

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

October 8, 2019

The **City of LaFollette**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the service of a professional consultant engineering firm to provide services related to construction of the **federally funded 2018 STP Resurfacing Project-(TDOT-LPDO) PIN 126924.00**. 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

- Preliminary Engineering
- Project Design
- Environmental Review
- Uniform Act (Acquisition Services for Right of Way)
- Equal Opportunity/Title VI Compliance
- Davis Bacon Labor Standards Compliance
- Financial Management, and
- Construction Inspection
- Close Out

Estimated Schedule for Performance of Work

- **Funding Award** **April 2018**
- **Construction Complete** **April 2021**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of LaFollette, 207 South Tennessee Avenue, LaFollette, TN 37766 Attn: Jimmy Jeffries, City Administrator**. All letters of interest must be received by **City of LaFollette** on or before **2:00 PM on November 1, 2019**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment for the contract 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:

- a. **Experience with federally funded transportation projects, including Local Programs projects**
- b. **Knowledge and experience with ADA guidelines and requirements for pedestrian facilities**
- c. **Proof of professional licensure**
- d. **Staff capabilities of prime consultant**
- e. **Size of project and unlimited prequalification status**

From the letters of interest, the City of LaFollette 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 LaFollette will evaluate the top 3 firms on the following criteria (relative weight):

- a. Ability and relevant expertise of the firm's personnel to be used in performing (15%)
- b. Past experience in the required disciplines with TDOT and/or other clients (15%)
- c. Qualification and availability of staff (10%)
- d. Demonstrated ability to meet schedules (10%)
- e. Evaluations on prior projects with TDOT and other clients, if available (10%)
- f. Size of project and limited or unlimited prequalification status (10%).
- g. Amount of work under contract with TDOT and other clients (10%).
- h. Ability to perform work efficiently (10%).
- i. Familiarity of the firm with the community's conditions and improvement needs (10%).

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.

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 **City of LaFollette**. For information on DBE certification, please contact David Neese at (615)741-3681 or 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>.