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

05/12/2020

The City of Munford an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional Right-of-Way (ROW) specialist to provide services related to the TDOT Right-of-Way Certification of a sidewalk and turn lane improvement project on Munford Avenue, PIN: 123480.00, funded in part by TDOT STBG funds. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional ROW specialist must be on TDOT ROW Division pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. Firms may contact sebastianm@a2h.com to coordinate getting a digital version of the TDOT approved ROW plans for review. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Provide guidance to the City of Munford so that ROW Certification can be obtained by TDOT for the project.
- Coordinate with City Officials, the project engineering firm, TDOT, and others as needed to obtain ROW Certification
- Responsible for coordination of any additional consultants, specialists or outside agencies as necessary for the project.

Estimated Schedule for Performance of Work

- May 29, 2020 ROW specialist under contract, work begins.
- July 31, 2020 all deliverables required are turned into TDOT for review and approval.
- August 15, 2020 ROW certification received by TDOT.

Firms may request consideration by submitting a letter of interest along with qualifications to The City of Munford 1397 Munford Ave Munford, TN 38058 Attn: Sherry Yelvington or email them to syelvington@munford.com. All letters of interest must be received by City of Munford on or before 5:00 PM on May 29, 2020. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Lump Sum is the payment method.

Phase 1 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:

- Experience with TDOT Right-of-Way Certification process and all Federal Laws relating to Right-of-Way acquisition
- Availability of staff
- Experience in obtaining ROW Certification from TDOT for projects like this.

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

a. Experience with TDOT Right-of-Way Certification process and all Federal Laws relating to Right-of-Way acquisition (25%)

b. Availability of staff (25%)

c. Experience in obtaining ROW Certification from TDOT for projects like this. (25%)

d. Familiarity with TDOT Region IV ROW staff and procedures. (25%)

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](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 Munford. 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](http://www.tn.gov/tdot/topic/small-business).