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

**September 2, 2022**

**The City of Franklin**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide Construction Engineering Inspection (CEI) services related to construction and modifications of thirteen existing **State Route 96 (Murfreesboro Road) traffic signals, also known as the SR96 Traffic Signal Improvements project, a project funded by a federal Congestion Mitigation and Air Quality (CMAQ) grant (PIN 127913.00)**. This project mainly includes upgrading vehicle and pedestrian detection, signal cabinets and signal heads. 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**

* The CEI consulting firm must have completed TDOT’s Local Programs CEI training at the time of submittal
* The CEI consulting firm must be familiar with traffic signals and ITS device technology.
* It is expected that most of the work being performed by the traffic signal installation contractor will be onsite and completed within 3 – 4 months once traffic signal components are received. Due to supply chain issues, much of the construction time will be geared toward procurement of the traffic signal cabinets and various traffic signal devices. These devices may be configured and bench tested at the contractor’s facility that is to be located in the middle Tennessee area.
* The CEI consulting firm is not expected to be onsite within the project limits for the entire workday when work is not being performed by the traffic signal contractor. Close coordination with the contractor for scheduled inspection work will be required.
* Recording and filing TDOT Local Programs CEI documentation, including required daily logs, is a major requirement of this project.
* The CEI consulting firm is not expected to assist in final integration of the Traffic Operations Center (TOC) software associated with this project. Final acceptance testing of the vehicle detection devices and traffic signal equipment installed by the contractor will be required, including processing TDOT traffic signal inspection forms.

**Estimated Schedule for Performance of Work**

* The tentative schedule for installation of the traffic signal components for this project is in the Spring and Summer of 2023.
* It is expected that traffic signal equipment submittal review and equipment procurement may take 6 – 8 months after NTP for the contractor. The CEI consulting firm is expected to schedule staff accordingly during this procurement time.
* It is expected that the contractor’s field work be completed within 3-4 months after Notice to Proceed (NTP) and once traffic signal equipment has been procured and delivered.

Firms may request consideration by submitting a Letter of Interest (LOI) in a sealed envelope that is clearly marked “LOI for CEI Services for SR96 Traffic Signal Improvements Project (PIN 127913.00)” to **the City of Franklin Engineering Department, 109 Third Avenue South, Suite 133 Franklin, TN 37064; Attn: Adam Moser, Traffic Engineer** or by submitting via email to adam.moser@franklintn.gov . All letters of interest must be received by **The City of Franklin** on or before **2:00 PM (CDT) on September 27, 2022.** **Late submissions will not be considered.**

The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Invoicing for this project is anticipated to be on an hourly basis, with a not-to-exceed contract ceiling.

**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 disciplines with the City, TDOT, and/or other clients
* Specialized expertise, especially in the areas of traffic signal and ITS technology
* Relevant licensures and certifications
* TDOT prequalification status
* Staff experience with similar projects

From the letters of interest, **the City of Franklin** 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 Franklin** will evaluate the top 3 firms on the following criteria (relative weight):

1. Proposed Team Capabilities (15%)
	1. Include any relevant sub-consultant information.
2. Past Experience on Similar Projects and Disciplines (25%)
	1. Local Programs project experience is critical.
3. Staff Qualifications and Availability (25%)
	1. Only include information for personnel proposed to work on *this* specific project
4. Technical Knowledge of the Project and Approach (35%)
	1. Ability to make decisions & adjustments in the field, as needed, to keep project moving smoothly.
	2. Ability to provide effective & efficient project oversight to mitigate any unnecessary cost overruns or time delays.

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation, if it is deemed necessary. If the Phase 3 Evaluation is necessary, the in-person interview score will be averaged with the Phase 2 score to generate a composite score. The scores from both phases will be weighted equally (i.e. 50/50)

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.htm>. 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 Franklin**. 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>.

For additional details regarding this project, please contact Adam Moser, City Traffic Engineer at (615) 791-3218 or Adam.Moser@franklintn.gov.