

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

November 11, 2018

The City of Pigeon Forge, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of Phase II of the Pigeon Forge Greenway. This would include preliminary planning, land acquisition (all phases), NEPA approvals, TDOT, TDEC, and, USACOE permitting and approvals, and all other related documents, approvals, and services necessary for the construction including construction plans and specifications, bidding, and contract development and execution. 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

- Conduct the initial environmental coordination with TDOT/FHWA, and perform the preliminary engineering and environmental investigations necessary to fulfill National Environmental Policy Act (NEPA) requirements for the project.
- Conduct the appropriate public involvement process per TDOT Public Involvement Plan.
- Conduct a project survey which includes river bank evaluation and prepare preliminary plans.
- Provide right-of-way services as necessary to obtain TDOT R.O.W. This shall include all surveys and land descriptions, obtaining easements or land ownership, TDOT right-of-way approvals and TDOT utility certification.
- Prepare construction plans and specifications, construction estimates, bid advertisements, and all bid documents necessary to obtain TDOT Notice to Bid approval. This also would include a comprehensive review of bids submitted along with recommendations.
- Prepare contract documents in accordance with TDOT/FHWA, review all requirements set forth in the bids specifications and contract documents, and produce and submit all paperwork necessary to begin the project.

Estimated Schedule for Performance of Work

- The consultant will submit a time schedule detailing each step of the required process as outlined in the scope of work, which will be evaluated as a part of the selection process.
- The City of Pigeon Forge would like all steps within the scope of work completed within a six-month period, but understand some phases may take longer causing delays in the time schedule.

Firms may request consideration by submitting a letter of interest along with qualifications to City of Pigeon Forge Parks and Recreation Department, 170 Community Center Drive, Pigeon Forge, Tennessee, 37868 Attention: Lanny Goodwin, CPRP, Director. All letters of interest must be received by City of Pigeon Forge Parks and Recreation Department on or before December 12, 2018. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Method of payment for services shall be negotiated between the City of Pigeon Forge and the Consultant.

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:

- Firm experience and credentials in the required disciplines with TDOT dealing with TAP grants.
- List of clients the consultant has relative experience with Greenway projects.
- Please list all greenway projects showing the size, scope, and cost within the last 10 years.
- Demonstrated ability to meet schedules without compromising sound engineering practices.
- Project approach, timeline for this project, and availability.
- Staff capabilities, professional licensure, and specialized expertise as the prime consultant.

From the letters of interest, the City of Pigeon Forge 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 Pigeon Forge will evaluate the top 3 firms on the following criteria (relative weight):

- a. Workload capacity and the ability to meet the desired timeline established by the City of Pigeon Forge, and the amount of current work under contract with the City. (15%)
- b. Past performance on project(s) with the City of Pigeon Forge which includes factors such as meeting timelines, keeping projects within the projected cost estimates, and ensuring delivery of a high quality product. (20%)
- c. Technical approach to the project which includes project understanding, suggested innovative concepts and alternatives which yield high quality projects at reasonable cost, and methodologies to ensure quality control procedures developed within the designs and specifications. (20%)
- d. Presentations by the consultant and interview rating showing overall capacity of the consultant to perform the work and deliver a high quality product within the budget set. (20%)
- e. Quality of proposal submitted, experience of the consultant in designing greenways, staff expertise, and past client references. (25%)

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 <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 the City of Pigeon Forge. 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>.

Responses to this request is due by 4:00 p. m. on December 12, 2018. The City of Pigeon forge reserves the right to reject any and all proposals, accept proposals in part or whole, and to waive defects informalities or minor irregularities in proposals. The City also reserves the right to make proposal awards which are deemed to be in the best interest of the City and in concurrence with TDOT requirements. 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.