

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

**June 19, 2020**

**Union City, TN** an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to the replacement of sidewalks and resurfacing of South Fifth Street, from West Florida Avenue to West Main Street, (TDOT PIN 130143.00). The project is funded with STBG funds through TDOT's LPDO. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

### **Required Scope of Services**

- Perform Management of the Project in Accordance with LPDO Requirements
- Obtain NEPA Clearance
- Perform Design Services
- Achieve Utility and Right-of-Way Certifications from TDOT
- Prepare Bid Documents and Estimates and Receive TDOT Approval of Same
- Hold Bid Letting
- Provide Assistance in Determining Lowest Responsive/Responsible Bidder
- CEI Services Including Project Closeout

### **Estimated Schedule for Performance of Work**

- **NEPA Clearance – Six to Nine Months Following Project Initiation**
- **Design Approval – Six to Nine Months Following NEPA approval**
- **Right-of-way and Utility Certifications – Three Months following Design Approval**
- **Construction – Three to Six Months Following Right-of-Way and Utility Certifications**
- **Construction – Three to Four Months**

Firms may request consideration by submitting a letter of interest along with qualifications to Jason Moss, Public Works Director, PO Box 9 Union City TN 38261. All letters of interest must be received by Union City on or before July 8, 2020 at 4:30 p.m. CDT. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Payment will be lump sum.

### **Phase I Evaluation**

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

- **Work Experience in the Required Disciplines with TDOT, Union City and/or Other Clients**
- **Specialized Expertise**

- **Professional Licensure**
- **Staff Capabilities of Prime Consultant**
- **Size of Project and Unlimited Prequalification Status**
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From the letters of interest, Union City will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

## **Phase II Evaluation**

**Union City** will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Workload Capacity Including Amount of Work Under Contract with Union City (25%)**
- b. **Past Experience on Union City Projects (10%)**
- c. **Technical Approach (e.g. Project Understanding, Innovative Concepts or Alternatives, Quality Control Procedures (65%))**

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

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/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

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 Union City. For information on DBE certification, please contact 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.tn.gov/tdot/topic/small-business>.