

**CITY OF GALLATIN
NOTICE TO CONSULTANTS
RIGHT-OF-WAY
APPRAISAL/ACQUISITION/RELOCATION SERVICES FIRMS
REGARDING A REQUEST FOR PROPOSALS**

The City of Gallatin, Tennessee, an Equal Opportunity and Affirmative Action Employer, seeks to retain the services of consultant firms for the performance of right-of-way appraisal, appraisal review, acquisition, relocation, closing and other related services for TDOT State Project No.: 83950-1556-54 & PIN: 111041.00 Albert Gallatin Avenue/Hattentrack Road Extension, SR-109 to SR-174, Gallatin, Sumner County.

The consultant firms shall assist the City in performing and meeting the requirements for right-of-way acquisition on this project as specified in the TDOT Local Government Guidelines.

This project is funded in part with state and federal funds, and all work shall adhere to all applicable Federal and Tennessee Department of Transportation (TDOT) policies, procedures and regulations. The consulting firm shall be on TDOT's pre-approved list.

Firms may request consideration by submitting a proposal to **Mr. Nick Tuttle, City Engineer, City of Gallatin, 132 W. Main Street, Gallatin, TN 37066**. **All proposals must be received by the City Engineer on or before 3:00 p.m. (Central Time) Monday, November 18, 2013**. The proposal shall indicate the scope of services anticipated to be completed by any subcontractors. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. The consulting firm must be pre-qualified and approved by TDOT before being considered for a contract. **Please include the firm's contact person's information including a valid email address.**

The City will accept separate proposals for:

1. Appraisals – both residential and commercial. The City reserves the right to contract with more than one appraisal firm.
2. Review Appraisals – both residential and commercial. The City reserves the right to contract with more than one review appraisal firm.
3. Acquisition negotiations – both residential and commercial. The City intends to select only one firm for this work.

Prequalification procedures, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at this internet address: www.tdot.state.tn.us/consultantinfo.htm.

The City will evaluate those firms submitting proposals and will either make a selection or choose several firms who would make viable candidates from which to invite presentations. The factors that will be considered in the evaluation of proposals are:

- a. Ability, qualification, availability and relevant expertise of the firm's personnel to be used on the project.
- b. Past experience in the required disciplines with TDOT and other clients.
- c. Demonstrated ability to meet schedules without compromising TDOT's Right-of-Way Manual or the Uniform Act.
- d. Evaluations on prior TDOT and/or City projects, if available.
- e. Anticipated schedule for completing the work.

Firms interested in prequalifying with the Department of Transportation should visit the TDOT website at <http://www.tn.gov/tdot/ConsultantInfo/Forms.htm> and submit appropriate prequalification forms as directed by TDOT.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. The City of Gallatin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or women-owned firms are encouraged to respond to all advertisements by TDOT. For more 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 Special Projects Director Rosemary Bates at rosemary.bates@gallatin-tn.gov

Jo Ann Graves
Mayor, City of Gallatin