

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES

April 29, 2024

The City of Memphis, Division of Engineering, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in Construction Engineering and Inspection (CEI) services on the project listed below, which is anticipated to enter the construction phase in the second half of 2024. This project is being funded by the National Highway Performance Program (NHPP) and Surface Transportation Program (STP) as a Tennessee Department of Transportation (TDOT) Locally Managed Project. This project shall adhere to all applicable Federal and State procedures and regulations. The professional consulting engineering firms must be on TDOT's pre-approved list and must have unlimited status. The method of payment shall be lump sum and the scope of work may include but not be limited to construction inspection, surveying, materials testing and reporting for the following street:

Elvis Presley Blvd. from Winchester Rd. to Craft Road. TDOT PIN #113028.03, (City of Memphis Project PW01064)

Firms (or teams) may request consideration by submitting a letter of interest, along with one copy of an abbreviated "Statement of Qualifications" for the firm (or team) to: **Chee Chew, Project Manager, Division of Engineering, 125 N. Main, Suite 644, Memphis, TN, 38103**. All letters of interest and abbreviated SOQs must be received on or before **3:00 p.m. Central Time, May 14, 2024**.

The abbreviated SOQ will be used to make a short list of applicants. The firms that are short listed will then be invited to submit a more detailed SOQ which will be graded by a committee established by the Engineering Division. The abbreviated SOQ must include a letter expressing an interest to be considered for the project, must be no more than 15 pages and only needs to contain the following criteria with the corresponding weight:

1. General background about the firm(s) – history, office locations, number of staff, etc. (25)
2. A list of projects with a similar size and scope as the proposed work. (25)
3. The current amount of work the firm has under contract with TDOT and the City of Memphis. (25)
4. The City encourages the use of firms that are listed on TDOT's certified Disadvantaged Business Enterprise (DBE) list. The firm that is submitting the SOQ should either list that they are certified DBE firm or state whether they anticipate using DBE firms as a sub-consultant or not. (25)

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address www.tn.gov/tdot/business-redirect/consultantinfo/consultantinfo-forms.html. Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or by email at Christine.Smotherman@tn.gov.

The construction contract is anticipated to be awarded in October 2024. The anticipated duration of construction is 24 months.

For additional details regarding the proposed services to be provided, questions about the submittal process contact Chee Chew, (901) 636-6936, cheeyen.chew@memphistn.gov. All submitters will be advised when the short list has been developed.

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/women-owned firms are encouraged to respond to all advertisements by City of Memphis. For information on DBE certification with TDOT, please contact Mr. David Nese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>

Payment for services shall be made based on percentage of work completed in each section of the scope of services. The City of Memphis reserves the right to reject any and all proposals, accept proposals in part or whole, waive defects, informalities or minor irregularities in proposals or proposal process and to make proposals awards, as deemed, to be in its best interest. The City of Memphis is not responsible for delays occasioned by the U.S. Postal Services or any other means of delivery utilized by the proposer. Similarly, the City of Memphis is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.

Manny Belen, P.E.
City Engineer