



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

July 8, 2025

The Town of Smyrna, Tennessee, an Equal Opportunity Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to NEPA and Design of the (East Sam Ridley Parkway / Jefferson Pike) Intersection at SR-102 (Nissan Drive), LM 5.01 in Smyrna, Tennessee Project. This project involves the addition of a left turn lane on Sam Ridley Parkway (SR-266) onto Jefferson Pike (SR-102) with signalization modifications. This project received funding through the Carbon Reduction Program Grant (U-CPR) program (TIP# 2024-47-180) as a Tennessee Department of Transportation (TDOT) Locally Managed Program (PIN 135730.00). 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

- Complete the NEPA environmental documentation.
- Provide field survey services of the project area
- Provide engineering design services to prepare bid/construction documents for the construction of the project
- Prepare itemized estimate of probable cost using TDOT item numbers
- Prepare project specifications and bid documents
- Prepare bid notice and advertisement
- Prepare and submit SWPPP permit to TDEC
- Permit submittal for review and approval to TDOT
- Utility submittal for review and approval to TDOT
- Any other services needed to complete the design and right-of-way, for construction of the project.

Estimated Schedule for Performance of Work

- Complete the environmental document within 12 months
- Complete design plans within the following 12 months
- ROW acquisition and Utilities within the following 12 months
- Construction is anticipated to commence within 3 years from notice to proceed

Letter of Interest

Firms may request consideration by submitting a letter of interest along with qualifications to **Sierra Lowry, Finance Director, Town of Smyrna, 315 S. Lowry Street, Smyrna TN, 37167**. All letters of interest must be received by the Town of Smyrna on or before **10:00 a.m. Central Standard Time, Thursday, July 24, 2025**. **The letter of interest and qualifications shall indicate the scope of services to be completed by and sub-consultants**. Method of payment for consultant services is to be Not to Exceed Lump Sum.

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

Phase II Evaluation

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

- a. Workload capacity; including amount of work under contract with the Town of Smyrna, if applicable (20%)
- b. Past performance on Town of Smyrna projects (20%)
- c. Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (20%)
- d. Demonstrated ability to meet schedules without compromising sound engineering practice (20%)
- e. Past experience specific to preparation of environmental studies, roadway and drainage engineering plans. (20%)

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 \(tn.gov\)](https://www.tn.gov/consultant-prequalification-procedures). 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 \(tn.gov\)](https://www.tn.gov/prospective-vendor-information).

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 Smyrna. 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>.

To be run: July 8, 2025
Submitted by: Sierra Lowry