile sheets are available as separate attachments to this RFP. More information on Knox County CAC Transit can be found at www.knoxcac.org.

East Tennessee Human Resource Agency

ETHRA provides demand response services for 16-counties in the region, including the six MPA counties. ETHRA provides approximately 280,000 trips per year in their 16-county service area (pre-pandemic). Of ETHRA's total trips, approximately 80,000 are in the Knoxville urban area. ETHRA's 2018 and 2019 NTD Annual Agency Profile sheets are available as separate attachments to this RFP. More information on ETHRA can be found at www.ethra.org.

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 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.

The overall project is envisioned to include three separate, but related transit studies. It is desired to kick-off the project in late summer of 2021 with anticipated completion taking approximately 12 months. The Consultant may choose to work on the studies separately or simultaneously. However, the KAT COA is a priority to get underway first.

Study #1
Knoxville Area Transit Comprehensive Operational Analysis

Background

Knoxville Area Transit (KAT) is responsible for the provision of public transit service within the City limits of Knoxville, and is funded with federal, state and local monies, as well as farebox revenue. The service area covers 104 square miles inside the City of Knoxville.

Service Characteristics

KAT operates 23 fixed bus routes with 56 buses, 3 Trolley routes with 7 buses, and operates paratransit service with 16 buses. KAT utilizes a fleet of 70 vehicles, employs 300 employees and has an operating budget of \$22 million dollars.

Overview

KAT will conduct a Comprehensive Operations Analysis (COA) of its fixed route bus system to better address public transit needs in the City of Knoxville with the goal of making the system as efficient, effective, and equitable as possible by focusing on providing access to opportunity. The COA will provide the basis for improving current services and designing new network plans within existing funding levels, as well as provide a guide for future growth priorities based on various potential funding scenarios. The COA will also provide a detailed market ridership, service, financial, and operational review.

Project Schedule

KAT requires that the project take no more than eight (8) months to complete, with passenger and on-board surveying completed within the September/October timeframe. The study is composed primarily of four elements:

1. Creating a baseline of existing and potential conditions, both of the system itself as well as the operating environment (economic, geographic, etc.);
2. Developing service alternatives based on the current and potential future situation;
3. Developing a methodology for an ongoing system of evaluation to include a collection of quantifiable service standards; and
4. Prepare a draft and final report, among other deliverables.

Detailed Tasks

To achieve the goals listed in the overview, the Consultant will complete the following tasks:

Item 1: Creating a baseline of existing and potential conditions, both of the system itself as well as the operating environment (economic, geographic, etc.).

Boarding and Alighting Count

The Consultant will complete a boarding and alighting count on all routes, day, night, and weekends (when service is available). The Consultant must ride every trip on each route at least once and note every boarding and alighting and where it occurred. The Consultant will use this data, at a minimum, to tabulate the following statistics:

- Total boardings,
- Total and average ridership per trip per route,
- daily boardings and alightings for each bus stop,
- daily boardings and alightings for each segment, trip and time period,
- peak load for each period and peak hour,
- run time per trip and per segment,
- average overall speed on each segment/trip, and
- schedule adherence at key points for each period.

Ridership Profile and Survey

The Consultant will conduct a statistically significant ridership profile and survey to identify current KAT users and the transit experience, including data related to destination/origin, trip purpose, transfer(s) required, and total trip time, also desired improvements and priorities, smartphone availability, payment type/method, general demographic and income data, and openness to additional mobility options to complete first mile/last mile trips: (use of scooters, ebikes, familiarity or use of Uber/Lyft services, etc.), level of satisfaction with the service and experience, and communication preferences. The survey should also gather enough demographic and travel pattern data to meet the required FTA Title VI data collection requirements.

Overall Current System Evaluation

- Evaluation of the current service in terms of effectiveness, including standard measures such as:
 1. On-Time Performance and other route performance measures (travel time, etc.) and service guidelines,
 2. Service levels measured against similar systems, and
 3. Coverage within the City of Knoxville.

