

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS  
AND LETTERS OF INTEREST****01/24/2023**

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 : Project activities include installation of sidewalks, crosswalks, ADA ramps and pedestrian refuge islands along with minor drainage work (Pin#133077.00). 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**

- NEPA
- Design
- Utility Coordination
- Permitting
- Plans, Specifications, Construction Budget
- Assist with Right of Way & Excess Land Coordination
- Bidding
- Invoicing
- Construction Engineering and Inspection
- Closeout Documents

**Estimated Schedule for Performance of Work**

- |  |              |
|--|--------------|
| • Consultant Selection                       | March 2023   |
| • NEPA Complete                              | March 2024   |
| • Design Complete                            | March 2025   |
| • Right or Way Complete                      | March 2025   |
| • Notice to Proceed to Construction Received | January 2026 |
| • Construction Complete                      | January 2028 |

Firms may request consideration by submitting a letter of interest along with qualifications to, the **City of Parsons Attn: City Administrator, Lee Villaflor, 535 Tennessee Avenue South, Parsons, TN 38363**. All letters of interest must be received by The City of Parsons on or before **12:00 pm (CST) on February 17, 2023**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment will be by invoice.

## 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:

- **Qualifications and availability of key personnel**
- **Multimodal Engineering Experience**
- **Scope of Services available**
- **Project Familiarity**

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. **Past experience in the required disciplines with TDOT and other clients (20%)**
- b. **Technical Knowledge and Project understanding (20%)**
- c. **Qualification and availability of staff (20%)**
- d. **Ability of the firm to complete prior similar sized TDOT Projects (10%)**
- e. **Familiarity of the firm with the needs of the City of (30%)**

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 <https://www.tn.gov/tdot/business-redirect/consultantinfo.htm>. 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 David Neese at (615) 741-3681, (615) 253-1075 or [David.Neese@tn.gov](mailto: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>.