

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS

August 3, 2018

The City of Columbia, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to utility and street cut guidelines, specifications, and permitting. Proposals from the professional consultant engineering firm must include:

- Cover Sheet
- Firm's background including contact information (1 page max)
- Firm's qualifications related to this service (1 page max)
- Examples of similar projects with references and contact information (3 pages max)
- Up to three resumes of persons who will be directly working on this project
- Describe method and approach to develop these documents, and describe the deliverables, assuming an approximate budget of \$15,000.

Firms may request consideration by submitting **1 paper and 1 electronic set** of qualifications to **Glenn Harper, PE (gharper@columbiatn.com) – City Engineer at 700 North Garden Street – Columbia, TN 38401**. All statements of qualifications must be received by the Engineer's Office on or before **3:00 p.m. CST Thursday August 30, 2018**. The qualifications shall indicate the scope of services to be completed by any sub-consultants.

The project will be a lump sum contract negotiated with the highest ranked, most qualified firm. Payments will be based on the terms of the negotiated contract. The successful firm will be determined using the Phase I and Phase II (if necessary) evaluations as outlined below:

Phase I Evaluation:

The City will evaluate the submitted RFQs and may choose several 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:

- a. Firm's qualifications related to this service (20%)
- b. Performance on similar projects (30%)
- c. Qualifications of key staff (20%)
- d. Method and deliverables (30%)

Phase II Evaluation (If Necessary):

If necessary, the City will create a short-list of consultants for in-person interviews. Criteria for the interview will be provided to the selected firms at the time the short-list is finalized. If the Phase II Evaluation is necessary, the in-person interview score will be averaged with the Phase I score to generate a composite score. The scores from both phases will be weighed equally (e.g. 50/50).

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 Columbia. For information on DBE certification, please contact Mr. David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: www.tn.gov/tdot/civil-rights/small-business-development-program.html