

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST
August 26, 2024**

PIN# 130922.01

**Federal Project Number: STP/TAP-M-7800(70) State Project Number: 78LPM-F3-056
Walden's Creek Greenway, Phase I**

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 Walden's Creek Greenway, Phase I in Pigeon Forge, Tennessee. This would include preliminary planning, land acquisition (all phases), NEPA approvals, TDOT, TDEC, FEMA and, USACOE permitting and approvals, and all other related documents, approvals, and services necessary for construction including construction plans and specifications, bidding, and contract development and execution. The project shall be 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.

This project is composed of constructing a 10 feet-wide greenway with trailheads at both termination points. The proposed greenway will run from the proposed Trailhead at Tiger Drive and travel east to Henderson Springs Road crossing an existing bridge, which will need rehabbing. The greenway will continue on the west side of the bridge creating a greenway and a separated drive to Henderson Springs Road. The greenway will continue on the east side of Henderson Springs Road until it reaches Highway 321 (Wears Valley Road). The greenway will utilize the existing road crossing and turn traveling west on the south side along Highway 321 where it will terminate at a proposed Trailhead at Wear Farm Park. Note: It is the City's desire to have a somewhat aggressive timeline to move this project forward.

Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Conduct the initial environmental coordination with TDOT/FHWA, FEMA, and USACOE along with performing the preliminary engineering and environmental investigations necessary to fulfill National Environmental Policy Act (NEPA) and FEMA requirements for this project.
- Conduct project survey, which includes Trailheads, existing bridge, riverbank, and travel route, as well as, evaluate the data and prepare Preliminary Plans and presentation boards for public meetings.
- Conduct the appropriate public involvement process per TDOT Public Involvement Plan.
- Provide Right-of-Way Services as necessary to obtain TDOT R.O.W and all easements necessary for construction and long-term usage. Obtain all necessary certifications for construction along with TDOT Utility Certification.
- Prepare construction plans, bid advertisement, construction estimate and bid documents, bid evaluations, and letter of recommendation for the recommended contractor. Provide all documentation necessary to obtain TDOT Notice to Proceed for the Construction Phase.
- 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

Estimated start of contract: November 12, 2024

Estimated start of preliminary plans: November 18, 2024

Estimated start of NEPA: December 1, 2024

Estimated Start of Design: May 1, 2025

Estimated start of ROW: October 1, 2025

Estimated start of Construction: March 1, 2026

Estimated completion of Construction: March 1, 2027

Note: It is the City's desire to have a somewhat aggressive timeline to move this project forward and the City and the Consultant will agree upon the final established schedule.

Phase I Evaluation/Selection Process

To be considered, a consultant/firm shall submit a letter of interest with the information listed below for the Phase I evaluation. This allows the City to evaluate each firm based on their qualifications and their ability to perform the work required.

A letter of interest and attached information shall contain the following:

- Letter of interest signed by the CEO of the firm
- Work experience in State and Federal transportation project with TDOT Local Programs, the Agency, and other clients
- Specialized expertise; such as knowledge and experience with requirements for pedestrian facilities
- Proof of professional licensure
- Staff capabilities of prime consultant
- Size of project and limited or unlimited prequalification status

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, September 20, 2024**.

The City of Pigeon Forge will evaluate each letter of interest and other information provided to select the top three firms. The firms selected will submit a proposal that addresses the Phase II content.

Phase II Evaluation/Selection Process

The City of Pigeon Forge will evaluate the top three (3) firms on the following criteria (relative weight):

- Letter of Interest signed by the CEO of the firm
- Work experience in the required disciplines with TDOT, TAP grants, the AGENCY, and/or other clients. (20%)
- Firm's credentials, professional licensure, staff qualifications, and availability. (20%)
- Greenway experience and other similar projects, which will demonstrate the ability of the firm to do the work required and meet schedules while staying within budget without compromising sound engineering practices. (20%)
- Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures). (10%)

- The consultant shall submit a project approach and time schedule detailing each step of the required process as outlined in the scope of work. The proposal shall contain an understanding of the project and the scope of services that is required from the prime consultant. (10%)
- The prime consultant will provide detailed information relative to any work that would be performed by a sub-consultant(s). Staff capabilities and any specialized expertise as the prime consultant. (20%)

The top three firms will be contacted and requested to proceed with developing and submitting a Proposal with the requirements established for Phase II Evaluation. Five (5) bound copies with front and back covers and the content printed on 8 ½ x 11 sheets of paper is required. The proposals will be sent to: **Lanny Goodwin, Director, City of Pigeon Forge, Parks and Recreation Director's Office, 170 Community Center Drive, Pigeon Forge, TN 37863 by the date set forth in the notification and shall be delivered no later than 4 p.m.**

NOTE:

- *A part of the evaluation/selection process by the consultant evaluation committee interviews may be conducted based on the scoring and considered Phase III.*
- *RFQs/RFPs not conforming to the required format or content may be rejected.*

The City reserves the right to make proposal awards that 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 Service 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.

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, (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-right/small-business-development-programs.html>.