

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****August 5, 2026**

The City of Mt. Juliet, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to the design of the **Lebanon Road (SR-24) Widening, which includes widening Lebanon Road (SR-24) from a 2-lane to a 5-lane roadway from near Park Glen Drive to Terrace Hill Road. This project will also consist of traffic signalization, bike lanes, and sidewalks in addition to the road widening.** The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional 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 for initial contract

- Surveying
- Production of preliminary design plans and ROW plans
- Geotechnical services
- Utility Coordination.
- Opinion of probable cost

Scope of Services for future supplement contract

- NEPA re-evaluation services
- ROW acquisition services
- ROW and utility certifications
- Production of construction plans and bid documents
- Bid Phase services
- Engineer of Record services

Estimated Schedule for Performance of Work

- Preliminary and ROW plans to completed within 24 months from contract approval
- Begin ROW acquisition services in FY 2029

Firms may request consideration by submitting a letter of interest to **the City of Mt. Juliet via email at mwhite@mtjuliet-tn.gov**. All letters of interest must be received by **the City of Mt. Juliet** on or before **4:00 pm CST on Friday, August 28, 2026**. The letter of interest shall indicate the scope of services to be completed by any sub-consultants. **The City of Mt. Juliet will execute a project specific Lump Sum contract with the firm selected and distribute monthly payments based on work performed each billing cycle.**

Phase I Evaluation

For Phase I evaluations, firms shall submit letters of interest with contact information including name, address, and e-mail of primary contact. Only provide a **maximum Three (3) page, single sided** letter that summarizes the firm's experience, expertise, and qualifications. The evaluation criteria to be considered for the Letter of Interest are listed below:

- **Past experience with TDOT Local Programs projects (list specific project names, clients, dates performed, and whether your firm was the prime or sub-consultant);**

- **Experience with major road widening projects (list specific project names, clients, dates performed, and whether your firm was the prime or sub-consultant);**
- **Summary of professional licensure and qualifications of key staff assigned to the project and prequalification status of firm.**

From the letters of interest, **the City of Mt. Juliet** will select 3 qualified firms to submit Phase II qualifications. The City of Mt. Juliet will notify the firms chosen to submit full proposals by email. From this list the top ranked consultant will be selected.

Phase II Evaluation

Short-listed firms shall submit four (4) paper copies and one (1) digital copy of their full proposal. The Phase 2 evaluation criteria to be considered, including the relative weight of importance, for the proposal are listed below:

1. **Past experience with TDOT Local Programs projects (include detailed project descriptions, clients, dates performed, and your firm's role as the prime or sub-consultant) (20 points).**
2. **Experience with design of major road widening projects (include detailed project descriptions, clients, dates performed, and your firm's role as the prime or sub-consultant); (20 points).**
3. **Qualifications and availability of key staff and sub-consultants that will be assigned to the project (include resumes) (20 points).**
4. **Understanding of the project corridor (15 points).**
5. **Proposed project schedule and ability to complete the project within the aforementioned schedule (20 points).**
6. **Work already under contract with the City of Mt. Juliet and personnel currently assigned to each project, if applicable (5 points).**

Submittals will be reviewed and scored by the City of Mt. Juliet's Consultant Evaluation Committee based on the established criteria above. The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation. **It shall be the responsibility of the prime consultant to include a signed statement from each sub-consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific project. Failure to meet this requirement will void the submittal.**

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 **the City of Mt. Juliet**. 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>.