

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

December 14th, 2023

The **City of Forest Hills**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of the **Tyne Boulevard Bikeway, which will connect Hillsboro Pike (US 431/SR 106) to Robert E Lee Drive, PIN 134429.00**. This project is funded through a federal Transportation Alternatives Program grant. 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

- Complete NEPA process, adhering to TDOT Local Program Guidelines.
- Provide preliminary and final design.
- Prepare utility and ROW certifications.
- Prepare project specifications and bid documents.
- Prepare bid advertisement.
- Assist City in evaluation of bids and recommendation for contract award.
- Construction engineering inspection (CEI) services.
- Any other services needed to complete the design, right-of-way, bidding, and CEI services for construction of the project.
- Project closeout.

Estimated Schedule for Performance of Work

- Contract Approval by Board: February 2024.
- NEPA/Preliminary Engineering: 8 Months.
- Final Design: 6 Months.
- ROW/Utility Coordination & Pre-Construction: 8 Months.
- Construction Start: February 2026.

Firms may request consideration by submitting a letter of interest along with qualifications to the **City of Forest Hills via the City's online procurement portal**. Visit the City's website at <https://www.cityofforesthills.com/> and navigate to the Vender Registry for Bids/Opportunities. All letters of interest must be received by the **City of Forest Hills** on or before **3:00 PM CT, Thursday, January 11th, 2024**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. This will be 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, Forest Hills, and/or other Clients**
- **Specialized Expertise in Pedestrian Facilities**

- **Professional Licensure in the State of Tennessee**
- **Staff Capabilities of Prime Consultant**
- **Experience with Similarly Sized Projects**
- **Unlimited Prequalification Status**

From the letters of interest, the **City of Forest Hills** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The **City of Forest Hills** will evaluate the top 3 firms on the following criteria (relative weight):

- a. Workload Capacity; including the amount of work under contract with the City of Forest Hills, if applicable (15%)**
- b. Past Performance on the City of Forest Hills Projects (25%)**
- c. Technical Approach, Project Understanding, and Quality Control Procedures (40%)**
- d. Demonstrated Ability to Meet Project Schedules while Adhering to Sound Engineering Practices (10%)**
- e. Knowledge and Understanding of Federal, State, and TDOT Local Programs Guidelines and Processes (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 <https://www.tn.gov/tdot/business-redirect/consultantinfo.htm>. 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 Forest Hills**. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.