

**NOTICE TO CONSULTANT PROFESSIONAL ADMINISTRATORS REGARDING A REQUEST
FOR QUALIFICATIONS AND LETTERS OF INTEREST****December 28, 2021**

The City of Covington an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional management firm to provide services related to the completion of a Multimodal improvement project on Hwy 51 from Lanny Bridges Road through Mueller Brass Road. Project also includes curb and gutter, drainage improvements, landscaping, pavement markings, signage, pedestrian lighting, ADA upgrades and pedestrian amenities, PIN: 132256.00, funded in part by TDOT Multimodal funding. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional management 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. Responsibilities of the professional management firm include, but are not limited to:

Required Scope of Services

- Application preparation services
- Initial administrative start-up oversight
- Environmental review
- Uniform Act (acquisition services for right of way)
- Equal Opportunity/Title VI Compliance
- Davis Bacon Labor Standards Compliance
- Financial management, and
- Close out

Estimated Schedule for Performance of Work

- **February 15, 2022 TDOT consultant selection process complete, consultant under contract with City of Covington, NEPA Phase begins.**
- **December 1, 2022 NEPA phase completed, PE-Design Phase begins.**
- **July, 2023 Notice to Proceed (NTP) for Construction issued by TDOT Local programs.**

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Covington, 200 West Washington Ave., Covington, TN 38019 Attn: Tina Dunn or email them to tdunn@covingtontn.com**. All letters of interest must be received by **the City of Covington** on or before **10:00 a.m. (Central Time), February 4, 2022**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Method of payment will be lump sum.

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:

- **Work experience with the TDOT Local Programs process and familiarity with TDOT staff.**

- **Availability of staff.**
- **Experience in successfully completing TDOT Multimodal projects like this.**

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

- a. Ability and relevant expertise of the firm's personnel to be used in performing (15%).
- b. Past experience in the required disciplines with TDOT and/or other clients (15%).
- c. Qualification and availability of staff. (10%).
- d. Demonstrated ability to meet schedules (10%).
- e. Evaluations on prior projects with TDOT and other clients, if available. (10%).
- f. Size of project and limited or unlimited prequalification status (10%).
- g. Amount of work under contract with TDOT and other clients (10%).
- h. Ability to perform work efficiently (10%).
- i. Familiarity of the firm with the community's conditions and improvement needs (10%).

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 Covington**. 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>.