In addition, Consultants should consider factors of access to develop a baseline to include:

1. Transit access to various types of jobs and travel times,
 2. Transit access to health services and travel times,
 3. Transit access to educational opportunities and travel times, and
 4. Transit access to affordable housing.
- Consultants will review previous studies, current economic growth situations and trends, and other data sources (Census data information and demographic travel patterns, etc.) as they relate to this study, with the goal of identifying target demographics where ridership may be expanded.
 - Consultants will examine current KAT operational and funding situation, with the goal of ensuring that adequate staffing levels are appropriate for departments to fulfill missions.
 - Consultants will review current service agreements, particularly with area colleges and apartment complexes, and provide recommendations on fee structure, maximizing funding opportunities, and attracting new student-based ridership.

Public Engagement Plan

Consultant will provide effective public engagement opportunities to explain the project and to provide opportunities for public comments, including overall community and neighborhood stakeholders, board members, KAT front-line employees, representatives of the disability and minority communities, and local human service organizations. Consultant will recommend the best engagement methods based upon effectiveness within particular target groups such as minority and low-income populations. Consultant will be responsible for any printed materials related to public engagement as well as any tools (online survey tools, etc.) that would enhance these efforts. Engagement should be conducted throughout the process from explaining the baseline information to the proposed system updates.

Item 2: Develop service alternatives based on the current and potential future situation

The Consultant will develop evaluation criteria that balance existing and potential demand with efficiency and effectiveness, with the overall goal of equity and access to opportunity. The Consultant will propose modifications to existing routes; recommend new routes (if any); and estimate the labor, capital, and operating costs associated with these service alternatives, and evaluate improvements in access to opportunity under the proposed scenarios. The Consultant will also evaluate staffing and other organizational factors that contribute to and support operation of the transit system. Specific recommendations would include:

- Evaluate all aspects of current transit operations in Knoxville, identifying potential service improvements and efficiencies, and provide a set of recommendations for current service levels, including routing and transfer points or Super Stops, and bus stop spacing;
- Provide recommendations on previously evaluated service agreements with area colleges and apartment complexes;
- Explore potential for expansion of system to fill service gaps that exist, including through alternative service models, such as, but not limited to micro-transit options;
- Draft and develop final transit system evolution plans accompanied by cost estimates;
- Title VI analysis of the proposed recommendations; and
- Propose improvements to implement in phases, based on different levels of additional funding.

The plan will consider service operation, funding levels and capital projects. KAT is interested in seeing the specific analysis for each of these areas with key tasks and final recommendations including:

- a. Revenue neutral service improvements/enhancements/modifications for current levels of service;
- b. Scaled approach for improvements based on multiple potential increases in operating revenue. Recommendations for improvements will be grouped, scaled, and prioritized based on additional funding, rather than a final plan based on the best-case scenario;
- c. Timelines will be attached to the different system plans as an implementation guide (staffing, facilities, equipment procurement/construction, etc.);
- d. Detailed routing and schedules for revised and/or new services (GIS shapefiles/layers for KAT to own at the end of the project);

- e. Projections for appropriate metrics for improved system including ridership, service reliability, travel speeds, economic productivity, and access to opportunity (See item 3);
- f. Identify potential areas for new service hubs;
- g. Explore potential for expansion of system to fill service gaps that exist within City limits of Knoxville;
- h. Explore potential connectivity with major population and employment centers in Knox County;
- i. Financial modeling with various funding scenarios;
- j. Detailed capital plan based on potential operating funding scenarios identified;
- k. Analysis of facility capacity needed for expansion (maintenance facilities, other transit hubs and/or Super Stops);
- l. Identify potential creative funding sources;
- m. Baseline Capital Plan for KAT; and
- n. Identify fixed route service standards for ongoing evaluation of new and existing routes with regard to ridership, efficiency, etc. in order to ensure maximum allocation of resources by culling ineffective/inefficient service and increasing service to meet identified demand and opportunity.

Item 3: Develop a Methodology for an On-Going Evaluation of the Fixed-Route Bus System, including Service Standards

The development of service standards will enable KAT and its partners to monitor transit performance. The standards should be organized into three categories: Defining Features, Service Targets, and Outputs. Peer review examples should be discussed with KAT for the development of these standards.

