

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****August 24, 2026**

The City of Memphis, 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 **STBG Group 1 Repaving Project including the following streets:**

- 1. Democrat Road -- Convair Road to Tchulahoma Road**
- 2. Mallory Avenue / Norris Road -- S Lauderdale Street to Interstate 240**
- 3. Chelsea Avenue -- US 51 (Thomas Street) to Warford Street**
- 4. N Watkins Street -- Chelsea Avenue to Interstate 40**

This project is federally funded . 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

- Provide surveying as necessary
- Prepare all required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA)
- Design services to complete resurfacing plans for streets listed above
- Obtain all necessary permits
- Create Final Construction Plans
- Prepare cost estimate and bid documents
- CEI

Estimated Schedule for Performance of Work

- **Estimated start of project: November 30, 2026**
- **Estimated start of construction: July 1, 2028**
- **Estimated completion of project: December 31, 2029**
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Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Memphis, 125 N. Main Street, Room 677 Memphis, TN 38103 Attn: Mr. Chee Chew.** All letters of interest must be received by **the City of Memphis** on or before **4:00 PM CST on Friday, September 18, 2026.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **The method of payment shall 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:

- **Work experience in the required disciplines with TDOT, the City of Memphis, and/or other clients.**

- **Any Specialized Expertise.**
- **Professional licensure.**
- **Staff capabilities of prime consultant.**
- **Size of project and unlimited prequalification status.**

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

- a. Workload capacity; including amount of work under contract with the City of Memphis and TDOT, if applicable. (20%)**
- b. Past performance on City of Memphis and TDOT projects. (20%)**
- c. Technical approach (project understanding, innovative concepts or alternatives, quality control procedures. (20%)**
- d. Specific relevant experience in the design of street resurfacing projects of similar size and scope. (20%)**
- e. Specific relevant experience in environmental investigations to fulfilling National Environmental Policy Act (NEPA) requirements for street repaving projects of similar size and scope. TDOT/FHWA are requiring a Categorical Exclusion level of study for this project. (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 Memphis**. 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>.

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS FOR
DESIGN OF THE
RESURFACING OF FOUR STREETS IN CITY OF MEMPHIS, STBG GROUP 1 PROJECT**

ADDITIONAL INFORMATION FOR PHASE II EVALUATION

September 28, 2026

The City of Memphis, Division of Engineering, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide environmental, design and CEI services for the resurfacing of various streets. Design/Environmental work will meet TDOT/FHWA requirements. The scope of work includes 1. Design services to complete the resurfacing plans for streets listed below 2. Environmental services to secure State and Federal permits 3. Assemble bid package 4. CEI services. The method of payment shall be lump sum and the scope includes the following streets:

- 1. Democrat Rd. – Convair Rd. to Tchulahoma Rd.**
- 2. Mallory Ave. / Norris Rd. – S Lauderdale St. to Interstate 240**
- 3. Chelsea Ave. – US 51 (Thomas St.) to Warford St.**
- 4. N Watkins St. – Chelsea Ave. to Interstate 40**

Based on the previously submitted letters of interest in Phase I, your firm/team has been shortlisted for consideration for this project. Each firm/team should address the proposal requirements listed below and submit their proposal to: **Mr. Chee Chew, Project Manager, Division of Engineering, 125 N. Main Street – Room 677, Memphis, TN 38103.** All proposals must be received by the Division of Engineering by **4:00 p.m. (Central Time) Friday, October 16, 2026.**

Proposals will be reviewed by a Consultant Evaluation Committee who will make a recommendation of the firm/team based on the proposals. If the Consultant Evaluation Committee cannot reach a consensus on a recommendation based on the proposals submitted, the submitting firms/teams may be required to make a presentation to the Consultant Evaluation Committee. The City of Memphis reserves the right to reject any and all proposals, to waive any informality in proposals, and negotiate changes in the scope of services to be provided. All submitters will be advised when a selection has been made.

The format of the proposals will be 8 ½ x 11” sheets (fold-out sheets permitted) contained in one loose-leaf binder no greater than 1 ½” in thickness. Six (6) copies shall be submitted. Proposals will not be returned. Proposals not conforming to the required format will be rejected.

The content of the proposals shall contain the following information:

- Completed TDOT Form DT-0330 Part II. (Guidance concerning the form may be found at this internet address: [DT-0330 Part II](#).)
- In Section F of DT-0330 Part II, one additional sheet may be attached for each project giving additional information for that project.
- In Section I of DT-0330 Part II, identify all projects currently under contract with the City of Memphis and/or TDOT and the status of each, i.e.: “preliminary design underway, project 25% complete”, “final design suspended at client’s direction”, etc...

- In Section I of DT-0330 Part II, include a description of the proposed approach the team will take in providing specific services requested and the proposed staffing of the various phases of the project, in terms of full-time and part-time team members.
- Firms submitting proposals are not expected to include cost information at this time.

Gregory Dotson, P.E.
Interim City Engineer