

**NOTICE TO CONSULTANT ENGINEERING FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST
FOR PRELIMINARY ENGINEERING FOR ENVIRONMENTAL PHASE**

June 17, 2009

The City of Jackson, Tennessee, an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of a professional engineering consulting firm to prepare preliminary engineering plans sufficient for the preparation and approval of an environmental document and final design for TDOT State Project No.: HPP-NHE-1(225) and PIN No.: 109926.00, a southern extension of the U.S. Highway 45 Bypass. The City shall manage the Environmental Clearance and Design (preliminary and final) for the project. TDOT shall manage the ROW, Utility Coordination, and Construction. This project is funded in part by federal high priority project (HPP) funding, and state funds and all work shall adhere to all applicable Federal and Tennessee Department of Transportation (TDOT) policies, procedures, and regulations. The project shall be accomplished in accordance with the project Transportation Planning Report (TPR) on which TDOT approval was based. The professional engineering consulting firm shall be on TDOT's pre-approved list and must have unlimited status.

Firms may request consideration by submitting four (4) copies of their letter of interest to: **City of Jackson Purchasing Department, 115 East Main Street, Suite 202, Jackson, TN 38301**. All letters of interest and qualifications must be received by the Purchasing Department on or before **10:30 a.m. (Central Standard Time) Wednesday, July 15, 2009**. The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultants. The subconsultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. The method of payment for these projects shall be lump sum per contract. **Please, include the contact person information including valid email address.**

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 www.tdot.state.tn.us/consultantinfo.htm. Interested firms without internet access may obtain this information by calling Ms. Paula Johnson at (615) 741-4460 or by email at Paula.Johnson@state.tn.us.

Firms interested in prequalifying with the Department of Transportation shall submit appropriate prequalification forms to Mr. Jeff C. Jones, Civil Engineering Director, Design Division, Suite 1300, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-1402.

The City will evaluate the **current prequalification statements** on file for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and/or presentations. Please note: New or updated prequalification forms must be received and approved by TDOT before deadline for letters of interest. The factors that the City will consider in evaluating consulting firm selection are:

1. Ability and relevant expertise of the firm's personnel to be used on the project.
2. Past experience in the required disciplines with TDOT and other clients.
3. Qualification and availability of staff.
4. Demonstrated ability to meet schedules without compromising sound engineering practice.
5. Evaluations on prior TDOT and/or City projects, if available.

6. Size of project.
7. Amount of work under contract with TDOT and other clients.
8. Whether the consultant can perform the work efficiently without compromising sound engineering practice.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, sex, creed, age, disability, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms, as well as, other minority-owned and/or women-owned firms are encouraged to respond to all advertisements by the City of Jackson. For information on DBE certification, please contact the Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil%2Drights/smallbusiness/>.

For detailed project information, you may contact City Transportation Planner Keith Donaldson at (731) 425-8275 or by e-mail at kdonaldson@cityofjackson.net.