

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
Federal Project Number TAP-48(69) / State Project Number 22LPLM-F3-037 / PIN 129809.02

June 12, 2023

The City of Dickson, Tennessee, and Equal Opportunity, Affirmative Action Employer, is wishing to enter into a Professional Service Agreement with a Professional Consultant Engineering Firm to provide services related to the design of sidewalks along College Street (State Route 235) north to the intersection of East Rickert Street. This project will be utilizing Transportation Alternatives Program (TAP) Funding. Method of payment for the Professional Service Agreement will be lump sum for each phase (NEPA, Design, Construction Engineering Inspection) of the project. The Professional Consultant Engineering Firm must be on TDOT's pre-approved list and must have unlimited status.

Required Scope of Service

1. Prepare all environmental documentation needed to acquire Environmental Clearance and a Notice to Proceed for Design for the project as set out in the current edition of the Tennessee Department of Transportation's Local Government Guidelines for the Management of Federal and State Funded Transportation Projects.
2. Prepare all design documentation needed to acquire a Notice to Proceed with Construction as set out in the current edition of the Tennessee Department of Transportation's Local Government Guidelines for the Management of Federal and State Funded Transportation Projects.
3. Prepare all documents needed for bidding of the project.
4. Perform Construction Engineering Inspection (CEI) services during construction in accordance with the current edition of the Tennessee Department of Transportation's Local Government Guidelines for the Management of Federal and State Funded Transportation Projects.
5. Maintain all documents required by the current edition of the Tennessee Department of Transportation's Local Government Guidelines for the Management of Federal and State Funded Transportation Projects and submit to TDOT and the City of Dickson at close out of project or when requested.
6. Represent the City of Dickson by continuously communicating with TDOT Local Programs Staff on the status of the project as required.
7. Any other service needed to complete the design, bidding and construction of the project.

Estimated Schedule for Performance of Work

September 15, 2023:	TDOT consultant selection process complete, consultant under contract with City of Dickson, NEPA Phase begins
September 15, 2024:	NEPA Phase Complete, Design Phase begins
September 15, 2025:	Notice to Proceed with Construction received by TDOT
September 30, 2027:	Construction Phase Complete, project close out

Firms may request consideration by submitting 4 paper copies and 1 electronic copy of your letter of intent along with qualifications to Christopher Hooper, Project Director, 600 East Walnut Street, Dickson, Tennessee 37055. All letters of interest and qualifications must be received by 4:00pm Friday, July 14, 2023. The letter of intent and qualifications shall indicate the scope of services to be completed by any sub-consultant. Contact Christopher Hooper, Project Director, 615-441-9508, chooper@cityofdickson.com for more info.

Phase 1 Evaluation

For Phase 1 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:

1. Work experience with TDOT Local Programs process and familiarity with TDOT staff
2. Availability of Staff.
3. Experience in successfully completing TDOT Surface Transportation Block Grant Project similar to this.

The City of Dickson will select up to 3 qualified firms from the submitted letters of interest to invite to submit Phase 2 qualifications.

Phase 2 Evaluation

For Phase 2 evaluations the City of Dickson will evaluate the selected firms on the following criteria (relative weight)

1. Past experience in the required disciplines with TDOT and other clients. = 10%
2. Qualifications and availability of staff. = 10%
3. Demonstrated ability to meet schedules without compromising sound engineering practice. = 10%
4. Evaluations on prior projects with TDOT and other clients, if available. = 10%
5. Size of project. = 5%
6. Amount of work under contract with TDOT and other clients. = 5%
7. Knowledge of Federal and TDOT CEI requirements. = 10%
8. Knowledge of Sidewalk and Streetscape Design. = 20%
9. Knowledge of Federal and State ADA Regulations = 20%

Prequalification procedures, example letters of intent, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at the internet address <http://www.tn.gov/tdot/topic/consultantinfo> . 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 actions based upon the grounds of race, color, sex, creed, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Dickson. For more information on DBE certification, please contact Mr. David Neese at 615-741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website <http://www.tn.gov/tdot/topic/small-business> .