

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST
December 11th, 2024**

The City of Cookeville Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide Construction Engineering and Inspection (CEI) services related to the construction of sidewalks on SR-24 (East Spring Street), From Intersection of SR-24 and Raider Drive to the Old Armory, and Carlen Drive, from SR-24 to Cookeville Community Center and Avery Trace Middle School: Phase II of the project included in this 2021 Multimodal Grant will consist of constructing a sidewalk along the north side of State Route 24 (East Spring Street/Highway 70N). This project also includes construction of a sidewalk along Carlen Drive connecting to the Cookeville Community Center and Avery Trace Middle School. This project is funded in part by a Multi Modal Access Grant through the Tennessee Department of Transportation. The project shall be accomplished in accordance with the requirements of the Local Government Guidelines of the TDOT Local Program Development Office, and all federal and state laws, rules and policies appertaining to the project and its funding source. The professional engineering consulting firm and all sub-consultants must be on TDOT's pre-approved list. The primary consultant and any sub-consultants expected to do work exceeding an estimated One Hundred Thousand Dollars in fee must have unlimited status. Responsibilities of the professional consultant engineering firm include but will not be limited to construction engineering, inspection, surveying, material testing and all other requirements of the Local Government Guidelines of the TDOT Local Program Development Office.

Required Scope of Services

Provide CEI services for the construction of sidewalks along SR-24 (East Spring Street), From Intersection of SR-24 and Raider Drive to the Old Armory; and Carlen Drive, From SR-24 to Cookeville Community Center and Avery Trace Middle School, constructing a sidewalk along the north side of State Route 24 (East Spring Street/Highway 70N). Installation of a minimum 2' grass buffer strip, curb and gutter (45 mph speed limit section only), crosswalks, necessary storm water drainage improvements, relocation and replacement of guard rail as necessary, traffic and pedestrian signals and the construction of retaining walls as needed.

Estimated Schedule for Performance of Work

- **January 2025**
 - SOQ Evaluation & Award of Bid
- **February 2025**
 - Preconstruction Conference
- **March 2025**
 - Construction Start Date
- **March - November 2025**
 - Ongoing Construction
- **December 2025**
 - Begin Closeout Proceedings
 - Estimated Closeout Date

The sealed Statements of Qualifications must be submitted to James Mills, City Manager, no later than **10:00am on Tuesday January 7th, 2025**. Please include five copies of the Statement of Qualifications. Any statements received after this time will not be considered. Do not include any proposed fees. The statements of qualifications shall indicate the scope of services to be completed by any sub-consultants.

Evaluation

The factors that will be considered in evaluation of proposals are:

- Specialized experience and technical competence of the firm (including a joint venture or association) with the type of work requested. (10%)
- Capacity of the firm to perform the work, including any specialized services. (15%)
- Description of how the firm would execute the project. (5%)
- Past record or performance on contracts with the City of Cookeville or other governmental agencies and private industry with respect to such factors as control of cost, quality of work, and the ability to meet schedules. (15%)
- Familiarity with details of the project. (10%)
- Qualifications of the firm to subcontract any portion of work and the percentage of total project subcontractor shall perform. (5%)
- Location of firm's office that will administer project. (5%)
- Experience with grant funded projects. (5%)
- Qualification and availability of staff. (5%)
- Amount of work under contract with TDOT and other clients. (15%)
- Knowledge of TDOT requirements. (10%)

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

The consultant evaluation committee holds the ability to conduct interviews based on scoring as an additional phase of 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.

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 Cookeville. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 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>.

Questions and requests for additional information should be directed to Jon Ward, Community Development Director-City of Cookeville, (931) 520-5238 or jward@cookeville-tn.gov.