

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****July 8, 2020**

**The City of Martin**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **approximately 4,000 linear feet of 5-ft wide sidewalks and on-road bicycle lanes with delineated pavement markings and signage. Approximately 2,800 feet of new construction will take place on SR 43 and will include 15-20 ft grass buffers between the drive lane and pedestrian sidewalk. There will be 1,200 feet of improvements on Mt. Pelia Road to provide access to the Martin Medical Complex. These sidewalks will be constructed with a minimum of 5 feet of buffer. There will be controller improvements made to the existing intersection traffic lights at Mt . Pelia Road and Skyhawk Parkway (SR 43) to upgrade pedestrian signals to PROWAG standards. ADA ramps, crosswalks and signage will also be included to provide safe pedestrian and bicycle access.** 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**

- NEPA
- ROW
- Design
- Construction Engineering and Inspection

**Estimated Schedule for Performance of Work**

- **Design to be complete by June 1, 2022**
- **Construction to be complete by June 1, 2024**

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Martin, 109 University Street, Martin, TN 38237 Attn: Mayor Randy Brundige**. All letters of interest must be received by **The City of Martin** on or before **5:00pm, July 8, 2020**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment will be lump sum fee.

**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:

- **Qualifications and availability of key personnel**
- **TDOT Local Programs Engineering Experience**
- **Scope of services available**
- **Project Familiarity**

From the letters of interest, **The City of Martin** 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 of Martin** will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Past experience in the required disciplines with TDOT and other clients. (20%)**
- b. **Past experience specific to downtown streetscape and revitalization projects. (20%)**
- c. **Qualification and availability of staff. (15%)**
- d. **Demonstrated ability to meet schedules without compromising sound engineering practice. (15%)**
- e. **Evaluations on prior projects with TDOT and other clients, if available. (10%)**
- f. **Size of project. (10%)**
- g. **Amount of work under contract with TDOT and other clients. (10%)**

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 **The City of Martin**. 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>.