



## **ADDENDUM #1**

City of Knoxville

Request For Qualifications & Proposals For Land Use Planning,  
Environmental Analysis, Economic Development, Design And Engineering  
Services Related To Redevelopment Of The  
Knoxville South Waterfront Implementation Plan, Phase I  
June 15, 2005

**In response to written questions, clarification, and questions asked at the June 15, 2005 Pre-Submittal Meeting, the statements that follow constitute Addendum #1 to the above referenced RFQ/RFP.**

### **Questions received by the City of Knoxville Purchasing Department**

1. Is the study area to be the same area as previously studied by the Fregonese Calthorpe firm?

**Yes, with flexibility on the part of respondents to propose expansion of the study area if warranted.**

2. Who was the economic feasibility consultant that was used to develop the "feasible scenarios" which were included in the Fregonese Calthorpe study?

**The scenarios were developed using broad-based data already available without the assistance of an economic development consultant. The request for an economic forecast and market plan is intended to obtain more precise information for planning purposes.**

3. What is the consulting fee budget for this phase of the work?

**The City of Knoxville 2005-06 budget contains \$400,000 for this project. Other funding sources are being pursued to augment the initial amount. The evaluation process is structured to select the "most responsive" firm or team, based solely on qualifications and project proposal. We will not ask for the development of a project budget until consultant selection occurs.**

4. Is the city looking for national "big name" consultants for this project or will local firms experienced with waterfront development exposure be considered?

**The City of Knoxville is looking for the "most responsive" firm or team, regardless of business location.**

5. How many community meetings should we budget in our proposal?

**The RFQ/RFP asks for a Public Involvement and Communications Program and a project schedule. These items could be used to show proposed methods and points in the project where Oversight Committee, community, and City Council workshops / meetings would be held. We have no predetermined number of meetings in mind, although the objectives of public involvement and communications should be addressed thoroughly.**

6. How many City Council workshops, City Council meetings or other presentations should we budget in our proposal?

**The RFQ/RFP asks for a Public Involvement and Communications Program and a project schedule. These items could be used to show proposed methods and points in the project where Oversight Committee, community, and City Council workshops / meetings would be held. We have no predetermined number of meetings in mind, although the objectives of public involvement and communications should be addressed thoroughly, appropriate for each subtask.**

7. Does the city anticipate significant archaeological or environmental issues on this project? Will a study be performed prior to the Waterfront Project? If so, what level (Level 1, etc.) will it be, and who will be responsible for it?

**Given a downtown waterfront environment, we know that proper environmental assessments will have to be handled properly. At the same time, we do not know of any specific environmental or archaeological conditions that have been identified as being in need of specific analysis. We are looking for a cost effective way to conduct preliminary analyses for strategic sites to eliminate some of the delays a developer / investor would encounter, and to increase the predictability of processing development permits. Respondents are expected to propose an adequate level of analysis to allow more precise follow-up if and when site development occurs. Access to private property is presumed to be limited to consent on the part of the property owner.**

8. Have significant archaeological or environmental issues or sites been identified?

**No. There are known industrial sites that typically receive attention during environmental analysis, but no site-specific archaeological resources or environmental hazards or problems have been identified.**

9. What is the makeup of the selection committee?

**The Evaluation Committee, appointed by Mayor Bill Haslam, consists of seven members:**

- **Dave Hill, Chief Operating Officer, City of Knoxville (Project Manager)**
- **Sam Anderson, Sr. Director, City of Knoxville Department of Community & Neighborhood Development**
- **Caryn Conklin-Hawthorne, VP & CFO, Baptist Health Systems**
- **Joe Hultquist, Councilman, City of Knoxville – 1<sup>st</sup> District**
- **Chris Kinney, Sr. Director, City of Knoxville Department of Finance & Accountability**
- **Bill Lyons, Sr. Director, City of Knoxville Department of Policy Development**
- **Madeline Rogero, South Knoxville resident, former Knox County Commissioner and city mayoral candidate**

**The Evaluation Committee has been advised not to discuss the selection process with members of community, media representatives, or potential respondents. As per the RFQ/RFP, please refer any questions to the City of Knoxville Purchasing Department. This addendum and any other issued after June 15, 2005 will be posted on the city's website and mailed to any parties known by the Purchasing Department to be interested in the RFQ/FRP.**

