

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR
QUALIFICATIONS AND LETTERS OF INTEREST****August 14, 2019**

The Town of Decatur, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of Phase III of the Decatur Sidewalks project funded in part by a TDOT Multimodal Access Grant. 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

- Prepare bid notice
- Prepare bid advertisement
- Construction Engineering Inspection (CEI)
- Provide field survey services of the project area
- Utility submittal for review and approval to TDOT
- Prepare project specifications and bid documents
- Permit submittal for review and approval to TDOT
- Prepare itemized estimate of probable cost using TDOT item numbers
- Assist in evaluation of bids and recommendation for contract award
- Provide engineering design services to prepare bid/construction documents for the construction of the project
- Any other services needed to complete the design, right-of-way, and bidding for construction of the project.

Estimated Schedule for Performance of Work

- Preliminary Engineering Deadline – September 27, 2019
- PE-Design Deadline – November 1, 2019
- Construction Deadline – March 1, 2021
- Inspection Deadline – November 15, 2021

Firms may request consideration by submitting a letter of interest along with qualifications to the **Town of Decatur, P.O. Box 118, Decatur, TN 37322 Attn: Laura Smith. Additionally, firms must submit letter and qualifications electronically to ghaynes@sedev.org.** All letters of interest must be received by the Town of Decatur **on or before August 30th, 2019**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

The Town of Decatur will evaluate the current prequalification statements on file for those submitting letters of interest and qualifications and choose several firms who would make viable candidates from which to invite qualifications and/or presentations. The evaluation of criteria is as follows:

Criteria	Relative Weights (%)
Past experience in the required disciplines with TDOT and other clients.	25%
Past experience specific to sidewalk improvement projects.	40%
Qualification and availability of staff.	10%
Demonstrated ability to meet schedules without compromising sound engineering practice.	10%
Evaluations on prior projects with TDOT and other clients, if available.	5%
Knowledge of Federal and TDOT CEI requirements.	10%

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 Town of Decatur. 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>.