

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

October 31, 2019

The City of Oak Ridge, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of an Oak Ridge Gateway Monument project funded in part as a Direct Appropriations Grant from the Tennessee Department of Transportation (TDOT). The project shall be accomplished in accordance with TDOT Local Program guidelines. This project shall adhere to all applicable Federal and State regulations and requirements. The project shall be accomplished in accordance with the project application on which TDOT approval was based. The professional consultant engineering consulting firm (the Prime) and all sub-consultants must be on TDOT's pre-approved list and the Prime Consultant must have unlimited status. Responsibilities of the professional consultant engineering firm include, but are not limited to:

Required Scope of Services

- Provide field survey services of the project area
- Provide engineering design services to prepare bid/construction documents for the construction of the project
- Prepare itemized estimate of probable cost using TDOT item numbers
- Prepare project specifications and bid documents
- Prepare bid notice
- Prepare bid advertisement
- Permit submittal for review and approval to TDOT
- Utility submittal for review and approval to TDOT
- Assist City in evaluation of bids and recommendation for contract award
- Construction Engineering Inspection (CEI)
- Any other services needed to complete the design, right-of-way, and bidding for construction of the project.

Estimated Schedule for Performance of Work

Task	Schedule
Notice to Proceed	February 2020
Project Kickoff	March 2020
Project Surveying	April 2020
Geotechnical Investigation	April 2020
NEPA Environmental Documents	April 2020 to June 2020
Early Utility Notification	April 2020
Preliminary Plans	May 2020 to October 2020
TDOT Submittal/Review	November 2020 to December 2020
Public Meeting	January 2021
Right-of-Way Plans	January 2021
TDOT Submittal/Review	February 2021 to March 2021
Construction Plans/Estimates	March 2021 to June 2021
TDOT Submittal/Review	August 2021 to September 2021
Permitting	October 2021 to November 2021
Construction Contract Proposal	October 2021 to November 2021

TDOT Submittal/Review	December 2021 to January 2022
Construction Bidding	February 2022 to March 2022
TDOT Submittal/Review	April 2022 to May 2022
Notice to Proceed	May 2022
Construction	June 2022 to November 2022

Firms may request consideration by submitting a letter of interest along with qualifications to the **City of Oak Ridge, PO Box 1, Oak Ridge, TN 37831 Attn: Jon Hetrick**. All letters of interest and qualifications must be received on or before **5:00 p.m. Eastern Standard Time, Thursday, November 21, 2019**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Payment to the selected Prime Consultant is to be billed and paid monthly for the duration of the contract.

Phase I Evaluation

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

- Work experience in the required disciplines with TDOT, the City of Oak Ridge and/or other clients.
- Specialized expertise related to the project scope
- Professional licensure
- Staff capabilities of Prime Consultant
- Size of Projects and unlimited prequalification status

From the letters of interest, the City of Oak Ridge will select a minimum of 3 qualified firms to submit Phase II qualifications. From this list the top ranked candidate will be selected.

Phase II Evaluation

The City of Oak Ridge will evaluate the three top firms based on the following criteria (relative weight):

Criteria	Relative Weights (%)
Past experience in the required disciplines with TDOT and other clients.	25%
Past experience specific to gateway monument projects.	40%
Qualification and availability of staff.	10%
Demonstrated ability to meet schedules without compromising sound engineering practice.	10%
Evaluations on prior projects with TDOT and other clients, if available.	5%
Knowledge of Federal and TDOT CEI requirements.	10%

The consultant evaluation committee holds the ability to conduct interviews based on scoring as a 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, sexual orientation 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 Oak Ridge. 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>.

The City of Oak Ridge reserves the right to reject any and all proposals, waive minor defects, informalities or irregularities in proposals or proposal process and to make proposals awards, as deemed, to be in its best interest. The City of Oak Ridge is not responsible for delays occasioned by the U.S. Postal Services or any other means of delivery utilized by the proposer. Similarly, the City of Oak Ridge is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.