

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

October 13, 2023

The Town of Huntingdon, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **a Multimodal improvement project along US-70 to include sidewalks, curb and gutter, drainage improvements pavement markings, signage, and ADA upgrades. PIN 133395.00, funded in part by the TDOT Multimodal Access Grant.** . 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

- Provide field survey services for the project area
- Provide services to complete required Environmental documentation
- Provide engineering design services to prepare bid/construction documents for the construction of the project
- Prepare itemized engineer's opinion of probable cost using TDOT item numbers
- Prepare project specifications and bid documents
- Prepare bid notice and bid advertisement
- Permit submittal for review and approval to TDOT
- Utility submittal for review and approval to TDOT
- Assist Town of Huntingdon in evaluation of bids and recommendation for contract award
- Perform Construction Engineer Inspection (CEI) services during construction
- If necessary, hire and manage any Right-of-Way (ROW) Specialist to obtain ROW Certification
- Any other services needed to complete the development, design, bidding, and construction of the project.

Estimated Schedule for Performance of Work

- **December 1, 2023: TDOT consultant selection process complete, consultant under contract with Town of Huntingdon, NEPA Phase begins.**
- **September 2, 2024: NEPA Phase completed, PE-Design Phase begins.**
- **May 1, 2025: Notice to Proceed (NTP) for Construction issued by TDOT Local Programs office.**
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Firms may request consideration by submitting a letter of interest along with qualifications to **The Town of Huntingdon, 19810 E. Main St., P.O. Box 668 Huntingdon, TN 38344 Attn: Kim Carter.** All letters of interest must be received by the Town of Huntingdon on or before **12:00 PM CDT, November 17, 2023.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **Method of payment 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 with the TDOT Local Programs process and familiarity with TDOT staff**
- **Availability of staff**
- **Experience in successfully completing TDOT multimodal projects like this**
- **History of successful navigation of State- and/or Federally-funded grant projects**

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

Phase II Evaluation

The Town of Huntingdon will evaluate the top 3 firms on the following criteria (relative weight):

- a. Past experience in the required disciplines with TDOT and other clients (20%)**
- b. Past experience specific to Multimodal funded projects (10%)**
- c. Qualification and availability of staff (10%)**
- d. Demonstrated ability to meet schedules without compromising sound engineering practice (10%)**
- e. Amount of work under contract with TDOT and other clients (10%)**
- f. Knowledge of Federal and TDOT CEI requirements (10%)**
- g. Knowledge of the TDOT Locally Managed Program process for federally funded projects (20%)**
- h. Evaluations on prior projects with TDOT and other clients, if available (10%)**

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 **the Town of Huntingdon**. 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>.