



## NOTICE TO CONSULTANTS REGARDING A REQUEST FOR QUALIFICATIONS

APRIL 23, 2024

The Town of Smyrna, Tennessee, seeks to retain the services of a professional consulting firm(s) to provide services related to Appraisal, Review Appraisal, and Negotiation for Right of Way and Easement acquisition associated with the Florence Road Sidewalk Project (PIN# 129828). This project involves the construction of new sidewalks along Florence Road from Rebel Road to Westfork Park. This project received funding through the Surface Transportation Block Grant (STBG) as a Tennessee Department of Transportation (TDOT) Locally Managed Program. This project shall adhere to all applicable Federal and State regulations and requirements. The project shall be accomplished in accordance with the project application on which TDOT approval was based. Responsibilities of the professional consultant firm include, but are not limited to:

### Required Scope of Services

- Coordinate with the Engineer of Record (Thomas and Hutton) on Right-of-Way and Easement information, tract information, site survey, parcel data, etc.
- Prepare appraisals of all tracts indicated on the ROW Plans.
- Perform review appraisal services.
- Perform negotiation for right-of-way and easements.

### Estimated Schedule for Performance of Work

- Complete the appraisals within 3 months
- Complete the review appraisals within 1 month of the appraisals.
- Commence with negotiations with 1 month of receipt of signed, approved appraisals.

### **RFQ Criteria**

Firms may request consideration by delivering a Qualifications Submittal Package and Prequalification Form (DT-0330, Part 1) to **Rex Gaither, Assistant Town Manager, Town of Smyrna, 315 S. Lowry Street, Smyrna TN, 37167**. All Qualifications Submittal Packages must be received on or before **10:00 a.m. Central Standard Time May 16, 2024**. All packages includes 3 hardcopies of the package and 1 electronic copy.

### **Evaluation**

**The Town of Smyrna** will evaluate the respondents on the following criteria (relative weight):

- a. Workload capacity; including amount of work under contract with the Town of Smyrna, if applicable (20%)
- b. Past performance on Town of Smyrna projects (20%)
- c. Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (20%)
- d. Demonstrated ability to meet schedules without compromising sound engineering practice (20%)
- e. Past experience specific to preparation of environmental studies, roadway and drainage engineering, and landscaping plans. (20%)

The consultant evaluation committee holds the ability to conduct interviews based on scoring during the Evaluation.

For additional information regarding the evaluation process, please see [www.townofsmyrna.org](http://www.townofsmyrna.org). Please submit all questions to Tom Rose at [tom.rose@townofsmyrna.org](mailto:tom.rose@townofsmyrna.org).

All firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation (TDOT) by the deadline for the letters of interest. The letter of interest shall not specifically identify sub-consultant(s), but rather shall indicate the scope of services anticipated to be completed by any sub-consultant(s). The sub-consultant shall be a firm that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please include a valid email address and phone number for the point-of-contact.

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 <https://www.tn.gov/content/tn/tdot/business-redirect/consultantinfo/consultantinfo-forms.html>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto: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 **Town of Smyrna**. For information on DBE certification, please contact David Neese at (615)741-3681 or [David.Neese@tn.gov](mailto: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>.

All bidders shall adhere to Title VI of the Civil Rights Act enacted in 1964 which states that "No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance", state of Tennessee funding, and/or funded by the Town of Smyrna. In addition, the Town of Smyrna will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

To be run: April 23, 2024

Submitted by: Rex S. Gaither