

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****September 1, 2016**

The City of Lebanon, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of the federally funded **Hartsville Pike Resurfacing and Intersection Improvement Project**. The purpose of this project is to improve **Hartsville Pike (SR-141) from Lealand Lane to East High Street**. These improvements will include **resurfacing & milling, ADA improvements, and updated signalization at the intersection of Hartsville Pike and East High Street**. 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

- Prepare required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA).
- Develop plans, specifications, contract documents, bid quantities and engineering cost estimate that meet or exceed all federal and state guidelines.
- Prepare all required bid documents. Conduct all pre-bid conferences and assist in all aspects of the bidding process including, but not limited to assisting the City of Lebanon with advertisement, solicitation of bids, bid evaluations, and recommendation of award.
- Follow requirements of the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State Funded Transportation Projects" which includes submittals for approvals of environmental documentation, permitting, engineering design, utility relocations, rights-of-way, and disadvantaged business enterprises (DBE).

Estimated Schedule for Performance of Work

- **Estimated start of project: December 1, 2016**
- **Estimated start of construction: January 1, 2019**
- **Estimate completion of project: April 1, 2019**

Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Lebanon, 200 N. Castle Heights Ave, Lebanon, TN, 37087 Lebanon, TN 37087 Attn: Ron Swanson**. All letters of interest must be received by **the City of Lebanon** on or before **October 1, 2018**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment for the contract will be lump sum.

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:

- **Expereince with federally funded transportation projects, including Local Programs projects**

- **Knowledge and experience with ADA guidelines and requirements for pedestrian facilities**
- **Proof of professional licensure**
- **Staff capabilities of prime consultant**
- **Size of project and unlimited prequalification status**

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

Phase II Evaluation

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

- a. Workload capacity; including the amount of work under contract with the Agency, if applicable (25%)**
- b. Past performance on agency projects. (25%)**
- c. Experience and Qualifications of the firm specific to STBG funded projects (20%)**
- d. Size of project and limited or unlimited prequalification status including evidence that the Firm's experience derives from projects that are comparable or larger size to that expected in this Contract. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency. (20%)**
- e. Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice (10%)**

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 **the City of Lebanon**. 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>.