Item 4: Prepare a Draft Report and Final Report

The Consultant will prepare interim technical memos for each element of the study, PowerPoint presentations, graphics, maps, and other documentation to ensure effective public education and communication.

The Consultant will prepare an editable, electronic copy of the Draft Report for KAT. KAT and the Consultant will also present the Draft Report to the study's major stakeholders, its Commissioners, and the general public for input. The Consultant will incorporate the relevant comments into the Final Report and give an electronic copy to KAT.

A final report documenting the analysis, findings, and recommendations will be required as will a summary PowerPoint presentation for use at public meetings. Ten (10) spiral-bound hard copies of the final document will be submitted as well as a PDF version and accompanying software files of data included in the report.

Project Management and Coordination

TPO staff will administer the overall project contract with the Consultant. However, for the KAT COA - KAT staff will provide policy direction. The Director of Planning and Public Information will act as the primary contact during the course of the project with the TPO staff included at major decisions points or important meetings. The Consultant will update the KAT and TPO staff and Commissioners throughout the project at phases agreed upon. The Consultant will attend appropriate meetings with staff to ensure a consistent message and facilitate opportunities for feedback from KAT stakeholders.

Study #2 Transit Coordination Study

Background

This Study will explore options for improving coordination among the Knoxville urban area public transit providers. For over 40 years, KAT, Knox County CAC Transit, and ETHRA have continuously served the Knoxville urban area. Despite decades of accomplishments and coexistence, there has been renewed concern and a growing need to: (1) improve coordination between the transit providers, (2) formalize coordination agreements to bring greater certainty and clarity to these relationships, and (3) settle long-standing debates regarding service area responsibility.

Project Schedule

The TPO requires that the Study take no more than twelve (12) months to complete.

Detailed Tasks

This Study is a high-level review of possible coordination opportunities between transit providers. The Study will focus on what type of immediate or short-term improvements can be made to increase coordination between the transit services. Any potential long-term strategies, such as consolidation of services, can be reviewed and recommended for further consideration. The Study will help the TPO and transit operators clearly define goals, outline relevant policies, identify models of coordination, and highlight steps towards a better coordinated system.

Important to this process will be a review of relevant best practices for coordination. With each best practice identified, a review of technical, regulatory, and institutional frameworks of each model will occur. The examination of public/private partnership opportunities to help supplement existing resources with, by example, micro-transit services (such as Uber, Lyft, or taxis) will also occur. The local urban area federal funding distribution agreement should be reviewed to determine if improved options exist. Recommendations will include a timeline for possible implementation and phasing options. Documentation of the benefits of coordination (potential cost savings, user experience improvements), including development of metrics or regular data collection techniques that show and promote successful collaboration will be established.

Public Involvement & Stakeholder Input

At this time, the TPO does not expect this Study to include a significant public involvement process. Interviews of key employees, board members, or advisory groups related to the TPO, KAT, Knox County CAC Transit, and ETHRA will occur. Reports to the TPO Technical Committee and Executive Board and other transit Boards will occur. Some of this outreach effort may be able to be done electronically.

Prepare a Draft Report and Final Report

The Consultant will prepare technical memos (as required), PowerPoint presentations, graphics, maps, and other documentation. The Consultant will prepare an editable, electronic copy of the Draft Report for the TPO. TPO and the Consultant will present the Draft Report to major stakeholders, Technical Committee, Executive Board, and other transit advisory Boards (as required). The Consultant will incorporate the relevant comments into the Final Report. A final report documenting the analysis,

findings, and recommendations will be required as will a summary PowerPoint presentation for use at public meetings. Six (6) spiral-bound hard copies of the final document will be submitted as well as a PDF version and accompanying software files of data included in the report.

Project Management and Coordination

The TPO staff will act as the primary contact during the course of the Coordination Study. The Consultants are expected to attend appropriate meetings with staff (mostly electronically).

