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

**September 20, 2022**

**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 for Construction Engineering and Inspection (CEI) related to construction of the **Intelligent Transportation System (ITS) and signal improvements along SR-171 (Mt. Juliet Road) from S.R. 265 (central Pike) to Mt. Juliet City Hall.** 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:

**Description of Project:**

The City was awarded a CMAQ grant for the Mt. Juliet ITS & Signal Improvements Project – Phase 2. The main objective of the project is to implement an interconnected signal system along S.R. 171 (Mt. Juliet Road) from S.R. 265 (Central Pike) to Mt. Juliet City Hall for thirteen (13) total signals within a corridor length of approximately 3.7 miles. This includes the installation of fiber optic cable, expansion of the traffic operations center (TOC) at City Hall, and implementation of Advanced Signal Control Technology.

**Required Scope of Services:**

* Full construction inspection and documentation in accordance with TDOT and FHWA regulations;
* Conducting pre-construction and monthly progress meetings, including producing agendas and minutes;
* Material testing;
* Shop drawings review and RFI response;
* EPSC inspection and oversight; and
* Processing pay requests, change orders, DBE documentation, wage rate interviews and verification, and project close-out documents.

**Estimated Schedule for Performance of Work:**

* CEI services will be performed for a period of 18 months from the contractor’s notice to proceed for construction date.

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 **5:00 pm CST on Friday, October 7, 2022.** The letter of interest shall indicate the scope of services to be completed by any sub-consultants.

**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 the letter of interest to the City of Mt. Juliet via email at mwhite@mtjuliet-tn.gov.** 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** **CEI for TDOT Local Programs projects (list specific projects);**
* **Past experience with CEI for ITS and/or signal improvement projects (list specific projects);**
* **Summary of professional licensure and qualifications of key staff assigned to the project; and**
* **Staff availability, capabilities, and prequalification status of prime consulting 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 CEI for TDOT Local Programs projects (include detailed project descriptions) (25 points).**
2. **Past experience with CEI for ITS and/or signal improvement projects (include detailed project descriptions); (25 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 to ensure efficient and effective CEI performance. (15 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. 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.**

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.