



CITY OF OAK RIDGE, TENNESSEE

**REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST
from
PROFESSIONAL CONSULTANT ENGINEERING FIRMS
for the
CONNECTIVITY IMPROVEMENTS ALONG SR-95 PROJECT**

The City of Oak Ridge (City), Tennessee, an Equal Opportunity, Affirmative Action Employer, is soliciting a Request for Qualification and Letters of Interest from professional consultant engineering firms to provide services related to construction of the Connectivity Improvements Along SR-95 Project, funded in part by a Tennessee Department of Transportation (TDOT) Multimodal Access Grant.

The project shall be accomplished in accordance with the TDOT approved application. The project is anticipated to construct over one (1) mile of sidewalks, forty-three (43) ADA compliant ramps and thirty (30) ADA compliant crosswalks as well as the repair or update of approximately sixty-four (64) ramps and twenty-two (22) crosswalks into ADA compliance. The project includes repairs to approximately 2,700 linear feet of sidewalk and 800 linear feet of curb. No Rights of Way acquisition is anticipated.

The professional consultant engineering firm must be qualified as a TDOT pre-approved firm and must have unlimited status. All work must be performed in accordance with the TDOT document entitled Local Government Guidelines for the Management of Federal and State Funded Projects. Responsibilities of the professional consultant engineering firm include, but are not limited to:

- The National Environmental Policy Act (NEPA) Process
- Provide field survey services of the project area
- Provide engineering design services to prepare bid/construction documents for the project
- Prepare itemized estimate of probable cost using TDOT item numbers
- Prepare project specifications and bid documents
- Coordination and participation in public meetings with stakeholders
- Prepare bid notice
- 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)
- Contract administration and presence at project meetings
- Any other services needed to complete the NEPA, design, bidding, and construction of the project

The TDOT approved application which contains specific locations for the improvements can be viewed at www.oakridgetn.gov online services, online bid requests. Questions concerning this solicitation shall be submitted to Roger Flynn, P.E., City Engineer at rflynn@oakridgetn.gov. The deadline for questions is December 28, 2016 at 12:00 p.m., EST.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBE, TDOT standard procurement policy, and additional information can be found at www.tn.gov/tdot under the appropriate department pages and in the TDOT Local Programs Guide at www.tn.gov/assets/entities/tdot/attachments/LGG_Manual.pdf.

Firms shall submit five (5) copies and one (1) original letter of interest, along with qualifications, indicating the scope of services to be completed by a sub-consultant by 4:00 p.m. (local time) on January 5, 2017 to:

City of Oak Ridge
Attention: Roger Flynn, P.E., City Engineer
Central Services Complex
100 Woodbury Lane
Oak Ridge, TN 37830

The City of Oak Ridge will evaluate the submitted letters of interest and qualifications and choose firms who would make viable candidates from which to invite proposals and/or presentations. The factors that will be considered in evaluation of proposals are:

- Past experience in the required disciplines with TDOT and other clients
- Past experience specific to design of pedestrian improvement projects
- Qualification and availability of staff
- Demonstrated ability to meet schedules without compromising sound engineering practice
- Evaluations on prior projects with TDOT and other clients, if available
- Size of project
- Amount of work under contract with TDOT and other clients
- Knowledge of Federal and TDOT CEI requirements and ability to provide TDOT certified personnel

It is believed that this project meets the criteria for the small project classification as defined in Section 3.1.1 of the TDOT Local Programs Guide. If so, this will allow the City to use the same consultant for both design and CEI phase of the project. If the project fails to qualify as a small project, the City is required by Section 1.6 VIII of the TDOT Local Programs Guide to have separate consultants.

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 Oak Ridge. For more information on DBE certification, please contact Mr. David Neese at (615) 741-3681 or by email: david.neese@tn.gov. Details and instructions for DBE certification can be found at www.tn.gov/tdot/topics/small-business.