Study #3 Urban Area Transit Study

Background

The TPO's urban area consists of a major fixed-route transit provider operating primarily within the City of Knoxville and demand response transit services operating in the balance. However, the urbanized area continues to see a growing interest in diversifying the overall transportation system by increasing public transit options throughout the region. The aim of expanding public transit in the urban area is two-fold. First, to provide greater accessibility to the public within a defined area that can support public transit. Second, to connect these potential service areas to the greater region by linking major destinations and employment centers to where people live. The Urban Area Transit Study will review and evaluate possible transit expansion opportunities over the next 10 years. The evaluation will be at a high-level with the results being a prioritized list of potential service areas for more detailed study.

Project Schedule

The TPO requires that the Study take no more than twelve (12) months to complete.

Detailed Tasks

The Study will examine census data, land use information, including the locations of major attractors/generators, local transit data, and other TPO documents. The Study will help determine the best locations for the implementation of transit services throughout the TPO's MPA. Where it is determined increased services could possibly occur, the Study will compare transit service options/technologies and identify the conditions in which each is most appropriate. Examples of types of services that could be implemented could range from fixed-route, demand response, route-deviation, express routes (or reverse express routes), downtown trolleys or shuttles, or micro-transit options.

The Study should examine each of the TPO's jurisdictions to determine if any area is suitable for greater transit service, looking at areas (like cities such as Oak Ridge, Alcoa, and Maryville) or sub-areas (like downtowns, business parks, airport). An examination of Knox County proper to determine whether expansion of fixed-route service in certain corridors or to certain areas is required. The Study should assess both major employer concentrations, such as industrial parks, business parks, technology and research centers, and large suburban shopping centers and many of the larger universities, colleges, and technical schools to determine if they can be better served by transit. Possible regional connections should be explored, looking at express or reverse express routes and where potential park-and-ride lots could be located. The potential for micro-transit services, such as, private transportation services

utilizing Uber and Lyft should be explored as a way to connect more people to transit (example, first mile/last mile).

A discussion of establishing a Regional Transportation Authority (RTA) in the future is required. This would include a review of best practices, an outline of benefits and disadvantages (if any), how it could be structured, and how it might help to improve transit coordination in the region. And, a general discussion of how any new services identified may fit into a longer-range regional transit vision for the future (beyond 10 years) should be included.

Corridors or areas selected will be ranked in order of their potential viability to support increased transit services. For any area that might support increased transit, the Study should provide a description of the service type and area and include a rough-estimate of capital and operating costs. The Study should discuss the alternatives of using existing transit operators to provide any identified services or what the costs would be for new start-ups. Then, an analysis of potential funding sources, including federal, state, and local will occur. It is important that it is clear what type of local commitments would be needed to implement any identified service. The study should include visualization tools and materials that can be used by the TPO in future planning efforts. As a reminder, this is a very high-level analysis and any area identified for increased services would most likely need more detailed study outside the scope of this project.

Public Involvement & Stakeholder Input

At this time, the TPO does not expect this Study to include a full public involvement process. The Consultant will need to engage with key stakeholders including local government officials, planners, engineers, or other leaders in the region, especially those where areas might support additional transit. Outreach could involve some limited group meetings of public stakeholders that could be citizen groups and/or advisory committees to the TPO, KAT, Knox CAC Transit, or ETHRA. Reports to the TPO Technical Committee and Executive Board and other transit Boards will occur (as required). Some of this outreach effort may be able to be done electronically.

Prepare a Draft Report and Final Report

The Consultant will prepare technical memos (as required), PowerPoint presentations, graphics, maps, and other documentation. The Consultant will prepare an editable, electronic copy of the Draft Report. The TPO and the Consultant will also present the Draft Report to major stakeholders, Technical Committee, Executive Board, and other transit advisory Boards (as required). The Consultant will incorporate the relevant comments into the Final Report. A final report documenting the analysis, findings and recommendations will be required as will a summary PowerPoint presentation for use at public meetings. Six (6) spiral-bound hard copies of the final document will be submitted as well as a PDF version and accompanying software files of data included in the report.

