

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****October 30, 2019**

**The City of Shelbyville, Tennessee**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to design, construction and inspection of **sidewalks, including utility improvements, lighting improvements, ADA upgrades, pedestrian signalization, pedestrian lighting and landscaping**. The City of Shelbyville currently has two active projects:

PIN 121513.00 – Shelbyville Sidewalk Improvements, Phase 3 – TDOT concurrence to re-bid has been granted

PIN 123115.00 – Shelbyville Public Square Sidewalks, Phase 4 – TDOT Notice to Proceed with the funded Construction Phase of Project Development has been granted

Services for completing these projects and comparable future projects are included in this request. These projects may be funded in part by federal, state and local funds. The projects 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**

- Attend necessary meetings with TDOT and the City of Shelbyville associated with construction
- Establish and attend pre-construction meeting
- Provide overall project management in accordance with State and Federal guidelines
- Provide construction engineering and inspection in accordance with TDOT and FHWA requirements, including all testing and reporting.
- Identify and write grant applications for possible funding sources, if needed.

**Estimated Schedule for Performance of Work**

- Construction bidding and CEI service schedules to be determined by bid date.
- All projects, current and future to be performed in a timely manner agreed upon by both the City and the successful firm.

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Shelbyville, 201 N. Spring Street, Shelbyville, TN 37160 Attn: Lori Saddler, Purchasing Director**. All letters of interest must be received by **City of Shelbyville** on or before **2:00 p.m., November 21, 2019**. The letter of interest and 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 1 and Phase II evaluations as outlined below.

## 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:

- **Firm experience, credentials, staff qualifications and availability**
- **Past experience in the required disciplines with TDOT, LPA, and other clients and demonstrated ability to meet schedules without compromising sound engineering practices**
- **Firm experience in TDOT LP grants (TAP, Multimodal, etc.)**
- **Staff capabilities of prime consultant**
- **Size of project and unlimited 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

The **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 (20%)**
- b. **Past performance on agency projects (15%)**
- c. **Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (30%)**
- d. **Other factors including interviews and demonstrations, as approved by the Agency (20%)**
- e. **Any approved non-qualifications based evaluation criteria (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](mailto: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 the **City of Shelbyville**. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto: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>.