

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

March 26, 2026

The City of Elizabethton, TN, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **new sidewalk facilities and pedestrian safety improvements along the north side of US Hwy 321 / SR 67 / SR 91 / W Elk Avenue**. This project will close a critical “missing link” in the pedestrian network between Sycamore Shoals State Park and the Patriot Drive / Bemberg Road intersection. This project will need professional engineering services for all aspect phases of the project, including, but not limited to: PE-NEPA, PE-Design, ROW, Bid Process, Construction, and Construction Engineering and Inspection (CEI). Any interested engineering consultant firms must be **PRE-QUALIFIED** with TDOT. This is a Tennessee Department of Transportation (TDOT) Multi-Modal Access Grant (MMAG) funded project. The total amount of the project grant is \$1,250,000.00. Please note that the consultant should not start the next phase of the project, until the TDOT Notice To Proceed (NTP) has been issued for the next Phase. The City of Elizabethton TN will not make any payment for any work that is underway and/or completed in a Phase where the NTP has not been issued. There will be a Disadvantaged Business Enterprise (DBE) Goal of ten percent (10%) for this project.

. 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

- The selected consultant shall handle this project from start to finish. shall provide all labor, materials, equipment, and services necessary to complete the project.
- All necessary plans, reports, documents, required for PE-NEPA, PE-Design, ROW, Bid processes, construction and CEI
- ROW certification
- Utilities certification
- Survey work
- DBE participation requirements
- Title VI requirements
- Any and all local, state and/or federal requirements that may pertain to this project
-
-

Estimated Schedule for Performance of Work

- PE-NEPA (up to 1 year to complete all necessary plans and/or documentation)
- PE-Design (up to 1 year to complete all necessary plans and/or documentation)
- ROW (up to 1 year to complete all necessary plans and/or documentation)
- Bid Process (up to 4 months to complete all necessary plans and/or documentation)

- **Construction/ CEI (up to 2 years to complete the construction, CEI, and documentation as needed)**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Elizabethton, TN, 136 S Sycamore Street Elizabethton, TN 37643 Attn: Purchasing Department**. All letters of interest must be received by the **City of Elizabethton, TN** on or before **5:00 pm on Thursday, April 30, 2026**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **Method of payment is 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 in the required disciplines with TDOT, the Agency, and/or other clients**
- **Specialized Expertise**
- **Professional licensure**
- **Staff capabilities of prime consultant**
- **Size of project and unlimited prequalification status**

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

Phase II Evaluation

City of Elizabethton, TN will evaluate the top 3 firms on the following criteria (relative weight):

- a. Workload capacity; including amount of work under contract with the Agency, if applicable (20%)**
- b. Past performance on agency projects (30%)**
- c. Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (30%)**
- d. Other factors including interviews and demonstrations, as approved by the Agency (10%)**
- e. Any approved non-qualifications based evaluation criteria (10%)**

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 [Consultant Prequalification Procedures \(tn.gov\)](https://www.tn.gov/consultant-prequalification-procedures). For information on prequalification, please contact TDOT.PSPrequals@tn.gov and refer to the NEPA Procedures Manual found on the TDOT website: [Prospective Vendor Information \(tn.gov\)](https://www.tn.gov/prospective-vendor-information).

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 Elizabethton, TN**. 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>.