

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS

August 28, 2019

The City of Columbia, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to use local funds to retain the services of a professional consultant engineering firm to provide services related to design and construction of transportation and streetscape improvements along South Garden Street from Carmack Boulevard to Depot Street. The professional consultant engineering firm must be on TDOT's pre-approved list and must have unlimited status. Responsibilities of the professional consultant engineering firm may include, but are not limited to:

- Field Surveying required for the design work (city orthographic maps w/contours will be provided)
- Design of plans and specifications acceptable to the City of Columbia
- Design of Streetscape, Pedestrian Facilities, Transportation, Landscaping, Irrigation, Utility, etc.
- Designs shall include compliance with the Manual on Uniform Traffic Control Devices
- Environmental Approvals
- Attend necessary meetings with the City of Columbia associated with designs and approvals
- Provide overall project management
- Prepare construction documents
- Establish and attend pre-construction conference
- Provide construction oversight including all testing and reporting
- Identify and write grant applications for possible funding sources

Firms may request consideration by submitting **1 paper and 1 electronic** set of statements of qualifications to **Glenn Harper, PE – 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. CDT Wednesday, October 2, 2019**. The qualifications shall indicate the scope of services to be completed by any sub-consultants.

Prequalification procedures, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address www.tdot.state.tn.us/consultantinfo.htm.

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. Past experience specific to streetscape projects. (25%)
- b. Past experience in the required disciplines with other clients. (20%)
- c. Qualification and availability of staff. (20%)
- d. Demonstrated ability to meet schedules without compromising sound engineering practice. (15%)
- e. Evaluations on prior projects with other clients. (10%)
- f. Amount of work under contract with other clients. (10%)

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