

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS FOR
TDOT PIN #132160.00****May 6, 2022**

The City of Portland, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Resurfacing and improvements to various sections of Kirby Road and South Russell Street. The project will include resurfacing roughly two and one half (2.5) miles, installation of one (1) new traffic light control cabinet, and installation of four (4) pedestrian signalized crossing signals. The Project will be funded using STBG and Local Government Funding.** 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 proposals. The prequalified firm must have unlimited status. **Failure to meet these requirements will void the submittal.** Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- PE - NEPA
- PE – Design- Includes any survey work that may be required
- Construction – Develop Bid Book and coordinates bid opening
- CEI

Estimated Schedule for Performance of Work

- **Consultant Selection by June 20, 2022**
- **PE – NEPA Complete by August 26, 2022**
- **PE – Design Complete by October 14, 2022**
- **Construction and CEI Begin November 15, 2022**
- **Project Closeout March 24, 2023**

Firms may request consideration by submitting a proposal to **City of Portland, 100 South Russell Street Portland, TN 37148 Attn: Carlton Cobb**. All proposal packets must be received by **The City of Portland** on or before **June 1, 2022 at 10:00 a.m. CST**. The proposals shall indicate the scope of services to be completed by any sub-consultants. **Please provide three (3) copies for review**. There shall be two (2) hard copies and one (1) digital copy. No late responses will be accepted. The City reserves the right to reject any and all responses.

Proposals shall be addressed to:

Carlton Cobb
Public Works Director
City of Portland
100 South Russell Street
Portland, TN 37148

The method of payment for this project is through Progress Payments. All payments will be made as lump sum payments.

Evaluation

Firms shall submit proposals with firm contact information including name, address and e-mail of primary contact. The proposal packet shall also include:

- **Work experience in the required discipline with TDOT, The City of Portland, and other clients.**
- **Specialized Expertise**
- **Professional Licensure**
- **Staff capabilities of prime consultant**
- **Size of project and unlimited prequalification status**
- **List of Cities where you have completed resurfacing projects using STBG and local funding.**
- **Percentage of projects that meet timeline and stay in contract budget**

The City of Portland will evaluate firms on the following criteria (relative weight):

- a. **Workload capacity: including amount of work under contract with The City of Portland, if applicable. (20%)**
- b. **Past performance on agency projects (20%)**
- c. **Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (20%)**
- d. **Other factors including interviews and demonstrations, as approved by the City of Portland. (20%)**
- e. **Any approved non – qualifications based on evaluation criteria (20%)**

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 Portland**. 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>.