

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

**CITY OF GOODLETTSVILLE, TENNESSEE
TRAFFIC FLOW IMPROVEMENTS AND TRAFFIC SIGNAL UPGRADES – PHASE II**

TDOT PIN 120327.01

The City of Goodlettsville, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide construction engineering and inspection (CEI) services for the construction of the Traffic Flow Improvements and Traffic Signal Upgrades – Phase II (PIN 120327.01) in Goodlettsville, TN.

The project will include, but is not limited to, over 7,000 LF of fiber optic cable installation, reconstruction of two (2) signalized intersections with mast arms, and new signal equipment including cabinets and signal heads at twelve (12) intersections within the city limits of Goodlettsville. The duration is anticipated to last nine (9) months. Method of payment for the contract will be lump sum for the construction inspection services.

The Professional Consulting Engineering Firm (PCE) must be on the Tennessee Department of Transportation (TDOT) current list of prequalified consultants for CEI services and have an unlimited status. The Consulting firm must have completed TDOT's Local Programs CEI training at the time of submittal. Responsibilities of the PCE include, but are not limited to, the scope of services required for TDOT CEI services as detailed at the following website: https://www.tn.gov/assets/entities/tdot/attachments/cei_oncall.pdf.

Firms may request consideration by submitting a letter of interest to the City of Goodlettsville Engineering Department, 105 South Main Street, Goodlettsville, Tennessee 37072. The letters of interest may be submitted to:

**Mr. Charlie Ballard
105 South Main Street
Goodlettsville, TN 37072**

All letters of interest must be received by the City of Goodlettsville on or before **4:00 p.m. CST Thursday, December 19, 2019**, and the project name above should be referenced on the submittal. For additional details regarding this project, please contact Mr. Greg Edrington at (615) 851-3461 or by email at gedrington@goodlettsville.gov. No late responses will be accepted. The City reserves the right to reject any and all responses. Interested firms shall submit two (2) paper copies and one (1) digital copy.

All firms must be pre-qualified or have a completed prequalification form filed with TDOT by the deadline for the letters of interest. Additional information, including the Prequalification Form (DT-0330, Part 1), and an example letter of interest can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html> under Consultant Contract Orientation Information. The letter of interest shall not specifically identify sub-consultant(s), but rather shall indicate the scope of services anticipated to be completed by any sub-consultant(s). The sub-consultant shall be a firm that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please include a valid email address and phone number for the point-of-contact.

Phase I Evaluation

The City will evaluate the current prequalification statements on file for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. The criteria that will be considered in Phase I are:

1. Work experience in the required disciplines with TDOT and/or other clients,
2. Staff capabilities of prime consultant,
3. Specialized expertise, and
4. Qualification Type: UNLIMITED

Phase II Evaluation

For firms submitting proposals (DT-0330 Part 2) during Phase II evaluation, the criteria that will be considered are:

1. Team capability and work experience – 25%
2. Past experience in the required disciplines with TDOT and/or other clients – 25%
3. Staff qualifications and availability – 25%
4. Technical approach* – 20%
5. Workload Capacity – 5%

*The technical approach will include Section H of DT-0330 Part 2.

The Consultant Evaluation Committee will select the most qualified firm to perform the solicited services.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age and disability. 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 TDOT. For more information on DBE certification, please contact the Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at the following website: <http://tn.gov/tdot/topic/small-business>.

Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615) 741- 4460 or by email at Christine.Smotherman@tn.gov.