## Corrections / Clarifications offered by the City of Knoxville

1. Correction: Page 4 – The City Council Contract Approval Request is Tuesday, September 13, 2005, and not September 16, 2005. This is the first possible date for contract approval, and is subject to change.
2. Clarification: Page 3 – The Public Involvement and Communications Program should address not only the need for meetings and presentations, but also address ways of communicating project results and/or providing updates for citizens that do not normally attend public meetings or hearings.
3. Clarification: Page 3 – The mayoral appointed Oversight Committee will include governmental and community representatives. The committee has not yet been announced, but will likely have as many as 30 members. The Oversight Committee is intended to serve as a regular point of contact as the project moves forward, and should be used to present draft deliverables and to hold discussions on issues in need of resolution. All Oversight Committee meetings will be open to the public and will be held in a public place.

## Questions / Answers Addressed at the Pre-Submittal Meeting

1. Will Fregonese Calthorpe Associates be allowed to respond to the RFQ/RFP?  
**Yes. Although it is possible that a large multi-disciplinary firm might have the inhouse resources to submit qualifications and a proposal without outside assistance, it is more likely that teams will be formed to compete for the contract. Fregonese Calthorpe Associates is primarily a planning and land use firm, and is not currently under contract to the City of Knoxville - they may elect to respond to the RFQ/RFP.**
2. Has it been made clear that the City of Knoxville reserves the right to ask the selected firm/team to replace a member of the team with another member?  
**The City of Knoxville reserves the right to request that a replacement or substitute firm be made part of the selected consultant firm/team during the contract negotiation process. The selected consultant firm/team will then have the ability to discuss the recommendation prior to contract execution.**
3. Can small firms submit their qualifications independently with the intent of being partnered with a team through a request by the City of Knoxville during contract negotiations?  
**No. The City of Knoxville will not actively engage in the assemblage of teams, nor will it consider incomplete responses to the RFQ/RFP.**
4. Are there information resources available about the South Waterfront that would help in the development of a firm/team response?  
**Some information may be found on the website of the Knoxville-Knox County Metropolitan Planning Commission (MPC) at [www.knoxmpc.org](http://www.knoxmpc.org). The MPC South City Sector Plan contains a section specific to the South Waterfront Area (Plans and Studies – Sector Plans). Current development regulations may also be found on the MPC website. At the meeting, it**

was indicated that such information would be posted on the City of Knoxville's website. Instead, since MPC is the source for most information or interest, any additional South Waterfront information found will be posted in a conspicuous place on the MPC website.

5. Who will manage the contract?

**Dave Hill, City of Knoxville Chief Operating Officer will manage the contract. Lead firms are advised to ensure they have demonstrated the capacity to serve as the primary point of contact to lead and coordinate the firm or team subtasks. The City of Knoxville has purposefully requested the lead firm to serve as the "general contractor" for the project.**

6. What kind of decision-making authority will the Oversight Committee have?

**The Oversight Committee will serve in an advisory capacity to Mayor Haslam. The mayor expects the committee to operate by consensus, but if an impasse is reached, the mayor or his representative(s) will assist in making project decisions. Contract amendments must be approved by the Knoxville City Council.**

7. Should the firm/team anticipate eventual work related to regulatory compliance and/or permitting (i.e. – NEPA compliance)?

**The Oversight Committee will have members from public agencies with regulatory interests in the South Waterfront, such as the City of Knoxville, the Tennessee Valley Authority, and the US Army Corps of Engineers, so they can serve as points of contact during the project. In-depth, project-specific environmental analyses or environmental impact statements are not envisioned; however, preliminary analyses conducted to assist in describing future development review and permitting requirements would be considered appropriate. The objective is, to the extent possible, to improve processing predictability for investors / developers, and to facilitate public commitment to supporting capital planning and improvements.**

**Other more general questions were asked that were confirmed citing information already contained in the RFQ/RFP.**

**-END-**



## KNOXVILLE SOUTH WATERFRONT RFQ/RFP JUNE 15, 2005 - PRE-SUBMITTAL MEETING SIGN-IN SHEET

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Note: This tables lists the attendees and contact information from sign-in sheets collected following a June 15, 2005 Knoxville South Waterfront RFQ/RFP Pre-Submittal meeting. Results of the meeting are available in Addendum #1, and can be accessed through the City of Knoxville website [[www.cityofknoxville.org](http://www.cityofknoxville.org)] or by contacting the City of Knoxville Purchasing Department [(865) 215-2070].