

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS

December 15, 2020

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 design and construction of equipment storage and a salt storage structure, as well as reconfiguration of an existing fuel island located at the Public Works facility 110 Santa Fe Pike, Columbia, TN 38401. The project design shall be accomplished in accordance with federal and state requirements with an anticipated completion date of June 30th, 2021. Responsibilities of the professional consultant engineering firm 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 equipment storage sheds, fuel island modifications to include gasoline storage, salt storage structure, required site work, asphalt surface modifications, etc...
- Environmental Approval if required
- Attend necessary meetings associated with designs and approvals
- Provide overall project management in accordance with Local, State, and Federal guidelines
- Prepare construction documents
- Establish and attend pre-construction conference
- Provide construction engineering and inspection in accordance with City of Columbia requirements, including all testing and reporting

Firms may request consideration by submitting **1 Digital Set** of their statement of qualifications to **Jeff DeWire – Public Works Director – to 110 Santa Fe Pike, Columbia, TN 38401**. All statements of qualifications must be received by the Public Works Department on or before **9:00 a.m. CST Monday January 25, 2021**. 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. Past experience specific to municipal facility design (25%)
- b. Knowledge of Public Works facilities and Construction (CEI) requirements (25%)
- c. Qualification and availability of key staff (15%)
- d. Demonstrated ability to meet schedules without compromising sound engineering practice (10%)
- e. Evaluations on prior projects with municipal facilities and other clients, if available (10%)
- f. Ability to handle the size of project (10%)
- g. Amount of work under contract currently (5%)

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).

The City of Columbia does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law. 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