

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST
May 17, 2022**

The **City of East Ridge** (City), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide **NEPA, Design, ROW Phase, and Construction Engineering Inspection Services**, as necessary, for the resurfacing of the **John Ross Road**. This project will consist of milling, resurfacing, manhole adjustments, ADA curb ramp improvements, pavement markings, and signing of John Ross Road between Ringgold Road to Sunrise Terrace. This project is federally funded through the Highway Improvement Program (HIP) 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 Utility coordination services as necessary
- Provide ROW services as necessary
- Pre-Construction Activities (DBE Goal, Final Construction Plans and Estimate, Bid Documents, etc.)

Estimated Schedule for Performance of Work:

- Estimated PE-NEPA Phase: 6/30/22 – 5/30/23 (12 months)
- Estimated Design Phase: 6/1/2023 - 10/30/2023 (5 months)
- Estimated ROW Phase (assuming no acquisitions): 11/1/23 - 4/31/2024 (6 months)
- Estimated Construction Phase: 5/1/2024 - 7/30/2024 (3 months)

Interested firms must request consideration by submitting a Letter of Interest along with qualifications to the City of East Ridge, 1517 Tombras Avenue, East Ridge, TN 37412. Letters and qualifications must be mailed directly to the Chris Dorsey, City Manager, with the TDOT PIN (131488) on the outer envelope. Please remit

five (5) copies of both the letters of interest and qualification packet for committee review. Letters of Interest and qualification packets must be received no later than Friday, June 10, 2022. The City of East Ridge will execute a project-specific lump sum contract with the selected firm based on the scope of work. Monthly payments shall be issued to the consultant based on work performed during the billing cycle.

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 shall also include:

- Work experience in the required disciplines with TDOT, the City of East Ridge, 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

Phase II Evaluation

The City will evaluate the Qualifications Packages 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 (20 points)
- C. Project understanding and technical approach (30 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 Phase III interviews as they deem necessary. 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 East Ridge. 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>