

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

July 21st, 2026

The **Town of Decaturville**, 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 **install of sidewalk on State Route 100 from the Department of Human Services to Dollar General. The intersection of SR69 and SR100 will receive pedestrian refuge islands and high visibility crosswalks. The project will also include some grading. This is a state funded project. , PIN 137630.00.** This project is funded through a federal Transportation Alternatives Program grant. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's preapproved 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

- NEPA
- Design
- Utility Coordination
- Permitting
- Plans, Specifications, Construction Budget
- Assist with ROW and Excess Land Coordination
- Bidding
- Invoicing
- Construction Engineering and Inspection
- Closeout Documents

Estimated Schedule for Performance of Work

- | | |
|--------------------------------|----------------------|
| • Consultant Selection | August 2026 |
| • NEPA Complete | August 2027 |
| • Design Complete | December 2028 |
| • Right of Way Complete | December 2028 |
| • Construction Complete | August 2029 |

Firms may request consideration by submitting a letter of interest along with qualifications to the **Town of Decaturville via the City's address 29 East Main Street, Decaturville, TN 38329 Attention: Christian Anglin** on or before **3:00 PM CT, Monday, August 10th, 2026**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. This will be a lump sum contract.

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 and availability of key personnel**
- **TAP Engineering Experience**
- **Scope of Services available**
- **Project Familiarity**

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

Phase II Evaluation

The **Town of Decaturville** will evaluate the top 3 firms on the following criteria (relative weight):

- a. Past experience in the required disciplines with TDOT and other clients (20%)**
- b. Technical Knowledge and Project understanding ex. Past performance on agency projects (20%)**
- c. Qualifications and availability of staff (20%)**
- d. Ability of the firm to complete prior similar sized TDOT Projects (10%)**
- e. Familiarity of the firm with the needs of the Town of Decaturville (30%)**

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 [Consult Prequalification Procedures \(tn.gov\)](#). 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 \(tn.gov\)](#).

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 **Town of Decaturville**. 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>.

