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

June 15, 2020

The City of Rocky Top, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of various design engineering and construction inspection services related to PIN 1300256.00, described in more detail below. This project is being funded by Multimodal Access Grant the Tennessee Department of Transportation (TDOT) Local Programs Development Office. 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.

PIN 130256.00 involves the design and construction of a new sidewalks along SR-9. Project also includes pedestrian lighting, crosswalks, pedestrian signals, curb and gutter, ADA upgrades, and drainage improvements.

Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Environmental Approval, Design, Utility, ROW and Construction Engineering Inspection (CEI).

Estimated Schedule for Performance of Work

- Notice to Proceed to PE-NEPA, Perform NEPA procedures, 3 months
- Notice to Proceed to PE-Design, Perform Design procedures, 6 months
- Notice to Proceed to ROW Phase, Perform ROW procedures, 6 months
- Notice to Proceed to Construction Phase, Perform CEI, 18 months
- Perform Closeout procedures, 3 months

Firms may request consideration by submitting a letter of interest along with qualifications to City of Rocky Top, PO Box 66/195 South Main Street Rocky Top, TN 37769 Attn: Michael Foster. All letters of interest must be received by City of Rocky Top on or before 12:00:00 PM on July 2, 2020. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment will require a lump sum contract.

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, the Agency, and/or other clients
- Professional licensure
- Size of project and unlimited prequalification status
From the letters of interest, **City of Rocky Top** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

**Phase II Evaluation**

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

- Workload capacity; including amount of work under contract with the Agency, if applicable (20 points)
- Past performance on agency projects (20 points)
- Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (40 points)
- Staff capabilities of prime consultant, Qualifications of Team Members (20 points)

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](http://www.tn.gov/tdot/topic/consultantinfo). For information on prequalification, please contact Christine Smotherman at (615)741-4460 or 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 the **City of Rocky Top**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neesee@tn.gov. Details and instructions for DBE certification can be found at the following website: [http://www.tn.gov/tdot/topic/small-business](http://www.tn.gov/tdot/topic/small-business).