NOTICE TO CONSULTANTS REGARDING A REQUEST FOR QUALIFICATIONS

NOVEMBER 11, 2026

The City of Tullahoma, Tennessee, seeks to retain the services of a professional consulting firm(s) to provide **Title Services** for Right of Way and Easement acquisition associated with the Ledford Mill Road Widening Project (PIN# 125070.00). This project involves the widening of Ledford Mill Road from the Tullahoma Airport Business Park to SR-16. This project received funding through the Surface Transportation Block Grant (STBG) as a Tennessee Department of Transportation (TDOT) Locally Managed Project. This project shall adhere to all applicable Federal and State regulations and requirements. The project shall be accomplished in accordance with the project application on which TDOT approval was based. Responsibilities of the Title Company include, but are not limited to:

Required Scope of Services

- Prepare title report in accordance with TDOT requirements for approximately three (3) parcels along the project limits.

Estimated Schedule for Performance of Work

- Complete the title reports within 60 day from contract award.

RFQ Criteria

Firms may request consideration by delivering a Qualifications Submittal Package to **Paige Jackson, Assistant Finance Director, City of Tullahoma, 201 West Grundy Street, Tullahoma, TN 37388**. All Qualifications Submittal Packages must be received on or before **10:00 a.m. Central Standard Time NOVEMBER 30, 2026.** All packages includes 3 hardcopies of the package and 1 electronic copy.

Evaluation

The City of Tullahoma will evaluate the respondents on the following criteria (relative weight):

a. Workload capacity; including amount of work under contract with the City of Tullahoma, if applicable (20%)
b. Past performance on City of Tullahoma projects (20%)
c. Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures) (20%)
d. Demonstrated ability to meet schedules without compromising sound practice (20%)
e. Past experience related to the performance of title services specifically for TDOT funded projects (20%)

The consultant evaluation committee holds the ability to conduct interviews based on scoring during the Evaluation.

Please submit all questions to Paige Jackson at pjackson@tullahomatn.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 **City of Tullahoma**. 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.

All bidders shall adhere to Title VI of the Civil Rights Act enacted in 1964 which states that “No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance”, state of Tennessee funding, and/or funded by the City of Tullahoma. In addition, the City of Tullahoma will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

Submitted by: Paige Jackson