

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****September 18, 2026**

The City of Bartlett, 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 resurfacing of Kirby Whitten Road from the south city limits of Bartlett to New Brownsville Road**. 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

- The selected firm will perform all phases of development including project initiation, survey, environmental (NEPA document preparation), design, bidding services, and CEI.
- Scope shall include entering all necessary documents in E-Grants as required by TDOT Local Programs for this project.
- Design will include updating any concrete elements necessary to meet current ADA requirements and achieve proper roadway drainage.
- Bike lanes are to be implemented, where possible.
- Design will include any striping and signal modifications required to accommodate ADA improvements and adjusted lane configuration.
- The project is expected to be completed inside existing right-of-way.

Estimated Schedule for Performance of Work

- **Initial Survey (Spring 2027)**
- **Preliminary Engineering and NEPA (through 2027)**
- **Utility Certification (Winter 2027/28)**
- **Final Design (2028/2029)**
- **Construction Phase (winter 2029/2030 to Summer 2030)**
- **Construction Engineering & Inspection (CEI) (Winter 2029/2030 to Summer 2030)**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Bartlett**, by email to **Becky Bailey** at **bbailey@cityofbartlett.org**. All letters of interest must be received by **City of Bartlett** on or before **4:00 PM on Thursday, October 15, 2026**. Responses shall be emailed, with the subject line " **RFQ FY2027-09-005 ENGINEERING SERVICES - Kirby Whitten Resurfacing**." Respondents shall attach a letter of interest with all applicable materials to be considered for phase I and phase II evaluation, in .pdf format. Questions pertaining to this request can be directed to **Becky Bailey, PE** at **901-385-6499** or **bbailey@cityofbartlett.org**. 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 for each phase of development corresponding to TDOT's phases (NEPA, Design, ROW, Construction).

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 Bartlett, 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 Bartlett** 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 Bartlett 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 Bartlett, if applicable (15%)**
- b. **Past performance on agency projects (50%)**
- c. **Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (25%))**
- d. **Other factors including interviews and demonstrations, as approved by the Agency (5%)**
- e. **Any approved non-qualifications based evaluation criteria (5%)**

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 Bartlett**. 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>.