



NOTICE TO CONSULTANT ENGINEERS
REGARDING LETTERS OF INTEREST AND REQUEST FOR QUALIFICATIONS
SR-374 Extension from SR-76 (US-
79) Dover Road to Dotsonville Rd

March 26, 2026

Montgomery County, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm to provide survey update on land owners to existing design plans, ROW acquisition services, and utility coordination for new roadway construction on an extension of SR-374 in Clarksville, Tennessee. This project will include (but not be limited to) the construction of approximately 3.40 miles of SR-374 to a Four-Lane divided roadway with 12' lanes, 10' outer shoulders, 4' inner shoulders, and graded/stabilized grass slopes beyond the edges of pavement, as well as a bridge over SR-76. The project limits will be from SR-76 to south of Dotsonville Road. This project is partially funded by Federal High Priority Program (HPP) funds, Federal/State STP-S funds, and may be partially funded by Surface Transportation Block Grant-Local (STBG-L) funds as deemed necessary. This will be a locally managed TDOT project for the ROW and Utility relocation phases. 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 should have unlimited status.

Required Scope of Services

It is anticipated that responsibilities of the professional consulting engineering firm may include, but are not limited to the following:

- Review property owner table of approximately 56 tracts and update property owners and any subdivision tracts within the ROW plans that have changed from the design phase that has previously been completed as a TDOT facilitated project.
- Hold a ROW Public Input meeting if required by TDOT.
- Verify utilities along the roadway.
- Verify and update any roadway and topographic features that may have changed. The last survey file was updated in 2022.
- Review 2022 geotechnical investigation and borings throughout the project area, and supplement additional Geotech as needed for bridge design or other project site changes.
- Coordination with TDOT/FHWA for any NEPA re-evaluation that may be needed. TDOT is responsible for NEPA phase documents.
- Acquire ROW as deemed necessary for the project and coordinate with appraiser, review appraiser, negotiators, and land owners. ROW closings will be handled by Montgomery County through a contracted closing attorney.
- Utility relocation submittal for review and approval by TDOT.
- Develop bridge plans and cost estimate for structure over SR-76.
- Provide engineering services to prepare bidding and construction documents in conformance with TDOT taking over the construction phase services.

- Provide itemized estimate of probable construction cost using TDOT item numbers.
- Prepare project specifications and bid documents.
- Assist in evaluation of bids and recommendation for contract award, as requested by TDOT.
- Any other services needed to complete the Design, Right-of-Way, Utility Relocation and bidding phases for construction of the project.
- Construction Engineering Inspection (CEI) services will not be part of this contract or submittal, and will be advertised as a separate service at a later date.

Firms may request consideration by electronically submitting a letter of interest along with qualifications to Montgomery County Engineering, 1 Millennium Plaza, Suite 401, Clarksville, TN 37040, Attn: Nick Powell, Chief County Engineer at the email address engineer@montgomerytn.gov. All letters of interest must be received by Montgomery County on or before the date and time listed in the Schedule section of this document. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Sub-consultants do not have to be identified until Phase II Evaluations, but these sub-consultants can be added to the letter of interest if they will be an integral part of the team.

The project will be a lump sum or an hourly-not-to-exceed contract negotiated with the highest ranked, most qualified firm. Payments will be based on the terms of the negotiated contract per each phase of the project. The successful firm will be determined using the Phase I and Phase II evaluations as outlined below:

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. This submission should be no greater than fifteen (15) pages, including cover and letter, and should be submitted electronically. Attachments to the letters of interest shall include, and will be evaluated on the following criteria:

- TDOT pre-qualification status listing disciplines from DT-0330, and limited or unlimited status. (15%)
- Past and most current experience in the required disciplines with TDOT, Montgomery County, or other clients with date of completion and/or date of beginning listed. (15%)
- Specialized Expertise as related to this project, with a listing of those expertise provided by the Prime Consultant. (15%)
- Brief explanation of staff capabilities and qualifications with resumes from key personnel (Prime Consultant only). (15%)
- Size of this Project compared to past experience. (10%)
- Availability of staff to complete project and a statement of the amount of work under contract with other clients. (10%)
- General firm capabilities and Responsiveness to the RFQ. (20%)

From the letters of interest and Phase 1 submittal, the Montgomery County Consultant Evaluation Committee will select a minimum of three (3) qualified firms to submit Phase II qualifications. The Consultant Evaluation Committee consists of three to five members that are selected by the County Mayor for the specific project that is being evaluated, and will have professional representation from the County as part of the evaluation team. The top ranked consultants will be asked to submit Phase II – Evaluations based on the sections below. Interviews

may be held, but the selection committee reserves the right to make the decision solely based on the submitted statement of qualifications.

Phase II – Evaluation

Selected firms may receive additional information regarding the requirements of the submission for Phase II evaluation, but the following criteria will be used for the second submittal:

- Sub-Consultant team members and responsibilities of each firm to the overall Scope of work. If no sub-consultants are being utilized, list the Prime Consultant's capabilities of performing Surveying, Geotechnical Investigations, appraisals, ROW negotiations, Structural bridge design, and other specialized responsibilities not typically covered by a Prime Consultant. (30%)
- Demonstrated evidence that the Firm understands the project purposes and requirements. (10%)
- Firm's approach and standard design procedures to each phase of the project. (10%)
- Demonstrated ability to meet the preliminary schedule of the project and work efficiently without compromising sound engineering practice. (15%)
- Quality Control procedures for ensuring a quality design product and information is issued at each phase of the project. (20%)
- In-Person Interview, if requested (points will not be considered for any of the design teams if an interview is not requested of all design teams). (15%)

Schedule

1. **Letters of Interest for Phase I due by 5:00 P.M. CST, Tuesday, April 21, 2026**
2. Short list of firms selected by Friday, May 8, 2026 (*)
3. Phase II qualifications due by 5:00 P.M. CST, Friday, May 22, 2026 (*)
4. Final selection of highest ranked firm by Friday, June 5, 2026 (*)
5. Contracts with the selected firm will be finalized and evaluation and survey review will begin in July 2026 (*)
6. A detailed preliminary project schedule will be provided to each of the Design Teams selected for Phase II Evaluations for their scheduling considerations. TDOT's timeframe on the contract is completion and ready for construction by March of 2029. The overall project completion goal assumes that the survey and ROW acquisition will be completed by July of 2028, the Utility Coordination will be complete with easements by October, 2028, and the Project Bid Advertisement for Construction will be released in December of 2028.

(*) These dates may change due to schedules and availability of Evaluation Committee.

Top 3 Design Teams will be notified of new dates if delays occur.

Any firm that has project specific questions should contact Nicholas Powell, P.E., Chief County Engineer, (931) 553-5113; engineer@montgomerytn.gov.

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 TDOT.PSPrequals@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 Montgomery County, Tennessee. For information on DBE certification, please contact Mr. 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>