

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

September 30, 2016

The Tipton County Highway Department, 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 Federal Off-System Bridge Replacement project PIN: 121751.00, Holly Grove Road, funded in part by a Federal Bridge Replacement funds. The project shall be accomplished in accordance with TDOT guidelines. The professional consultant engineering consulting firm must be on TDOT's pre-approved list and must have unlimited status. Responsibilities of the professional consultant engineering firm include, but are not limited to:

- Provide field survey services of the project area
- Provide services to complete the Environmental document
- Provide engineering design services to prepare bid/construction documents for the construction of the project
- Prepare itemized estimate of probable cost using TDOT item numbers
- Prepare project specifications and bid documents
- Prepare bid notice
- Prepare bid advertisement
- Permit submittal for review and approval to TDOT
- Utility submittal for review and approval to TDOT
- Assist County in evaluation of bids and recommendation for contract award
- Perform Construction Engineer Inspection (CEI) services during construction
- Any other services needed to complete the design, bidding and construction of the project.

For a more detailed scope of work you can review the Transportation Planning Report for this project at [http://www.tn.gov/assets/entities/tdot/attachments/Studies-Tipton_-121751_00-Final_BridgeTIR\(HollyGroveRd\)LM4-74.pdf](http://www.tn.gov/assets/entities/tdot/attachments/Studies-Tipton_-121751_00-Final_BridgeTIR(HollyGroveRd)LM4-74.pdf)

Firms may request consideration by submitting a letter of interest along with qualifications to **Tipton County Public Works at 8279 Hwy 51 Brighton, TN 38011; Attn: Shannon Reed, PE**. All letters of interest and qualifications must be received by the Tipton County Highway Department Office on or before **5:00 p.m. Central Time on September 30, 2016**. The letter of interest and qualifications shall 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.

The County will evaluate the current prequalification statements on file for those submitting letters of interest and qualifications and 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 in the required disciplines with TDOT and other clients.
- b. Past experience specific to Federal Bridge Replacement projects.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practice.
- e. Evaluations on prior projects with TDOT and other clients, if available.
- f. Amount of work under contract with TDOT and other clients.
- g. Knowledge of Federal and TDOT CEI requirements
- h. Knowledge of the TDOT Locally Managed Program process for federally funded projects.

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 Tipton County. For information on DBE certification, please contact Mr. Ross Webb at (615)741-3681 or 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/>.