

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****Date 7/24/2026**

The City of Hendersonville, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Drakes Creek Road Widening, PIN 120483.00. Drakes Creek Road, From Stop Thirty Road to SR-386 (Vietnam Veterans Boulevard) - This project will widen Drakes Creek Road, from SR-386 (Vietnam Veterans Boulevard) from 2 lanes to 5 lanes. It will also include signalization and adding left turn lanes in all four directions at the intersection of Drakes Creek Road and Stop Thirty Road. The project also involves raising this intersection above the flood elevation and replacing a condemned bridge** . 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

- Pre-Construction Conference
- Project Administration
- Project Meetings (monthly at a minimum)
- Monitor and Participate in Utility Coordination
- Monitor and Prepare any Supplemental Agreements, Change Orders
- Monitor Construction Materials
- Full construction inspections in accordance with TDOT and FHWA regulations
- Respond to RFI's
- Quality Assurance and Material Testing
- Traffic Control Activities and Devices Inspections
- TDEC and Regulatory permitting compliance and enforcement
- EPSC inspection and oversight
- Stream relocation and preservation
- Monitor and Verify Contractor's Certified Payroll, Employee Interviews and Contract Compliance
- Reports as Required by TDOT Final Records
- This project is funded through TDOT Local Programs. All construction engineering and inspection (CEI) services will need to meet all TDOT CEI requirements
- Any other construction engineering and inspection services needed to construct the project
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Estimated Schedule for Performance of Work

- **Estimated period of twenty (20) months beginning prior to the commencement of the construction contract and continuing through project closeout.**
- **Bid Phase - October 2026**
- **Estimated start of construction: January 2027**
- **Estimated completion of project: January 2029**

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Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Hendersonville, 101 Maple Drive North Hendersonville, TN 37075 Attn: Stephen Winzenread-Public Works Director**. All letters of interest must be received by **City of Hendersonville** on or before **4:00pm on 8/28/2026**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **The method of payment will be cost plus fixed fee.**

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 discipline(s).**
- **Specialized expertise related to projects similar in scope and size.**
- **Prequalification Type: Unlimited.**
- **Workload capacity, including the amount of work under contract with the Agency**
- **Submit proposed team and proximity to the project for doing the work**
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From the letters of interest, **City of Hendersonville** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

City of Hendersonville will evaluate the top 3 firms on the following criteria (relative weight):

- Workload capacity; including the amount of work under contract with the Agency, if applicable (25%)**
- Past performance on agency projects (25%)**
- Experience and qualifications of the firm specific to STBG and other grant funded projects (20%)**
- Size of project and limited or unlimited prequalification status including evidence that the Firm's experience derives from projects that are comparable or larger size to that expected in this Contract. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency (20%)**
- Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice(10%)**

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 <https://www.tn.gov/tdot/business-redirect/consultantinfo/consultantinfo->

[forms.html](#). For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@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 Hendersonville**. 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>.