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

August 5, 2020

The City of Martin, 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 City of Martin Downtown Enhancement Phase VIII project. Phase VIII is focused along Elm Street (State Route 43 / US 45), which is the primary corridor from the south into the downtown business district of Martin.

The Martin Phase VIII project will connect to previously completed enhancement projects and includes the following areas of focus:

1. Approximately 650 linear feet of new 5-ft sidewalk (including driveways and curbs) with an approximate 3-ft grass strip will be added on the east and west side of Elm Street (1300 linear feet total), beginning at the intersection at Lee Street (endpoint of Phase VII) and heading south to George Street.
   a. This section of the route is primarily residential with existing sidewalk ranging from 3 to 4-ft wide. The existing sidewalk is at street level due to numerous pavement overlays on the state route. The old curb and sidewalk will be removed, and new curb will be added to provide separation.
   b. This route currently has no ADA ramps at crossings. All crossings will be upgraded with new ADA ramps.
   c. This section will receive new pedestrian level street lighting.

2. Approximately 1800 linear feet of new 5-ft sidewalk (including driveways) with an approximate 3 to 10-ft grass strip will be added on the west side of Elm Street from George Street south to Peach Street.
   a. This portion of the route transitions from residential to a mixture of commercial and residential and includes a motel, a popular fast food restaurant and a high-volume gas station.
   b. The existing sidewalk terminates in the residential area and does not provide access to the commercial businesses. The old sidewalk will be removed and replaced with new, ADA/PROWAG compliant sidewalk. New sidewalk will be continued beyond where the existing sidewalk terminates.
   c. Curbed islands will be added along the route to provide designated driveways for the commercial businesses. Currently the access points are 100 to 200-ft of wide-open asphalt with no pedestrian refuge.
   d. This section of the project will receive new lighting fixtures on existing poles to provide appropriate light to the roadway and new sidewalk on the west side of Elm.

3. Approximately 100 linear feet of new 5-ft sidewalk (including curb) will be added on West Peach Street to connect to existing sidewalk.
a. The intersection of Elm and Peach will be upgraded with a crosswalk and pedestrian push button to provide safe connection to the existing sidewalk on West Peach Street.

4. Continuation of a multi-year, multi-million dollar investment in an urban renewal plan to provide unrestrictive pedestrian access with amenities to be enjoyed by all residents and visitors. This project will require relocating utilities to underground to meet the goals of this plan.

5. ADA ramps will be installed at all crossings along the route to provide equitable access to all pedestrians using PROWAG guidelines for design.

6. Drainage structures will be upgraded or replaced to control storm water runoff and enhance the safety and accessibility along the route.

7. Landscaping will be added where room is adequate. A varying width grass buffer strip will be installed along Elm Street between the new sidewalk and the driving lanes to provide a separation between the vehicular and pedestrian traffic.

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

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

Estimated Schedule for Performance of Work
- Design to be complete by September 30, 2022
- Construction to be complete by September 30, 2024

Firms may request consideration by submitting a letter of interest along with qualifications to The City of Martin, 109 University Street, Martin, TN 38237 Attn: Mayor Randy
**Brundige.** All letters of interest must be received by **The City of Martin** on or before **5:00 pm, August 31, 2020.** 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 fee.

**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
- TDOT Local Programs Engineering Experience
- Scope of services available
- Project Familiarity

From the letters of interest, **The City of Martin** 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 Martin** 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. Past experience specific to downtown streetscape and revitalization projects. (20%)
c. Qualification and availability of staff. (15%)d. Demonstrated ability to meet schedules without compromising sound engineering practice. (15%)e. Evaluations on prior projects with TDOT and other clients, if available. (10%)f. Size of project. (10%)g. Amount of work under contract with TDOT and other clients. (10%)

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 [http://www.tn.gov/tdot/topic/consultantinfo](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 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 Martin. For information on DBE certification, please contact 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.