

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****April 15, 2024**

**The City of Maryville**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **SR-33 (US-411 W. Broadway Avenue)**. **This is a locally managed, federally funded project, which includes construction of an additional westbound left turn lane at the intersection of Lamar Alexander Parkway. A continuous center turn lane will be converted to an additional westbound through lane alongside West Broadway Avenue. Construction will also include a new streetscaped sidewalk and other pedestrian enhancements near Maryville High School** . 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**

- SCOPE OF SERVICES FOR NEPA PHASE
- Provide preliminary roadway layout and design
- Provide an environmental assessment of the project in accordance with the National Environmental Policy Act (NEPA), including any necessary public meetings.
- Provide administrative coordination services as required by the TDOT Local Program Development Office.
- SCOPE OF SERVICES FOR PE-DESIGN
- Prepare preliminary and final right-of-way plans.
- Prepare final construction plans with tabulated quantities with estimates of probable cost.
- Perform utility coordination and certification.
- Obtain all permits necessary for construction.
- Provide bid document preparation and bidding assistance
- SCOPE OF SERVICES FOR RIGHT-OF-WAY
- Perform title searches and contact property owners.
- Perform appraisals and review of appraisals.
- Negotiate and make offers to property owners.
- Close properties, record deeds, and receive right-of-way certification by TDOT.

**Estimated Schedule for Performance of Work**

- **Notice to Proceed with NEPA Phase (June 2024)**
- **Notice to Proceed with DESIGN Phase (July 2025)**
- **Notice to Proceed with ROW Phase (March 2026)**
- **Notice to Proceed with CONST Phase (March 2027)**
- **Advertise Project for Bids (August 2027)**

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Maryville Engineering & Public Works Department, 416 W. Broadway Avenue Maryville, TN 37801 Attn: Brian Boone, P.E., Director of Engineering & Public Works**. All letters of interest must be received by **the City of Maryville** on or before **5:00 p.m. (EST) Thursday, May 2, 2024**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The firm will invoice the City of Maryville on a monthly basis for services provided under a lump sum fee contract, however, the letter of interest and subsequent submittal of a Statement of Qualifications should not include any fee structure or costs.

### 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:

- **Past experience in the required disciplines with the City of Maryville and/or TDOT and other clients.**
- **Specialized expertise.**
- **Professional licensure.**
- **Staff capabilities of the prime consultant.**
- **Unlimited prequalification status.**

From the letters of interest, **the City of Maryville** 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 Maryville** will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Workload capacity, including amount of work currently under contract with the City of Maryville (10%)**
- b. **Past performance on City of Maryville projects (10%)**
- c. **Technical approach to the project (30%)**
- d. **Selection of project team members and/or subconsultants for specific functions based on areas of expertise (20%)**
- e. **Project understanding (20%)**
- f. **Evaluation of similar projects for which the consultant has provided NEPA/DESIGN/ROW Services (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 <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](mailto: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 Maryville**. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 or [David.Neese@tn.gov](mailto: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>.