

NOTICE TO CONSULTING FIRMS REGARDING A REQUEST FOR QUALIFICATIONS

FOR THE MAIN STREET SOUTH FROM EAST MAPLE STREET TO THE MCKENZIE SHOPPING CENTER PROJECT

FEDERAL PROJECT NUMBER: TAP-9416(15)

STATE PROJECT NUMBER: 09LPM-F3-044

PIN: 128168.00

REGION: 4

November 5, 2019

The City Of McKenzie, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide various engineering services related to the design and preparation of final construction plans and quantities to The Project to extend and install sidewalks along South Main Street in McKenzie. The project consists of the installation of approximately; 900 LF of new 5' wide ADA compliant sidewalk with combined curb and gutter, and pavement marking for a crosswalk at East Maple Avenue. The sidewalk typical section will be a 4" reinforced concrete sidewalk underlain with 4" of compacted mineral aggregate base. The project also includes striping, drainage and ADA Compliance. The project will provide continuous sidewalk on South Main Street from the downtown area to the E.W. James and Sons Supermarket, a grocery store, on the south end of South Main. The proposed sidewalk will connect several neighborhoods and provide a walkable route, to a grocery store.

This project is being funded with Transportation Alternatives Program Funds as a Tennessee Department of Transportation (TDOT) Locally Managed Program. This project shall adhere to all applicable Federal and State regulations and requirements. The professional consulting firms (the Prime) and all sub-consultants must be on TDOT's pre-approved list and the Prime must have unlimited status. Payment for services shall be made based on work complete in each section of the scope of services. The scope of services will include, but may not be limited to, the following:

- Conduct the initial environmental coordination with TDOT/FHWA, preliminary engineering and environmental investigations necessary to fulfill National Environmental Policy Act (NEPA) requirements for this project.
- Conduct the appropriate public involvement process per TDOT Public Involvement Plan.
- Conduct project survey and prepare Preliminary Plans.
- Provide Right-of-Way Services as necessary to obtain TDOT R.O.W. Certification and TDOT Utility & Railroad Certification.
- Prepare construction plans, bid advertisement, construction estimate and bid book, as necessary to obtain TDOT Notice to Proceed with Construction Phase.
- Construction Engineering Inspection (CEI)

The SOQ must include a letter expressing an interest to be considered for the project, must be no more than 15 pages (including the letter of interest) and shall contain the following information:

- a. Firm experience, credentials, and staff qualifications and availability. (20%)
- b. Past experience in the required disciplines with McKenzie TDOT, LPA, and other clients and demonstrated ability to meet schedules without compromising sound engineering practices. (40%),
- c. Evaluations on prior McKenzie Design projects, if available. (20%)
- d. Staff capabilities of the prime consultant. (20%)

To be considered, firms (or teams) must submit three (3) bound copies with a Letter of Interest and "Statement of Qualifications" (SOQ) on 8 1/2" x 11" sheets of paper to: Mrs. Jenifer Waldrup, Economic Development/Special Events Coordinator, City of McKenzie, PO Box 160, and 2470 Cedar Street, McKenzie, TN 38201. Submittals will not be returned. SOQs not conforming to the required format will be rejected. All letters of interest and SOQs must be received on or before 3 p.m. (Central Time), on Friday, December 6, 2019.

The SOQs will be reviewed by a Consultant Evaluation Committee who will make a recommendation of the firm/team based on the submissions. If the Consultant Evaluation Committee cannot reach a consensus, the submitting firms/teams may be required to make a presentation to the Consultant Evaluation Committee and/or submit a more detailed SOQ. The City of McKenzie reserves the right to reject any and all SOQ's, to waive any informality in SOQ's, and negotiate changes in the scope of services to be provided. All submitters will be advised when a selection has been made. This RFQ is being solicited under TDOT's Small Procurement Guidelines.

For additional details regarding the proposed services to be provided or questions about the submittal process contact Mrs. Jenifer Waldrup, (731) 352-2259, jennifer.waldrup@cityofmckenzie.com. All submitters will be advised when a selection has been made.

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 <http://www.tn.gov/tdot/topic/consultantinfo/>. 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.

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 McKenzie.

The City of McKenzie 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 McKenzie 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 McKenzie is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.

Jill Holland, Mayor — City of McKenzie