

**NOTICE TO PROFESSIONAL CONSULTANT FIRMS REGARDING A REQUEST FOR
QUALIFICATIONS AND LETTERS OF INTEREST****October 4, 2018**

City of LaFollette, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm and a professional management firm to provide services related to implementation and construction of **federally funded 2018 Transportation Alternative Project – LaFollette Trail Connector Pin No. 121531.01**. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm and the professional management 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 firms must have unlimited status. Responsibilities of the professional consultant firms include, but are not limited to:

Required Scope of Services

Contract A

- Preliminary Engineering
- Project Design
- Right-of-Way
- Construction Inspection

Contract B

- Initial Administrative Start-Up oversight,
- Environmental Review,
- Uniform Act (Acquisition Services for Right of Way)
- Equal Opportunity/Title VI Compliance,
- Davis Bacon Labor Standards Compliance,
- Financial Management, and
- Close Out

Estimated Schedule for Performance of Work

- | | |
|-------------------------|---------------|
| • Funding Award | October 2018 |
| • NEPA Complete | April 2019 |
| • Design Complete | July 2019 |
| • Right-of-Way Complete | December 2019 |
| • Construction Complete | October 2020 |

Firms may request consideration by submitting a letter of interest along with qualifications to **City of LaFollette, 207 South Tennessee Avenue, LaFollette, Tennessee 37766 Attn: Jimmy Jeffries, City Administrator**. All letters of interest must be received by **City of LaFollette** on or before 2:00 p.m., October 18, 2018. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Phase I Evaluation

City of LaFollette will evaluate the top 3 firms for each contract 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 without compromising sound engineering practice (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 without compromising sound engineering practice (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 II 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>.