

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

May 11, 2020

The Town of Ashland City, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm and a professional management firm to provide services related to construction of federally funded **Design and construction of an asphalt trail along N. Main Street beginning at the Cumberland River Bicentennial Trail on Chapmansboro Road to a trailhead at SR-455 Tennessee Waltz Parkway. The project also includes a pedestrian bridge, boardwalk, ADA compliance, a retaining wall and pedestrian amenities.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm and the professional management 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

Contract

- Preliminary Engineering
- Project Design
- Right-of-Way
- Construction Inspection
- Initial Administrative Start-up oversight
- Environmental Review
- Uniform Act
- Equal Opportunity/Title VI Compliance
- Financial Management, and
- Close Out

Estimated Schedule for Performance of Work

- Funding Award
- NEPA Complete
- Design Complete
- Right-of-Way Complete
- Construction Complete

Firms may request consideration by submitting a letter of interest along with qualifications to **Town of Ashland City, 233 Tennessee Waltz Pkwy., Ashland City, TN 37015 Attn: Clint Biggers, Public Works Director.** All letters of interest must be received by **The Town of Ashland City** on or before **2:00pm, June 5, 2020.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Phase I Evaluation

The Town of Ashland City will evaluate the top 3 firms on the following criteria (relative

weight):

- **Workload capacity; including amount of work under contract with the Agency, if applicable (30%)**
- **Past performance on agency projects (30%)**
- **Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (20%)**
- **Other factors including interviews and demonstrations, as approved by the Agency (10%)**
- **Any approved non-qualifications-based evaluation criteria (10%)**

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase II 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 <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. 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 Ashland City**. 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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.