

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****October 9, 2025**

The Town of Arlington, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Airline Road and Arlington Trail Signalization Project (PIN 131079.00) consisting of intersection improvements (widening, curb & gutter, sidewalks, drainage, etc.) and installation of mast arm signals at the intersection.** . 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

- Providing Construction Engineering and Inspection (CEI) Services for the construction phase of the project in accordance with all Town of Arlington, TDOT and FHWA requirements. Services will include: project administration, construction inspections, EPSC inspections, utility coordination, QA inspections & testing, shop drawing & submittal reviews, records maintenance, and all other CEI-related services required for the project.

Estimated Schedule for Performance of Work

- **Estimated award of construction contract: December 1, 2025**
- **Estimated start of construction: December 15, 2025**
- **Estimated completion of construction: June 15, 2027**

Firms may request consideration by submitting a letter of interest along with qualifications to **Town of Arlington, Public Works Department, 11491 Memphis Arlington Road Arlington, TN 38002 Attn: Cathy Durant, Town Administrator.** All letters of interest must be received by **Town of Arlington** on or before **2:00 p.m. on October 30, 2025.** The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The Town of Arlington intends to enter into a cost-plus fixed fee agreement for this work, based on TDOT-approved overhead and profit rates.

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, the Agency, and/or other clients.**
- **Specialized Expertise**
- **Professional licensure**
- **Staff capabilities of prime consultant**
- **Size of project and unlimited prequalification status**

From the letters of interest, **Town of Arlington** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

Town of Arlington will evaluate the top 3 firms on the following criteria (relative weight):

- a. **Workload capacity; including amount of work under contract with the Agency, if applicable (10%)**
- b. **Past performance on agency projects (30%)**
- c. **Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (30%))**
- d. **Staff location and capabilities of prime consultant (30%)**

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 **Town of Arlington**. 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>.