

**NOTICE TO CONSULTANT FIRMS REGARDING REQUEST FOR LETTERS OF INTEREST
for RIGHT-OF-WAY (ROW) APPRAISALS, REVIEW APPRAISALS, and ACQUISITION SERVICES****September 11, 2025**

The Town of Collierville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of three consulting firms to provide various right-of-way services for the project listed below. Funding is provided by the federal Surface Transportation Block Grant (STBG) Program and the Town of Collierville. The project shall be accomplished in accordance with the current version of TDOT's Local Programs Guidelines for the Management of Federal and State Funded Transportation Projects. The consulting firms must be on TDOT's pre-approved list at the time the LOI's are due.

SR175 (Shelby Drive), From Jasper Park Rd. to Shelby Post Rd. PIN 126685: LOI-2026-002

The selected consulting firms will assist the Town in performing and meeting the requirements of ROW acquisition on this project as specified in the TN Department of Transportation (TDOT) Local Government Guidelines. All work shall adhere to all applicable Federal and TDOT policies, procedures and regulations.

Required Scope of Service:

- **Appraisals** of residential and commercial properties – Town intends to select one (1) firm for these services.
- **Review of Appraisals of residential and commercial properties** – Town intends to select one firm for these services.
- **Negotiator/Buyer of residential and commercial properties** – Town intends to select one (1) firm for these services.

Estimated Schedule for Performance of Work:

- ROW – Beginning Fall of 2025 – Approximately 1-yr

Firms may request consideration by submitting a Letter of Interest (LOI) to the Town of Collierville 500 Poplar View Parkway, Collierville, TN 38017 ATTN: Procurement Manager. All LOI's must be received by the Procurement Manager on or before 2:00:00 P.M. CST, October 1, 2025. Questions may be submitted to Terri Spears, Procurement Specialist, Senior at (901) 457-2253. The Town is not responsible for delays occasioned by the U.S. Postal Service or any other means of delivery employed by the proposer. Similarly, the Town is not responsible for, and will not open, any submittals that are received later than the date and time stated above. The proposal shall indicate the scope of services to be completed by any sub-consultants. The consultant selected for this project will enter into a Professional Services Agreement with the Town of Collierville.

Letters of Interest should clearly indicate each of the above mentioned services the firm is interested in providing.

Only one firm will be awarded a contract for each of the services.

To review the right-of-way plans, contact Terri Spears, Procurement Specialist, Senior at (901) 457-2253.

Phase I Evaluation (LOI) Submittal:

The Town will evaluate the letters of interest and choose several firms who would make viable candidates from which to invite statements of qualifications. The factors that will be considered in the evaluation process are:

- a) Past experience in the required disciplines that required TDOT Local Program Guidelines be followed.
- b) Qualifications, relevant expertise, ability, and availability of staff to be used in performing the service.

Phase II Evaluation:

From the letters of interest, the Town of Collierville will select up to three qualified firms for each category of ROW services to submit Phase II qualifications. The Town will evaluate the statement of qualifications on the following criteria **(relative weight)**

- a) Past experience in the required disciplines following TDOT's Local Programs Guidelines for the Management of Federal and State Funded Transportation Projects. **(25%)**
- b) Number of approved staff for this contract. **(25%)**
- c) Qualifications, availability, and experience of proposed agents. **(25%)**
- d) Provide evidence of ability to perform the work efficiently and meet schedules without compromising sound professional practices and compliance with TDOT's Right-of-Way Manual and the Uniform Relocation Assistance and Real Properties Acquisition Policies Act, 42 U.S.C. § 4601, et seq. **(25%)**

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 Collierville**. 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>.

The selected firms will be requested to submit a project specific fee proposal.

The consultant evaluation committee holds the ability to conduct interviews.

The Town of Collierville reserves the right to reject any and all proposals, accept proposals in part or whole, waive defects, informalities or minor irregularities in proposals or proposal process and to make proposal awards, as deemed, to be in its best interest.