

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****9/23/2026**

The City of Columbia, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **improvements at and around the intersection of SR-6 (US31, Nashville Highway) and SR-99 (US-412, Bear Creek Pike). This project is Federally and State 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

- Responsibilities of the professional consultant engineering firm for CEI services shall be performed in accordance with the TDOT Local Government Guidelines for the Management of Federal and State-Funded Transportation Projects, latest edition, as issued by the TDOT Local Programs Development Office.
- Inspection and Documentation of all work activities performed by the contractor, as generally outlined in the TDOT Proposed Scope of Work for CEI, to ensure compliance with all project plans and specifications and in accordance with all applicable federal, state, and local laws, regulations, rules, requirements, and policies.
- Review and Approval of shop drawings and submittals by the contractor.
- Recording, Filing, and Managing all CEI documentation.
- Close coordination with City of Columbia staff, especially the City Engineer, to ensure proper monitoring of all work activities.
- Conduct and Document the pre-construction meeting and any periodic project status meetings as required by City staff.
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Estimated Schedule for Performance of Work

- **Construction is expected to begin mid-late 2027.**
- **Construction is anticipated to last approximately two (2) years**
- **Project close-out should allow up to three (3) months (i.e., 90 days).**
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Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Columbia, 700 North Garden Street, Columbia , TN 38401 Attn: Glenn Harper** . All letters of interest must be received by **the City of Columbia** on or before **3:00 PM (Central Time) on Friday October 16, 2026**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **Method of payment 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:

- **Work experience in the required disciplines with TDOT, the City of Columbia, and/or other clients;**
- **Specialized Expertise;**
- **Professional licensure;**
- **Staff capabilities of prime consultant; and**
- **Size of project and unlimited prequalification status**

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

- a. **Proposed Team Capabilities (Include any relevant sub-consultant information) (25%)**
- b. **Experience & Performance on Similar Projects and Disciplines (Local Programs project experience is critical) (25%)**
- c. **Staff Qualifications and Availability (Only include information for personnel proposed to work on this specific project) (25%)**
- d. **Technical Approach to Management of Project (Ability to provide effective and efficient project oversight to mitigate any unnecessary cost overruns or time delays) (25%)**
- e. (%)

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 Columbia**. 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>.