Project Management and Coordination

The TPO staff will act as the primary contact during the course of the Urban Area Transit Study. The Consultant are expected to attend appropriate meetings with staff (mostly electronically).

PROPOSAL SUBMISSION REQUIREMENTS

To be eligible for consideration, an electronic (pdf) version of the overall proposal shall be received by Knoxville-Knox County Planning no later than **by 4:00 p.m. EST on Friday, June 4, 2021**. Late submittals will not be considered. To submit a proposal, go to the follow link and follow the instructions:

<https://knoxplanning.org/rfp>

Proposals should be fully self-contained and display clearly and accurately the capabilities, knowledge, experience, and capacity of the Respondent to meet the requirements of the project and the RFP. The Proposal should explain how the Respondent will manage the entire project (all three studies as one effort) and breakout for each specific study a project approach, work program, and schedule. It is very important that an organizational chart clearly show which staff will work on which of the three studies. Respondents are encouraged to utilize methods they consider appropriate in communicating the required information. Proposals must be limited to 25 pages, excluding the cover letter and an appendix. Any additional information deemed necessary to explain your firm's expertise and capabilities relevant to this project should be placed in an appendix. The Proposal shall include the following information:

- A. Cover Letter** – The cover letter must be signed by an officer of the firm authorized to execute a contract with Knoxville-Knox County Planning. The primary contact should be identified with name, telephone number, email, and mailing address.
- B. General Qualifications** – Provide a summary of the Consultant/Team qualifications, general information about the firm(s), location of office(s), years in business, and areas of expertise.
- C. Key Staff & Sub-Consultants** – Identify key staff and include a description of their abilities, qualifications, and experience. Attach resumes of key staff that will be assigned to this project. Include a proposed project management structure, organizational chart by study, and availability to work on this project. Identify any portion of the scope of work that would be subcontracted. Include firm qualifications (brief) and key personnel and contact information for all subcontractors. It shall be the responsibility of the prime Consultant to include a signed statement from each sub-Consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific item/project listed in the proposal. Failure to meet these requirements will void the submittal. Knoxville-Knox County Planning reserves the right to approve or reject all Consultants, internal staff performing consulting services, or sub-Consultants proposed by the Consultant.
- D. Previous Experience** – Provide documentation of relevant experience with up to four (4) examples of similar projects identifying which team members worked on the project and their roles. An emphasis and priority in evaluation will be placed on firms with qualifications and experience that have resulted in successful implementation of comparable projects. Provide the names, addresses, email addresses, and telephone numbers of the clients for the projects

included in this section. Projects and references for both the prime Consultant as well as any proposed sub-Consultants should be provided. Each project example shall include information on the dates that work was performed and the contract amount.

- E. Proposed Project Approach and Workplan** – Provide documentation of the proposed approach to both the overall project (managing all three studies) and a breakout by each transit study. This will include the Consultant/Team’s understanding of the project’s objectives and local context, tentative schedule for project completion by study/phase/task, a description of the approach/methodology to each transit study, description of all project deliverables and tentative stakeholder engagement processes. Consultant/Team shall expand on the scope of work, if appropriate, to accomplish the overall objectives of the studies and provide suggestions which might enhance the results or usefulness of each study.
- F. Time Schedule** – Provide a time schedule corresponding to the required tasks and identified workplan and confirm the Consultant/Team ability to meet the proposed schedule. The time schedule should be for both the overall project and each individual transit study. Include assumptions about the number of meetings needed with TPO and KAT staff and other project stakeholders to complete each study and the overall Scope of Work.

CONSULTANT SELECTION PROCESS

Knoxville-Knox County Planning shall designate a Consultant Evaluation Committee (CEC) comprised of staff members and other key stakeholders. The basic elements of the selection process are as follows:

Evaluation of submittals

The proposals submitted by each Consultant/Team will be evaluated by the CEC and scored according to the following criteria (relative weight):

Qualifications (30 points) – Staff qualifications, credentials, overall firm experience, and time availability of the staff assigned to manage and conduct the study.

