

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

The City of Shelbyville, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide expertise in Environmental Clearance, Roadway Design plans and specifications preparation, and Right Of Way Acquisition for a transportation project involving improvements to the intersection of Fairfield Pike/Deery Street/Gowen Street. This project will be funded in part by federal and local funds. The project shall be accomplished in accordance with FHWA and TDOT rules and regulations that pertain to the project and the process. Engineering firms must be on TDOT's pre-qualified consulting firms list and must have unlimited status.

Regarding questions related to this notice contact Lori Saddler, Purchasing Director, City of Shelbyville at (931) 684-2691 or e-mail [lori.saddler@shelbyvilletn.org](mailto:lori.saddler@shelbyvilletn.org).

Firms may request consideration by submitting a letter of interest along with qualifications in a sealed envelope and marked "RFQ Fairfield Pike/Deery Street/Gowen Street Improvements" to Lori Saddler, Purchasing Director, City of Shelbyville, 201 North Spring Street, Shelbyville, TN 37160. All letters of interest and qualifications must be received by the Purchasing Director, City of Shelbyville, on or before 11:00 A.M., Central Time, August 25, 2016. The letter of interest and qualifications shall not exceed 25 pages and indicate the scope of services to be completed by any sub-consultants.

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 [www.tdot.state.tn.us/consultantinfo.htm](http://www.tdot.state.tn.us/consultantinfo.htm).

The City will evaluate the current prequalification statements on file for those submitting letters of interest and qualifications and select the most qualified consultant. The factors that will be considered in evaluation of proposals are:

- a. Past experience in the required disciplines with TDOT and other clients.
- b. Qualification and availability of staff.
- c. Demonstrated ability to meet schedules without compromising sound engineering practice.
- d. Evaluations on prior projects with TDOT and other clients, if available.
- e. Size of project.
- f. Amount of work under contract with TDOT and other clients.
- g. Knowledge of Federal and TDOT requirements

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 Shelbyville. For information on DBE certification, please contact Mr. Ross Webb at (615) 741-3681 or [Ross.H.Webb@state.tn.us](mailto:Ross.H.Webb@state.tn.us). Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the public for viewing and inspection. The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Open Records Act.

Additional information regarding this solicitation are available online at [www.shelbyvilletn.org/purchasing.htm](http://www.shelbyvilletn.org/purchasing.htm). Interested parties may also contact the Purchasing Director at (931) 684-2691.

Wallace Cartwright  
Mayor