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

November 28, 2021

The City of Chattanooga (City), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide NEPA, Design, and ROW Phase Services as necessary for construction of the Amnicola Highway and Riverfront Parkway Resurfacing project. This project will consist of milling, resurfacing, manhole adjustments, ADA curb ramp improvements, pavement markings, railroad crossings, and signs. This project is federally funded through the Surface Transportation Block Grant (STBG) program and 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:

General
- Provide administrative, coordination, and project management services as required by the TDOT Local Government Guidelines, including any required public meetings

PE-NEPA Phase
- Develop 30% design plans as necessary to define the study area
- Prepare all required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA)

Design Phase
- Provide project surveying
- Finalize preliminary design plans
- Obtain all necessary permits
- Prepare preliminary construction estimate
- Prepare final ROW plans

ROW Phase
- Provide Railroad and Utility coordination services as necessary
- Provide ROW services as necessary (Pre-Construction Activities (DBE Goal, Final Construction Plans and Estimate, Bid Documents, etc.))

*Only allowed if project is determined to be “small size” according to Local Government Guidelines

Estimated Schedule for Performance of Work

- Estimated PE-NEPA Phase: 12/1/2021 - 6/30/2022 (7 months)
- Estimated Design Phase: 7/1/2022 - 1/31/2023 (7 months)
- Estimated ROW Phase (assuming no acquisitions): 2/1/2023 - 7/31/2023 (6 months)
- Estimated Construction Phase: 8/1/2023 – 5/31/2024 (10 months)

Firms may request consideration by submitting a letter of interest along with qualifications to City of Chattanooga, 101 E. 11th Street, Suite G13, Chattanooga, TN 37402 Attn: Debbie Talley, Purchasing Department. All letters of interest must be received by the purchasing department
on or before 4:00 pm Monday, December 13, 2021. 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 the final negotiated scope.

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 Chattanooga, and/or other clients
- Professional licensure and certifications
- Staff capabilities of prime consultant and workload
- Indicate the scope of services to be completed by any sub-consultants
- TDOT prequalification status of both prime and sub-consultants

From the letters of interest, the City 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 will evaluate the Qualifications Packages of the shortlisted firms on the following criteria (relative weight):

A. Past experience providing services for similar TDOT Local Programs projects (30 points)
B. Qualifications and availability of project team (25 points)
C. Project understanding and technical approach (25 points)
D. Evaluations on prior City projects, if applicable (10 points)
E. Responsiveness to requirements of RFQ (10 points)

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.

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 Chattanooga. 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: https://www.tn.gov/tdot/civil-rights/small-business-development-program.html