

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

September 7, 2023

The City of Shelbyville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Phase 1 of the State funded Multi-Modal Access Grant (MMAG) project for pedestrian improvements along Madison Street (S.R. 16) from North Main Street to East Lane Street - PIN 133728.00**. 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

- Prepare required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA).
- Develop plans, specifications, contract documents, bid quantities and engineering cost estimate that meet or exceed all federal and state guidelines.
- Prepare all required bid documents. Conduct all pre-bid conferences and assist in all aspects of the bidding process including, but not limited to assisting the City of Shelbyville with advertisement, solicitation of bids, bid evaluations, and recommendation of award.
- Follow requirements of the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects" which includes submittals for approvals of environmental documentation, permitting, engineering design, utility relocations, rights-of-way, and disadvantaged business enterprises (DBE).
- Perform all CEI duties as outlined in the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects"
- Any other services needed to complete the design, bidding, and construction of the project.
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Estimated Schedule for Performance of Work

- **Begin NEPA phase services: November, 2023**
- **Begin Design Phase Services: September, 2024**
- **Obtain Construction NTP: June, 2025**
- **Begin Construction: September, 2025**
- **Project Completion and closeout: December, 2026**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Shelbyville, 201 North Spring Street Shelbyville, TN 37160 Attn: Lori Saddler**. All letters of interest must be received by **City of Shelbyville** on or before **2:00 pm, September 28, 2023**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment for the contract will be lump sum.

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, the City of Shelbyville, and/or other clients**
- **Knowledge and experience with ADA guidelines and requirements for pedestrian facilities**
- **Proof of professional licensure**
- **Staff capabilities of prime consultant**
- **Similar projects completed and current prequalification status**

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

Phase II Evaluation

City of Shelbyville will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Workload capacity; including amount of work under contract with the Agency, if applicable (25%)**
- b. **Past performance on agency projects (25%)**
- c. **Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (20%)**
- d. **Experience and Qualifications of the firm specific to local programs projects (15%)**
- e. **Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice(15%)**

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 <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 Shelbyville**. 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>.