

**NOTICE TO CONSULTANT REAL ESTATE TITLE AND CLOSING FIRMS REGARDING A
REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS****October 6, 2021**

The City of Franklin, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional consultant real estate title and closing firms, licensed to provide legal counsel in Tennessee, for **the federally and state funded Right-of-Way Phase of the Columbia Avenue Widening and Improvements Project (TDOT PIN 121454.00). Consultant services include the performance of right-of-way (ROW) Real Estate Title Searches and Closing Services for approximately 60 properties along Columbia Avenue (US-31/SR-6), from Mack Hatcher Parkway (SR-397) to Downs Boulevard, to allow for the widening of the existing 3-lane roadway to 5 travel lanes with sidewalks.** The project shall be accomplished in accordance with all applicable Federal (i.e. FHWA) and State (i.e. TDOT Local Programs) rules, regulations, and guidelines. The consultant 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

- Provide legal counsel and professional services pertaining to real estate closings for the City's voluntary purchase of real estate or its acquisition by eminent domain.
- Perform in-depth property title searches.
- Prepare all title and closing documents following TDOT and City of Franklin standards.
- Coordination with appraisers, review appraisers, negotiators, and City & TDOT staff.
- Perform escrow and funding distribution services at closings.
- Attend any public meetings that may be required.
- Prepare for and participate in any required Pre-Trial Conferences, Depositions, and Court Testimonies.
- Establish and maintain a project file with all applicable documentation for each project tract.

Estimated Schedule for Performance of Work

- Initial round of completed title searches to be delivered to the City: January 2022
- Final round of completed title searches to be delivered to the City: Fall 2022
- All real property interests acquired/closed: Fall 2023

Firms may request consideration by submitting a Letter of Interest (LOI) in a sealed envelope that is clearly marked "LOI for Real Estate Title and Closing Services for the Columbia Avenue Widening & Improvements Project (PIN 121454.00)" to **the City of Franklin, Engineering Department, 109 3rd Avenue South, Suite 133, Franklin, TN 37064 Attn: William Banks**, or by submitting via e-mail to William.Banks@FranklinTN.gov. The LOI shall indicate the scope of services to be completed and any sub-consultants to be utilized. All LOIs must be received by the **City of Franklin** on or before **2:00 PM (Central Daylight Time), Tuesday, November 2, 2021. Late submissions will not be considered.** Method of payment for the contract will be lump sum (invoiced monthly as work is completed).

Phase 1 Evaluation

For the Phase 1 evaluation, firms shall submit LOIs with firm contact information, including: name, title, address, phone number, and e-mail of primary contact. The LOIs shall be limited to a *maximum* of five (5), single-sided, 8.5" x 11" pages with a *minimum* font size of 10. Each mailed LOI submittal shall include: one (1) printed copy and one (1) digital copy (e.g. PDF on a CD, flash drive, etc.). A single digital copy (e.g. PDF file) will suffice if emailed. The LOIs shall also include:

- Experience with Right-of-Way (ROW) Acquisition on federally and/or state funded transportation projects,
- Specialized expertise related to requested ROW services,
- Relevant professional licensures and certifications, and
- TDOT prequalification status.

From the LOIs, the **City of Franklin** will select three (3) qualified firms to submit qualifications for a Phase 2 Evaluation. From this list the top ranked consultant(s) will be selected.

Phase 2 Evaluation

The **City of Franklin** will evaluate the top three (3) firms on the following criteria (relative weight):

- Experience with Right-of-Way (ROW) Acquisition on federally and/or state funded transportation projects, specifically TDOT Local Programs projects (20%),
- Qualifications and availability of proposed staff (20%),
- Demonstrated 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. (40%),
- Evaluations on prior federal and/or state projects (10%), and
- Experience in Williamson County, TN, or the City of Franklin (10%).

More detailed submittal information for Phase 2 (e.g. submittal deadline, maximum page count, minimum font size, etc.) will be provided to the top three (3) ranked firms from Phase 1.

Phase 3 Evaluation (If Necessary)

Based on Phase 2 scoring, the consultant evaluation committee reserves the ability to conduct interviews as the Phase 3 Evaluation. If this Phase 3 Evaluation becomes necessary, the interview score will be averaged with the Phase 2 score to generate a composite score. The scores from both phases will be weighted equally (i.e. 50/50).

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 <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. For information on prequalification, please contact Christine Smotherman at (615) 741-4460 or 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 the **City of Franklin**. 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>.