

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

06/19/2025

The City of Sevierville, 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 design of Sidewalk Improvements on SR 35 in Sevierville. This project will include (but not be limited to) construction of approximately 5,800 linear feet of Sidewalk at 2 locations along SR 35 in Sevierville (between Kilby St. and the Little Pigeon River, and between Birchwood Ln. and SR 416) and storm drainage as needed. This project is funded by a Multi Modal Access Grant (MMAG) funds and will be a locally managed TDOT project. No right of way acquisition is anticipated 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

- Preparation of NEPA Documentation
- TDOT Local Programs coordination, following the TDOT agency-locally let project checklist
- Survey services for the project area and verification/coordination of all utilities as needed
- Design meetings with City staff
- Engineering design services to prepare project manual, specifications and bid/construction documents for the construction of project
- Preparation of itemized estimates of probable cost using TDOT item numbers and cost codes
- Permit submittal for review and approval to TDOT
- Utility submittal for review and approval to TDOT
- Preparation of bid notice and advertisement
- Assistance in evaluation of bids and recommendation for contract award
- Any other services needed to complete the design, right-of-way acquisition, and bidding for construction of the project
- Coordinate pre-construction meeting
- Meetings to present to the Owner's governing boards and the public
- Any other services necessary to complete the design and construction of the project
- Construction Engineering Inspection (CEI) in accordance with TDOT Local Programs requirements including final records requirements.
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Estimated Schedule for Performance of Work

- **Consultant Selection - August 2025**
- **NEPA Complete - January 2026**
- **Preliminary/ROW Plans - August 2026**
- **Construction Plans Complete - October 2026**
- **Construction Complete - December 2027**
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Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Sevierville** , **120 Gary Wade Blvd. Sevierville , TN 37862 Attn: Tracy Baker** . All letters of interest must be received by **The City of Sevierville** on or before **Friday, July 11th, 2025 at 3:00 PM**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **Payment method 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:

- **Qualifications, Capability, and Availability of Key Personnel**
- **Multimodal project engineering experience**
- **Scope of Services Available**
- **Project Familiarity**

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

- a. Experience and Qualifications of the Firm, and amount of work under contract with other clients (20%)**
- b. Experience and Qualifications of Individual Staff Members (20%)**
- c. Demonstrated evidence that the Design Firm understands the project purposes and requirements (20%)**
- d. Design Firm's approach to the project (20%)**
- e. Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice (20%)**

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 **The City of Sevierville**. 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>.