

## REQUEST FOR QUALIFICATIONS

The City of Cookeville, TN, is accepting qualifications in the form of sealed proposals for Engineering (Consultant) Services for the widening and improvements to East 10<sup>th</sup> Street from approximately Fisk Road to Old Kentucky Road as outlined in the Scope of Work below. This document is available at the Public Works facility, 1115 East Spring Street, Cookeville, TN, 38501. The sealed Proposals must be submitted to Greg Brown, Public Works Director, no later than 2:00 pm local time on August 25, 2020. Provide five copies of the Proposal. Any proposals received after this time will not be considered. Do not include any proposed fees. Selection will be based upon qualifications. A fee will be negotiated after a consultant has been selected. In the event a fee cannot be agreed upon, the City of Cookeville will enter into negotiations with the next most qualified consultant.

### Submission Selection

The following will be applied to evaluate each proposal:

1. Specialized experience and technical competence of the firm (including a joint venture or association) with the type work requested. Firm should have designed at least two similar projects in the past 6 years.
2. Capacity of the firm to perform the work, including any specialized services.
3. Description of how the firm would execute the project.
4. Past record or performance on contracts with the City of Cookeville or other governmental agencies and private industry with respect to such factors as control of cost, quality of work, and the ability to meet schedules.
5. Familiarity with details of the project.
6. Qualifications of the firm to subcontract any portion of work and the percentage of total project subcontractor shall perform.
7. Location of firm's office that will administer project.
8. Experience with grant funded projects.

### **Scope of Work**

#### General Project Description

The Project will include widening and improvements to East 10<sup>th</sup> Street from the vicinity of Old Kentucky Road to just west of Fisk Road. The east end of the project will connect to the improvements to East 10<sup>th</sup> Street associated with the development at the intersection of Old Kentucky Road and East 10<sup>th</sup> Street. The design will include widening East 10<sup>th</sup> Street to five, eleven foot lanes, curb & gutter, five foot sidewalks on both sides of the street, utility relocations and improvements (electric, gas, water and sanitary sewer), storm sewers, intersection improvements at Fisk Road, traffic and pedestrian signal design at Fisk Road, probable retaining wall design at Fisk Road and possibly other locations and other necessary design features to complete the project. All improvements will comply with American Disabilities Act (ADA) requirements.

The consultant shall prepare and provide all necessary surveying, roadway, storm sewer, natural gas, electric, sewer and water design relocations and improvements, with complete and full construction plans and specifications, for the bidding and construction of the project. The consultant will be responsible for obtaining all required state approvals for utility plans. The consultant will also provide property descriptions and map exhibits of all property that is to be acquired for the project to be used for property acquisition. Tennessee Department of Transportation specifications and item numbers are to be used.

The consultant shall provide a cost estimate when final plans are completed.

All documents and requirements for state and federal permits required for this project shall be provided by the consultant, including any drawings or submittals (SWPPP, NOI, erosion control plans, i.e.).

The approximate total length of the project is 0.65 miles.

### Design Criteria

Tennessee Department of Transportation standards shall be used.

City of Cookeville or the appropriate utility district standards shall be used for all utility construction.

### Field Survey

The consultant shall provide all surveying required to complete the design as well as provide property descriptions and map exhibits necessary for negotiating property acquisition. Each parcel where property is to be acquired shall be staked so property owner can determine what is to be acquired. Field control points shall be set for construction layout.

### Pavement Design

Pavement design shall be provided by the consultant and approved by the City of Cookeville.

### Plans and Specifications

Plans and construction specifications shall be prepared by the consultant and approved by the City of Cookeville.

Preliminary plans shall show existing topography, proposed alignments and profiles, utility locations, typical sections, preliminary drainage, and critical cross-sections. Preliminary plans shall be identified as such with four (4) paper copies submitted to the Department of Public Works and Engineering.

Final plans shall contain the completed and approved information provided by the preliminary plans. Final plans shall also contain, at a minimum, a cover sheet, summary of quantities, typical sections, general notes, plan and profile sheets, erosion control plans, utility sheets, cross-section sheets, pipe sheets, reference points, detail sheets, property and rights-of-way sheets. All sheets shall be in a compatible electronic form approved by the City of Cookeville. The consultant shall provide four (4) copies of the final plans and four (4) specification documents to the City of Cookeville. Specifications shall include all necessary documents for the contractor to submit a bid.

### Bidding

The City of Cookeville shall be responsible for all advertising and bidding. Consultant shall provide plans and specifications to bidders at a cost to be determined when plans and specifications are complete. Consultant shall prepare bid advertisement and bid form. Consultant will answer any contractor questions, as well as issue necessary addendums prior to the bid. Consultant shall attend pre-bid conference, bid opening and pre-construction conference.

## Schedule and Completion

The City of Cookeville and the consultant shall determine a schedule for plan completion, as well as schedule for payment.

The consultant shall record minutes of each meeting with the City and deliver copies of the minutes to the Public Works Department within five (5) calendar days.

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 Cookeville.

Questions and requests for additional information should be directed Greg Brown, Public Works Director, City of Cookeville, (931) 520-5247 or [gbrown@cookeville-tn.gov](mailto:gbrown@cookeville-tn.gov).