

NOTICE TO CONSULTANT ENGINEERS REGARDING
A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST/QUALIFICATIONS
(City of Crossville, Tennessee) March **, 2014

The City of Crossville, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to design for the adjustment of City owned utilities along Section III– Northwest Connector (SR 462). The project limits and scope include adjustment of existing utilities along SR-462 from SR-28 (US Hwy 127) to SR-298 (Genesis Road) in Crossville. This project (PIN No. 104963.01) was designed by the Tennessee Department of Transportation, and is a locally managed roadway project, which will receive funding from federal, state and local sources thru the Tennessee Department of Transportation. Any award of a contract for engineering services will be by phase and is subject to availability of funding. It is mandated that all work shall adhere to all applicable TDOT policies, procedures and regulations. The professional consultant engineering consulting firm must be on TDOT's pre-approved list and must have unlimited status. Responsibilities of the professional consultant engineering firm include, but are not limited to:

- Design for the relocation of City owned utilities, preparation of construction plans and specifications, bid quantities and construction cost estimation.
- Prepare all required utility relocation documents necessary to meet both “A” and “B” Date deadlines for the project as required, and submit for approval to TDOT.
- Prepare Easement drawings, where necessary, for all areas that are affected by the relocation of City owned facilities.
- Construction phase services are NOT included.

Firms may request consideration by submitting a letter of interest along with five (5) copies of a statement of qualifications to Ms. Sally Oglesby, City of Crossville, 99 Municipal Avenue, Crossville, Tennessee 38555. All letters of interest and qualifications must be received by the City on or before **4:00 p.m.** (Central Time) **Friday, April **, 2014**. The letter of interest and qualifications shall also indicate the scope of services to be completed by any sub-consultants. Please make sure to include a staffing chart indicating the identities and responsibilities of key employees (including any subconsultant) who will be assigned to the project. All sub-consultants shall be prequalified by TDOT to perform the specific tasks required.

The City will verify the current prequalification status on file for those submitting letters of interest and qualifications and will either select a firm from the qualifications or choose firms who would make viable candidates from which to invite presentations. The qualifications package submitted shall include at a minimum the following factors that will be considered in evaluation:

- a. Past experience (including examples of projects) in the required disciplines with the City, TDOT and other clients.
- b. Past experience specific to services included in this request.
- c. Qualifications, specific project experience and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practice.
- e. Evaluations on prior federally funded projects with TDOT and other clients, if available.
- f. Size of past projects.
- g. Amount of work under contract with City of Crossville.

The method of payment for these services shall be lump sum.

Proposal evaluations will be conducted by the City of Crossville within established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or women-owned firms are encouraged to respond. For information on DBE certification, please contact the TDOT Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil%2Drights/smallbusiness/>

Sally Oglesby
City Clerk