

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****12/06/2024**

The City of Lewisburg, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to traffic signage replacement on various streets (Pin#135700.00): Replacing traffic signs on specific Minor Arterial and Major Collector streets in Lewisburg. The replacement aims to improve sign reflectivity and visibility for safer driving. 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

- Provide field survey services of the project area
- Provide services to complete environmental document
- Provide engineering design services to prepare bid/construction documents
- Prepare itemized estimate using TDOT line items
- Prepare project specifications and bid documents
- Prepare bid notice and advertisement
- Assist city with bid evaluations and recommendations for contract award
- Permit review and submittal to TDOT
- Utility submittal for review and approval to TDOT
- Perform Construction Engineer Inspection (CEI) services
- If necessary, hire and manage Right of Way Specialist to obtain ROW certification
- Any other services necessary to complete design, bidding, and construction of project

Estimated Schedule for Performance of Work

- January 2025 consultant selection process complete, NEPA Phase begins
- February 2026 NEPA completed, and Design Phase begins
- April 2026 Design Phase completed, and Construction Phase begins
- All phases of the project to be completed and project closed on or before **January 21, 2027**.

The project will replace traffic signs on specific Minor Arterial and Major Collector streets in Lewisburg. The replacement aims to improve sign reflectivity and visibility for safer driving. Deficiencies consist of poor reflectivity and reduced visibility.

Firms may request consideration by submitting a letter of interest along with qualifications to **Gina Jones, City Recorder, City of Lewisburg, 131 E. Church Street, Lewisburg, TN 37091 Attn: Debbie Montgomery**. All letters of interest must be received by the City of Lewisburg on or before **2:00 PM on January 7, 2025**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment will be by invoice.

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 with the TDOT Local Programs process and familiarity with TDOT staff.
- Availability of staff.
- Experience in successfully completing TDOT Locally Managed projects like this.

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

- a. Past experience in the required disciplines with TDOT and other clients. (20%)
- b. Past experience with TDOT funded projects. (10%)
- c. Qualification and availability of staff. (10%)
- d. Demonstrated ability to meet schedules without compromising sound engineering practice. (10%)
- e. Amount of work under contract with TDOT and other clients (10%)
- f. Proven ability to obtain TDOT ROW Certification (10%)
- g. Knowledge of Federal and TDOT CEI requirements (10%)
- h. Knowledge of the TDOT Locally Managed Program process for federally funded projects (20%)

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 <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 Lewisburg. 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>.