

**THE CITY OF PIGEON FORGE
PARKS & RECREATION DEPARTMENT
REQUEST FOR QUALIFICATIONS**

The City of Pigeon Forge ("City") will receive qualifications in the Director of Parks and Recreation office, Post Office Box 605, 170 Community Center Drive, Pigeon Forge, Tennessee, 37868, telephone number (865) 429-7373. This Request for Qualifications (RFQ) is subject to the instructions, conditions, specifications, addenda, and any other elements of this RFQ, including those incorporated by reference.

DATE ISSUED: January 24, 2018

PROPOSAL TITLE: Pigeon Forge Greenway Expansion – Phase 2

CITY CONTACT PERSON: Lanny Goodwin, CPRP, Director

TELEPHONE NUMBER: (865)429-7373

FAX NUMBER: (865)429-7374

E-MAIL ADDRESS: lgoodwin@cityofpigeonforgetn.gov

All qualifications must be received and acknowledged in the Parks and Recreation Director's Office on or before the day and time listed below.

SUBMIT QUALIFICATIONS IN A SEALED ENVELOPE TO:

City of Pigeon Forge
Parks and Recreation Director's Office
ATTN: Pigeon Forge Greenway Expansion – Phase 2
170 Community Center Drive
Pigeon Forge, Tennessee 37863

PROPOSAL DEADLINE DATE & TIME:

February 15, 2018, 4:00 p.m., Pigeon Forge, Tennessee – Eastern-Standard time

NOTICE TO CONSULTING FIRMS REGARDING A REQUEST FOR QUALIFICATIONS

Pigeon Forge Greenway Expansion - Phase 2; Pigeon Forge, TN, Sevier County

January 24, 2018

The City of Pigeon Forge, 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 and construction inspection (CEI) services for the Pigeon Forge Greenway Expansion – Phase 2; Pigeon Forge, TN, Sevier County. This project is being funded in part 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 Primary) and all sub-consultants must be on TDOT's pre-approved list and the Primary must have unlimited status. Payment for services shall be made based on work completed 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 which includes river bank evaluation and prepare Preliminary Plans.
- Provide Right-of-Way Services as necessary to obtain TDOT R.O.W. Certification and TDOT Utility Certification.
- Prepare construction plans, bid advertisement, construction estimate and bid documents, as necessary to obtain TDOT Notice to Proceed with Construction Phase.
- Construction Engineering Inspection (CEI)

To be considered, firms (or teams) must submit five (5) bound copies with a Letter of Interest and "Statement of Qualifications" (SOQ) on 8 ½" x 11" sheets of paper to: **Lanny Goodwin, Director, City of Pigeon Forge, Parks and Recreation Director's Office, 170 Community Center Drive, Pigeon Forge, TN 37863** by on or before **4 p.m. EDT, February 15, 2018**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. SOQs not conforming to the required format will be rejected.

The SOQ must include a letter expressing an interest to be considered for the project (Engineering services, CEI, or both), 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 TDOT, and other clients and demonstrated ability to meet schedules without compromising sound engineering practices. (20%),
- c. Project approach and timeline for this project. (15%)
- d. Firm experience in TDOT TAP Grants. (20%)
- e. Staff capabilities of the prime consultant. (25%)

The SOQs will be reviewed by a Consultant Evaluation Committee who will make a recommendation of the firm/team based on the submissions. The City of Pigeon Forge 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. The City of Pigeon Forge will not be responsible for any cost associated with the SOQ/proposal and will solely be the responsibility of the submitter. 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 **Lanny Goodwin, Director, Pigeon Forge Department of Parks and Recreation, 170 Community Center Drive, Pigeon Forge, TN 37863**. lgoodwin@cityofpigeonforgetn.gov, or (865) 429-7373. All submitters will be advised when a selection has been made.

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 Pigeon Forge.

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.

The City of Pigeon Forge 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 Pigeon Forge is not responsible for delays caused by the U.S. Postal Services or any other means of delivery utilized by the proposer. Similarly, the City of Pigeon Forge is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.