NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

January 20, 2026

The City of Germantown, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of resurfacing of **Forest Hill Irene Road, from Winchester Road to the southern city limits (LM 6.48); and Farmington Boulevard, from South Germantown Road to Exeter Road**. This project is a federally-funded Surface Transportation Block Grant (STBG) project as a Tennessee Department of Transportation (TDOT) locally managed program. The project 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

- Design
- Utility Coordination
- Permitting
- Survey and Pavement Evaluation
- Design Services (including pavement marking plans and traffic control)
- Preparation of Plans, Specifications, and Construction Budget
- Bidding
- Invoicing
- Construction Engineering and Inspection
- Closeout Documents

Estimated Schedule for Performance of Work

- **Consultant Selection:** **April 2026**
- **NEPA Complete:** **(In-House) June 2026**
- **Design Complete:** **June 2027**
- **Right of Way Complete:** **June 2028**
- **Construction Complete:** **May 2030**

Submission Requirements

Firms may request consideration by submitting a letter of interest along with qualifications to the **City of Germantown, procurement@germantown-tn.gov , Attn: City Cathryn Perdue**. All letters of interest must be received by the City of Germantown on or before **2:00 PM CDT,**

Wednesday, February 4, 2026. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. This will be a **lump sum** contract.

Evaluation Process

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 in the required disciplines with TDOT and/or other clients;
- Specialized expertise;
- Professional Licensure;
- Staff capabilities of prime consultant;
- Size of project and limited or unlimited prequalification status

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

- Workload capacity; including amount of work under contract with TDOT, if applicable (30%)
- Past performance on TDOT projects (35%)
- Technical approach (e.g. project understanding, innovative concepts or alternatives, quality control procedures) (35%)

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 Consultant Prequalification Procedures (tn.gov). For information on prequalification, please contact TDOT.PSPrequals@tn.gov and refer to the NEPA Procedures Manual found on the TDOT website: Prospective Vendor Information (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 Germantown. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 or 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.