

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

August 15, 2018

The City of Parsons, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of the Parsons Downtown Improvements Phase V project. 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

- Development of plans for a downtown sidewalk enhancement project
- Preparation of specifications and bid documents
- Assuring compliance with Davis-Bacon Wage Rate guidelines
- On-site inspection of the construction activities

Estimated Schedule for Performance of Work

- Design Phase, Preliminary Engineering Plans Submission/Right-of-Way Acquisitions - 9 months
- Construction Plans, Bidding - 3 months
- Award Project, Begin/Complete Construction - 12 months

Firms may request consideration by submitting a letter of interest along with qualifications to the City of Parsons, 535 Tennessee Avenue South, Parsons, TN 38363 Attn: Mayor Tim David Boaz. All letters of interest must be received by the City of Parsons on or before 4:00 P.M. Wednesday, September 5, 2018. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Invoices can be submitted monthly with percentage of work completed based upon an approved schedule of hourly rates. Invoices will be paid by city issued checks.

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 of interest shall also include:

- Past experience in the required disciplines with TDOT and other clients
- Past experience specific to downtown streetscape and revitalization projects
- Qualification and availability of staff
- Demonstrated ability to meet schedule without compromising sound engineering practice.
- Evaluations on prior projects with TDOT and other clients, if available.
- Size of project.
- Amount of work under contract with TDOT and other clients.

From the letters of interest, the City of Parsons will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

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

- a. Experience with TDOT Enhancement Projects (15%)
- b. Capacity to perform required work (15%)
- c. Knowledge of project and area (30%)
- d. Previous experience with agency projects and performance (40%)

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III 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](mailto: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 Parsons. For information on DBE certification, please contact Mr. David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto: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>.