

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****April 1, 2026**

The City of Cleveland, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **the milling and resurfacing of Peerless Road from Paul Huff Parkway to Georgetown Road PIN 134746.00**. 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**

- Prepare required documentation for environmental clearances in compliance with the National Environmental Policy Act
- Develop plans, specifications, contract documents, bid quantities and engineering cost estimate that meet or exceed all federal and state guideline
- Coordinate with utilities regarding encountered utility conflicts if any, No right-of-way acquisitions is required for this project.
- Prepare all required bid documents.
- Follow requirements of the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects" which includes submittals for approval of environmental documentation, permitting, engineering design, utility relocations, right-of-way, and disadvantaged business enterprises (DBE).
- Construction Engineering & Inspection.
- Material Testing and Reporting.
- Coordination with utility companies relative to utility conflicts and with property owners neighboring the project in the project scope.
- Coordination with local agencies, neighboring schools, local media, etc. (e.g., road closures).

**Estimated Schedule for Performance of Work**

- **Estimated PE-NEPA phase: 5/15/2026 through 9/30/2026**
- **Estimated Design phase: 10/1/2026 through 6/30/2027**
- **Estimated advertisement of construction project: 10/15/2027 through 11/15/2027**
- **Pre-Construction Conference, 12/1/27**
- **Beginning of Construction, 2/1/2028**
- **Completion of Construction 8/30/2028**
- **Completion of Project Administration 10/31/2028**

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Cleveland, 190 Church Street NE Cleveland, TN 37311 Attn: Kristi Powers at [kpowers@clevelandtn.gov](mailto:kpowers@clevelandtn.gov)**. All letters of interest must be received by **The City of Cleveland** on or before **April 24<sup>th</sup>, 2026 no later than 3:00pm EST**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **The method of payment will 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:

- **Knowledge and experience with milling and resurfacing projects for street facilities.**
- **Experience with Federally funded transportation projects, including Local Programs Projects.**
- **Unlimited prequalification status (TDOT evaluation of Consultant Pre-Qualification letter)**
- **Staff capabilities of prime consultant**
- **Size of project**
- **Proof of professional licensure**

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

- Workload capacity, to include the amount of work under contract with the City of Cleveland or similar sized City (15%)**
- Past performance on the City of Cleveland or Similar Sized City projects (15%)**
- Experience and Qualifications of the firm specific to milling and resurfacing projects) (50%)**
- Size of project and limited or unlimited prequalification status including evidence that the Firms experience derives from project that are comparable or larger in size to that expected in this Contract (20%)**
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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](mailto: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 **The City of Cleveland**. 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>.

