

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****October 4, 2021**

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 design and construction of **the Mt. Juliet Road ADA Upgrades, Phase 2 project, which includes replacement of existing sidewalks with 6 foot wide, ADA compliant sidewalks on both sides of Mt. Juliet Road (S.R. 171) from Old Lebanon Dirt Road to Weston Drive**. 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

- Environmental (NEPA) documentation, coordination, and permitting;
- Surveying;
- Production of Preliminary design plans, ROW plans, construction plans, bid book, and specifications;
- Utility Coordination;
- ROW and utility certifications;
- Opinion of probable cost estimate;
- Bid phase services;
- Full construction engineering and inspection (CEI) services;
- Conducting pre-construction and monthly progress meetings;
- Material testing; and
- Processing pay requests, change orders, and project close-out documents.

Estimated Schedule for Performance of Work

- **Environmental (NEPA) phase and survey to be completed within 9 months from contract approval.**
- **Preliminary and ROW plan approval completed within 18 months from contract approval.**
- **Construction plan, bid book, and specifications approval within 20 months from contract approval.**
- **Bid phase and CEI services performed for a period of 10 months from the construction notice to proceed date.**

Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Mt. Juliet, 71 E. Hill Street Mt. Juliet, TN 37122 Attn: Matthew White**. All letters of interest must be received by **the City of Mt. Juliet** on or before **2:00 pm CST on Friday, October 22, 2021**. The letter of interest and qualifications 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. **Interested firms shall submit two (2) paper copies and one (1) digital copy of their letter of interest.** Only provide a **maximum three (3) page** 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 projects);**
- **Experience with ADA rehabilitation and other sidewalk or pedestrian projects (list specific projects);**
- **Summary of professional licensure and qualifications of key staff assigned to the project; and**
- **Staff capabilities of prime consultant 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) (20 points).**
2. **Experience with ADA rehabilitation and other sidewalk or pedestrian projects (include detailed project descriptions); (20 points).**
3. **Evaluations on prior projects, if available (10 points).**
4. **Qualifications and availability of key staff that will be assigned to the project (include resumes) (20 points).**
5. **Proposed project approach. (10 points).**
6. **Proposed project schedule and ability to complete the project within the aforementioned schedule (15 points).**
7. **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 <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 **the City of Mt. Juliet**. 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>.