Experience (25 points) – Experience in the required disciplines and work on similar transit projects.

Approach (25 points) – Demonstrated understanding of the scope and the proposal’s overall completeness, organization, innovation, and strength of the technical approach to each study’s tasks.

Project Management (15 points) – Documentation of study schedule, major milestones, and approach to management of the overall project along with a demonstrated ability to meet each transit study’s schedules and budgets without compromising final products of the project.

DBE Participation (5 points) – While not required, Knoxville-Knox County Planning has historically had a goal of ten (10) percent for DBE participation in transit planning consulting opportunities.

Following the evaluation process, the CEC will make a final ranking of the Proposals in order of preference. Based on the outcome of the evaluation, the CEC reserves the right to request interviews

and/or additional information from shortlist. Knoxville-Knox County Planning will negotiate with the most qualified firms in rank order until successful execution of a contract for the project is completed.

Selection schedule

Project constraints and contracts with our State partner may cause these dates to change. The process for selecting a Consultant/Team, including the commencement of contract and notice to proceed, are tentatively scheduled as follows:

RFP Notice	May 7, 2021
Written Questions Deadline	May 21, 2021
Responses to Questions Posted	May 28, 2021
RFPs Submitted	June 4, 2021
Short-listed Consultant(s) Interviews	June 21-July 2, 2021
Contract Commencement	August 2, 2021

Rejection Rights and cost of proposal preparation

A selected consulting firm shall provide professional services in full accordance with federal, state, and local regulations, policies and/or standards specific to the project’s funding source, where applicable. Knoxville-Knox County Planning reserves the right to reject any or all proposals submitted, to advertise for new proposals, or to accept any submitted proposal deemed to be in the best interest of Knoxville-Knox County Planning. Further, all costs incurred by consulting teams in the preparation and submittal of proposals, including interview travel if held, are not reimbursable by Knoxville-Knox County Planning. Additionally, any costs incurred by a selected Consultant prior to a notice to proceed are not reimbursable by Knoxville-Knox County Planning.

Compliance with laws

The consulting firm(s) shall conduct all operations under this contract in compliance with all applicable laws. The consulting firm(s) shall comply with all state and federal regulations pertaining to minimum wage and fair labor standards. The consulting firm(s) shall not discriminate in hiring or any other practice with respect to gender, race, age, creed, religion, or nationality. Knoxville-Knox County Planning and its officers, officials, agents, and employees shall be indemnified and held harmless for any failure by the consulting firm(s) to comply with any applicable laws, rules, and/or regulations.

Addenda and Supplements to RFP

In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposer to make adequate interpretation of the provisions of this Request for Proposal, a supplement to the RFP will be posted on the Knoxville-Knox County Planning website.

Proposals to be in Effect

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt. All proposals will be the property of Knoxville-Knox County Planning and will not be returned.

Disadvantaged Business Enterprises (DBE) Notice

Knoxville-Knox County Planning notifies all respondents that it will affirmatively ensure, that, in regard to any contracts entered into pursuant to this notice; DBEs will be afforded full opportunity to submit

material in response to this RFP. Knoxville-Knox County Planning will not discriminate on the grounds of race, color, sex, religion, national origin, or disability, in consideration for an award. Knoxville-Knox County Planning hereby notifies all respondents that in connection with the performance of any resultant contract, the firm(s) or individual(s) will cooperate with Knoxville-Knox County Planning in meeting its commitments and goals with regard to the maximum utilization of DBEs and will use their best efforts to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work. Knoxville-Knox County Planning has historically had a goal of ten (10) percent for DBE participation.

Inquiries

Questions or inquiries about the proposal are to be made in writing (email) prior to May 21, 2021 and answers will be posted to the website. Origin of the questions will not be identified. Please direct questions via email to: Doug Burton, doug.burton@knoxplanning.org

Unauthorized contact regarding this RFP with employees or officials of Knoxville-Knox County Planning, TPO, KAT, Knox County CAC Transit, and ETHRA other than the RFP Coordinator may result in disqualification from this procurement process.