

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

October 30, 2025

The City of Kenton, 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 SR-5 in Kenton, TN. The proposed project utilizes funds through the Multimodal Access Grant to provide new sidewalks, crossings, and drainage improvements**. 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 of the project area
- Provide services to complete any required Environmental documentation
- Provide engineering design services to prepare bid/construction documents for the construction of this project
- Prepare itemized engineer's opinion of probable cost using TDOT item numbers
- Prepare project specifications and bid documents
- Prepare all required TDOT permit and utility documents for submittal
- Assist in evaluation of bids and recommendation for contract award
- Perform Construction Engineering Inspection (CEI) services during construction
- If necessary, hire and manage any Right-of-Way Specialist to obtain ROW certification
- Any other services as needed to complete the development, design, bidding, and construction of the project.

Estimated Schedule for Performance of Work

- **December 1, 2025** TDOT consultant selection process complete, consultant under contract with City of Kenton
- **August 1, 2026** NEPA phase complete, begin PE-Design phase
- **June 1, 2027** ROW plans approved, begin acquisition of ROW as needed
- **November 1, 2027** Notice to Proceed for Construction issued by TDOT
- **October 1, 2028** Construction complete

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Kenton, 108 N. Poplar Street, Kenton, TN 38233 Attn: Shayna Jackson**. All letters of interest must be received by **The City of Kenton** on or before **1:00 PM on Friday, November 28th, 2025**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Method of payment shall 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 successful delivery of projects under the TDOT Multimodal Access Grant**
- **History of successful completion of other State-funded grant projects**

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

Phase II Evaluation

The City of Kenton 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 Access Grant funded projects (10%)**
- c. Qualification and availability of staff (10%)**
- d. Demonstrated ability to meet schedule without compromising sound engineering practice (10%)**
- e. Evaluations of prior projects with TDOT and other clients, if available(10%)**
- f. Knowledge of Federal and TDOT CEI requirements (20%)**
- g. Knowledge of the TDOT Locally Managed Programs process for State-funded projects (20%)**

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/consultantinfo-forms.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 City of Kenton**. 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>.