

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

April 16, 2024

City of LaFollette, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **federally funded Dossett Bridge Project. Dossett Lane Bridge over CSX Railroad**. 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 Request for Qualifications. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Construction Engineering Inspection (CEI) following the requirements of the current edition of TDO's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects"
- Construction Inspection

Estimated Schedule for Performance of Work

- Construction Bids July 2024
- Construction Complete December 2025

Firms may request consideration by submitting a letter of interest along with qualifications to **City of LaFollette, 207 South Tennessee Avenue, LaFollette, Tennessee 37766 Attn: Stan Foust, City Administrator**. All letters of interest must be received by **City of LaFollette** on or before 2:00 p.m., May 8, 2024. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment for contract will be lump sum.

Phase I Evaluation

City of LaFollette will evaluate the top 3 firms on the following criteria (relative weight):

- a. Ability and relevant expertise of the firm's personnel to be used in performing (20%).
- b. Past experience in the required disciplines with TDOT and/or other clients (20%).
- c. Qualification and availability of staff (15%).
- d. Proof of professional licensure (10%).
- e. Evaluations on prior projects with TDOT and other clients, if available (15%).
- f. Size of project and limited or unlimited prequalification status (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 II 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.

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 **City of LaFollette**. 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>.