

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****April 12, 2021**

Hickman County, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **New She Boss Road – Resurfacing Project**. **This project will resurface 4.1 miles of New She Boss Road, a rural local road maintained by the Hickman County Highway Department. The road runs parallel to the Natchez Trace Parkway. The project will begin at She Boss Road and end at Falls Branch 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

- Complete the NEPA environmental documentation.
- Provide field survey services of the project area.
- Provide engineering design services to prepare bid/construction documents for the construction of the project.
- Prepare itemized estimate of probable cost using TDOT item numbers.
- Prepare project specifications and bid documents.
- Prepare bid notice and advertisement.
- Prepare and submit SWPPP permit to TDEC.
- Permit submittal for review and approval to TDOT.
- Utility submittal for review and approval to TDOT.
- Assist Hickman County in evaluation of bids and recommendation for contract award.
- Any other services needed to complete the NEPA, Design, and Right-of-Way phases in preparation for the construction of the project.

Estimated Schedule for Performance of Work

- Complete the environmental document within 9 months.
- Complete design plans within the following 6 months.
- ROW acquisition and Utilities within the following 9 months.
- Construction is anticipated to commence within 2 years from notice to proceed.

Letter of Interest and Qualifications

Firms may request consideration by submitting a letter of interest along with qualifications to **Hickman County Highway Department, 187 Highway 50 East, Centerville, TN 37033. Attn: Ronald Coates, Road Superintendent.** All letters of interest must be received by **Hickman County** on or before **6:00 p.m. Central Standard Time, Monday, May 3, 2021.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment for consultant services is to be Not to Exceed – 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, Hickman County Specialized Expertise, 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, **Hickman County, Tennessee** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

Hickman County will evaluate the top 3 firms on the following criteria (relative weight):

- a. Workload capacity; including amount of work under contract with Hickman County, if applicable. (20%)
- b. Past performance on Hickman County projects. (20%)
- c. Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures. (20%)
- d. Demonstrated ability to meet schedules without compromising sound engineering practice. (20%)
- e. Past experience specific to preparation of environmental studies, roadway and drainage engineering, and landscaping plans. (20%)

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

Please submit all questions to Ronald J. Coates, Hickman County Highway Department at 931-729-2482 or at rjcoates@hickmanhwy.com.

All firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation (TDOT) by the deadline for the letters of interest. The letter of interest shall not specifically identify sub-consultant(s), but rather shall indicate the scope of services anticipated to be completed by any sub-consultant(s). The sub-consultant shall be a firm that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please include a valid email address and phone number for the point-of-contact.

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 **Hickman County, Tennessee**. 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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.

All bidders shall adhere to Title VI of the Civil Rights Act enacted in 1964 which states that "No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance", state of Tennessee funding, and/or funded by Hickman County, Tennessee. In addition, Hickman County, Tennessee will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

To be run: April 12, 2021
Submitted by: Ronald J. Coates,
Road Superintendent
Hickman County Highway Department