

REQUEST FOR QUALIFICATIONS

The City of Alcoa, an Equal Opportunity, Affirmative Action Employer, will be accepting statements of qualifications from professional consulting engineering firms to provide Construction Engineering Inspection (CEI) services on the following two greenway projects:

1. Pistol Creek Phase IV (TDOT PIN 120116) – Construction of 10 foot wide greenway trail and amenities consisting of approximately 11,716 linear feet of asphaltic trail and 591 feet of wood boardwalk generally paralleling Pistol Creek. The project also includes 2 bridges with spans of 252 feet and 97 feet.
2. Duck Pond Phase I (TDOT PIN 121504) – Construction of 10-foot wide ADA accessible path that completely circles the Alcoa Duck Pond with 2,260 feet of path consisting of a combination of concrete pavement and boardwalk. This section will include 2 dock areas that will extend over the waters of the pond to provide seating, two rain gardens to provide filtration of storm runoff and additional benches, trash receptacles and path lighting. The existing parking lot will also be reconstructed to provide a more accessible facility.

These projects shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting firm must be on TDOT's preapproved 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.

Summaries of qualifications for services will be received until 2:00 p.m., June 28, 2018 at the offices of the Alcoa Public Works & Engineering Department, 725 Universal Street, Alcoa, Tennessee. Summaries received by said time will be opened and reviewed for consideration. Summaries received after said time will not be opened. Proposals mailed for this contract should be mailed to Megan Brooks, PE, Public Works & Engineering Department, City of Alcoa, 725 Universal Street, Alcoa, Tennessee 37701. The submitter shall be responsible for their early delivery. Mailed, e-mailed and hand-delivered summaries should be labeled "*Pistol Creek Phase IV*" and/or "*Duck Pond Phase I.*" Proposals received via facsimile transmission will not be accepted. Requirements for this contract may be obtained from Megan Brooks, Public Works & Engineering Department, City of Alcoa, 725 Universal Street, Alcoa, Tennessee 37701 (865) 380-4800. Each submitter shall provide three (3) hard copies of their statement of qualifications and a copy in Adobe Acrobat (.pdf) format. The digital copy may be e-mailed to mbrooks@cityofalcoa-tn.gov or delivered by other physical means during hard copy submittal.

The City of Alcoa reserve the right to accept or decline any bid or proposal made on any proposed purchase or contract.

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****May 30, 2018**

The City of Alcoa, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to **Construction Engineering Inspection (CEI) services on the following two greenway projects:**

- 1. Pistol Creek Phase IV (TDOT PIN 120116) – Construction of 10 foot wide greenway trail and amenities consisting of approximately 11,716 linear feet of asphaltic trail and 591 feet of wood boardwalk generally paralleling Pistol Creek. The project also includes 2 bridges with spans of 252 feet and 97 feet.**
- 2. Duck Pond Phase I (TDOT PIN 121504) – Construction of 10-foot wide ADA accessible path that completely circles the Alcoa Duck Pond with 2,260 feet of path consisting of a combination of concrete pavement and boardwalk. This section will include 2 dock areas that will extend over the waters of the pond to provide seating, two rain gardens to provide filtration of storm runoff and additional benches, trash receptacles and path lighting. The existing parking lot will also be reconstructed to provide a more accessible facility.**

The project(s) 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

- Provide CEI on one or both greenway projects. Consultants must indicate which project they are submitting RFQ for whether one or both projects by labeling RFQ "Pistol Creek Phase IV" and/or "Duck Pond Phase I".
- The successful firm will provide professional services in full accordance with Federal, State and local regulations, policies and/or standards including regulations and policies peculiar to the project's specific funding source(s).

Estimated Schedule for Performance of Work

- The time required for completion of CEI will be included in the final contract negotiations.

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Alcoa, 725 Universal Street Alcoa, TN 37919 Attn: Megan Brooks**. All letters of interest must be received by **The City of Alcoa** on or before **2:00 p.m., June 28, 2018**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **The Firm(s) will invoice the City of Alcoa on a monthly basis for services provided under this Contract. Invoices shall be in accordance with the unit prices set forth in the Schedule contained in the Contract. Payment will be made within twenty (20) days after receipt of acceptable itemized and certified invoices for services rendered.**

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:

- **The name(s), including local address(es) and telephone number(s), of the individual(s) who will be placed in responsible charge of and assigned to work on this Contract, if so awarded. Resume(s) of the individual(s) should be included as enclosures / attachments to the submittal, noting their experience specific to CEI, design and master planning. Include a list of similar projects to which the individual(s) is presently assigned and/or committed and the estimated timeline for each.**
- **A list of municipal agencies or other entities for which the Firm and/or their assigned personnel have completed Construction Engineering Inspection. For each agency / entity include the name, address, telephone number, and/or e-mail address for a point of contact.**
- **Name, address and telephone number of the Firm's person(s) with authority to negotiate with City representatives for this Contract.**
- **Any other additional information deemed necessary to satisfy the City that the Firm is competent and the proposal is sufficient to fully and successfully implement the work of this contract.**

From the letters of interest, **The City of Alcoa** 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 Alcoa 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 on the project (15%);**
- b. **Past experience in the discipline and in projects similar to that specified herein (15%);**
- c. **Documented success of previous programs / projects similar in nature (15%);**
- d. **Education, experience and availability of staff and subcontractors expected to be utilized for this Work (15%);**
- e. **Firm's awareness of project's issues, opportunities and constraints (15%);**
- f. **Demonstrated ability to meet schedules without compromising sound engineering practice (15%);**
- g. **Evaluations on prior projects with the City of Alcoa, if applicable (10%).**

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 Alcoa**. 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>.