

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

September 10, 2026

The City of Paris, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Signal Installation at SR-69 (Mineral Wells Ave) intersection at Paris Plaza Shopping Center in Paris. This is a Federally funded 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

- 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 | November 2026 |
| • NEPA Complete | November 2027 |
| • Design Complete | November 2028 |
| • Right of Way Complete | December 2028 |
| • Construction Complete | August 2030 |

Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Paris** , **100 N. Caldwell, P.O. Box 970, Paris, , TN 38242, Attn: Kim Foster, or to kfoster@cityofparistn.gov**. All letters of interest must be received by **the City of Paris** on or before **4:00 p.m. Central Standard Time (CST) on September 30, 2026**. 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 and availability of key personnel**
- **TAP Engineering Experience**
- **Scope of Services available**

- **Project Familiarity**

From the letters of interest, **the City of Paris** 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 Paris 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. **Qualification 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 [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 Paris**.. 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>.