

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****9/23/20**

**City of Pulaski, TN**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **PIN: 130265.00, SR-7 From SR-11 to Mitchell Street; and SR-11, From SR-7 to Victoria Place**. 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**

- **Conduct the initial environmental coordination with TDOT/FHWA, preliminary engineering and environmental investigations necessary to fulfill National Environmental Policy Act (NEPA) requirements for this project.**
- **Conduct the appropriate public involvement process per TDOT Public Involvement Plan.**
- **Conduct project survey and prepare Preliminary Plans.**
- **Provide Right-of-Way Services as necessary to obtain TDOT R.O.W. Certification and TDOT Utility and Railroad Certification.**
- **Prepare construction plans, bid advertisement, construction estimate and bid documents, as necessary to obtain TDOT Notice to Proceed with Construction Phase.**
- **Construction Engineering Inspection (CEI)**

**Estimated Schedule for Performance of Work**

- **Environmental – Winter 2020**
- **Design – Spring 2021**
- **Right-of-Way – Spring 2021**
- **Construction documents – Winter 2021**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Pulaski, 203 South First Street, Pulaski, TN 38478 Attn: Terry Harrison**. All letters of interest must be received by **City of Pulaski** on or before **12:00 Noon on October 27, 2020**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Payment will be by lump sum method.

**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 Pulaski, and/or other clients**
- **Specialized expertise**

- **Professional licensure**
- **Staff capabilities of prime consultant**
- **Size of project and unlimited prequalification status**

From the letters of interest, **City of Pulaski** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

## **Phase II Evaluation**

**City of Pulaski** 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 Pulaski, if applicable (30%)**
- b. Past performance on agency projects (35%)**
- c. Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (20%)**
- d. Other factors including interviews and demonstrations, as approved by the City of Pulaski (15%)**

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>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto: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 **City of Pulaski**. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto: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>.