

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

15 January 2024

The Town of Stanton, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to Multimodal Access Grant project for pedestrian improvements along SR 1 and SR 179 from Stanton Village Apartments to Town Hall – PIN 133949.00. 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

- NEPA
- Design
- Utility Coordination
- Permitting
- Plans, Specifications, Construction Budget
- Assist with Right of Way & Excess Land Coordination
- Bidding
- Invoicing
- Construction Engineering and Inspection
- Closeout Documents

Estimated Schedule for Performance of Work

- | | |
|-------------------------|---------------|
| • Consultant Selection | February 2024 |
| • NEPA Complete | February 2025 |
| • Design Complete | June 2026 |
| • Right or Way Complete | June 2027 |
| • Construction Complete | May 2028 |

Firms may request consideration by submitting a letter of interest along with qualifications to **Town of Stanton, Stanton, TN 38069 Attn: Mayor Allan Sterbinsky**. All letters of interest must be received by the Town of Stanton on or before 16 February 2024 at 12:00 CST. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The 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:

Qualifications and availability of key personnel

- **TAP Engineering Experience**
- **Scope of Services available**
- **Project Familiarity**

From the letters of interest, the Town of Stanton 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 Stanton 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. **Technical Knowledge and Project understanding (20%)**
- c. **Qualification and availability of staff (20%)**
- d. **Ability of the firm to complete prior similar sized TDOT Projects (10%)**
- e. **Familiarity of the firm with the needs of the Town of Stanton (30%)**

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 <https://www.tn.gov/tdot/business-redirect/consultantinfo.htm>. 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 Stanton. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 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>.