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

8/5/2020

The City of Lenoir City an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to an Intelligent Transportation System (ITS) Phase II required documentations/services necessary to complete a Federal# CM-9111(10) / State # 53LPLM-F3-071 / TDOT PIN# 128840.00 Project through all Phases not limited to (NEPA/PE-Design/CON). 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

This is an Intelligent Transportation System (ITS) Phase II Project that includes additional features to existing traffic signalized intersections along US-321 / SR-73 / and SR-2 US-321 at US-70 US-321 to enhance traffic flow and to reduce emissions. Services will include all required documentation to complete a TDOT /FHWA project through all Phases (NEPA/PE-Design/CON). Project details include Install Dedicated Short-Range Communications (DSRC) with Advanced Traffic Controllers (ATC) with cellar modems / batteries along with new radar detection devices at 22 locations along the routes.

Estimated Schedule for Performance of Work

- Questions deadline by August 19, 2020; All questions must be e-mailed to Jack Qualls, qualls@loudoncountyeda.org or call 865-988-0843
- Letters of Interest for Phase I due September 3, 2020 at 4:00 p.m. eastern time
- Short list of 3 firms selected by September 11, 2020
- Phase II proposals due by September 25, 2020 at 4:00 p.m. eastern time
- Final selection of highest ranked firm on or before September 30, 2020

Firms may request consideration by submitting a letter of interest along with qualifications to City of Lenoir City, P.O. Box 445, Lenoir City, TN 37771 Attn: Amber Scott. All letters of interest must be received by City of Lenoir city on or before September 3, 2020 at 4:00 p.m. eastern time. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

Phase I Evaluation

For Phase I evaluations firms shall submit 4 copies of the letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- A maximum of five (5) including coversheet, single-sided pages, with a minimum font size of 10.
- Work experience in the required disciplines with the City, TDOT and other clients.
• Experience of proposed team assigned to the project in the required disciplines
• Relevant licensures and certifications
• TDOT prequalification status

From the letters of interest, the City of Lenoir City will select three (3) qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

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

1. Firms Qualifications and Experience on Similar Contracts. (Max Score 30%)
The firm(s) involved should be able to cite projects of similar scope and size that have been successfully completed, and that have involved team members identified in the submittal in order to demonstrate success in project management. This includes evidence of good communication with all involved parties, a record of working successfully with clients and regulatory agencies, use of creative problem solving, and the ability to manage staff, budgets, and timelines in order to meet project goals and minimize the necessity for project change orders.

2. Project Approach/Methodology. (Max Score 25%)
Describe in detail how this project will be approached. Describe any innovative or progressive approach that would be used in this project. Clearly show why the firm(s) should be superior to other proposing firms in the delivery of the scope of services.

3. Key Project Personal Qualifications & Experience. (Max Score 25%)
Respondents should clearly identify the principal-in-charge and include in that person’s qualifications a description of project management expertise. Additionally, the names of persons, their respective titles/roles and dedication of time should be provided for any team member playing a significant role in the project.

4. Firms Availability. (Max Score 20%)
List location of key staff and their ability to meet with City personnel or conduct site visits as required.

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 http://www.tn.gov/tdot/topic/consultantinfo. 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 City of Lenoir City. For information on DBE certification, please contact David Neese at (615) 741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: http://www.tn.gov/tdot/topic/small-business.