



**NOTICE TO CONSULTANT ENGINEERS  
Regarding a Request for Qualifications and Letters of  
Interest**

**February 26, 2025**

**Peyton Road Improvements  
Lebanon, Tennessee**

## LETTERS OF INTEREST AND REQUEST FOR QUALIFICATIONS

### PEYTON ROAD IMPROVEMENTS LEBANON, TENNESSEE

The City of Lebanon, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm to provide Preliminary Engineering & Design (PE-NEPA and PE-DESIGN) related to the **Peyton Road Improvements** in Lebanon, Tennessee. The work to be completed may include the topographic and hydraulic survey, geotechnical investigation, hydraulic analysis, environmental investigations, permits, preparation of preliminary and right-of-way design plans, preparation of ROW acquisition exhibits, utility coordination, design of construction plans and bid documents, and the design of a potential traffic signal at the intersection of Peyton Road and Sparta Pike (U.S. 70).

This project is a City of Lebanon locally-managed transportation project funded by various forms of state/federal funding. Any award of a contract for engineering services will be by phase and is subject to availability of funding. It is mandated that all work shall adhere to all applicable Federal and TDOT policies, procedures and regulations. 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.

All documents shall be prepared in accordance with TDOT standards and specifications. TDOT item numbers shall be used for all items.

The method of payment for these services shall be lump sum.

#### 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).
- Follow any requirements set forth by the funding agencies (HUD & State of Tennessee).

#### EVALUATION OF PROPOSALS:

The successful firm will be determined using the Phase 1 and Phase II selection method specified in TDOT's Consultant Selection Policy (Local Government Guidelines Form 1-2).

## **Phase 1 Evaluation**

For Phase 1 evaluations, firms shall submit Letters of Interest with firm contact information including name, address, and email of primary contact. This submission should be no greater than ten (10) pages and may be submitted electronically. Attachments to the Letter of Interest shall include:

- TDOT pre-qualification status listing disciplines from DT-0330
- Brief explanation of staff capabilities with resumes from key personnel
- General firm capabilities
- Scope of services to be completed by any sub-consultants

The following criteria will be used to evaluate the Phase I submissions:

- A. Experience and Qualifications of the Firm including satisfactory evidence that the firm has been in existence a minimum of fifteen (15) years. The firm shall have experience in roadway design projects a minimum of ten (10) years. (20%)
- B. Experience and Qualifications of the firm specific to state and federally funded road projects (30%)
- C. Experience and Qualifications of Individual Staff Members including the names and resumes of the principal officers, partners, and/or officials (25%)
- D. Size of project and limited or unlimited prequalification status including evidence that the Firm has a background with projects 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. (25%)

From the Letters of Interest, the City of Lebanon will select three (3) qualified firms to submit Phase II proposals. From this list, the top ranked consultant will be selected as specified in Phase II- Evaluation below.

## **Phase II Evaluation**

Selected firms will receive more specific information regarding the requirements of the submission for Phase II evaluation, but the following criteria will be used in the evaluation process:

- A. Experience and Qualifications of the Firm including satisfactory evidence that the firm has been in existence a minimum of fifteen (15) years. The firm shall have been involved with similar projects for a minimum of ten (10) years. (15%)
- B. Experience and Qualifications of the firm specific to state and federally funded projects (15%)
- C. Experience and Qualifications of Individual Staff Members including the names and resumes of the principal officers, partners, and/or officials. A detailed resume, including local address and telephone number, of the individual who will be placed in responsible charge of this Contract, if so awarded as well as detailed resume(s), including local address(es) and telephone number(s), of the individual(s) who are expected to be assigned to the work of this Contract, if so awarded. (15%)
- 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. (10%)

- E. Demonstrated evidence that the Firm understands the project purposes and requirements including a detailed listing and description of the tasks the Firm expects to execute to achieve the desired outcomes. Information from / interaction with each City's personnel necessary for the Firm's work will also be described. (10%)
- F. Projected timeline for addressing each portion of the preliminary engineering and design responsibilities listed in the required scope of services. (15%)
- G. Experience and Qualifications of proposed subcontractor(s), if applicable, including information specified in items C and E above (10%)
- H. Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice (5%)
- I. Firm's local presence in the Lebanon and/or Middle Tennessee area (5%)

The consultant evaluation committee (CEC) holds the ability to conduct interviews based on scoring but reserves the right to make the selection decision solely based on the submitted proposals.

#### PROJECT QUESTIONS

Any firm that has project specific questions should contact Kristen Rice, P.E, Engineering Director – Capital Project/Traffic at (615) 443-2839 ext. 2334 or [Kristen.rice@lebanontn.org](mailto:Kristen.rice@lebanontn.org)

#### LETTER OF INTEREST SUBMITTAL REQUIREMENTS

For Phase I Evaluation, Letters of Interest will be received until 2:00 p.m., March 19, 2025 at the offices of the City of Lebanon Engineering Department, 200 N. Castle Heights Ave., Suite 300, Lebanon, Tennessee. Letters of Interest received by said time will be opened and reviewed for consideration. Letters received after said time will not be evaluated.

Letters of Interest should be mailed to Kristen Rice, P.E., City of Lebanon Engineering Department, 200 N. Castle Heights Ave., Suite 300, Lebanon, TN 37087 or can be submitted electronically at [kristen.rice@lebanontn.org](mailto:kristen.rice@lebanontn.org). The submitter shall be responsible for their early delivery. Mailed and hand-delivered Letters of Interest should be labeled "Peyton Road Improvements – 3/19/2025." Each firm shall provide three (3) copies of their submission. Electronically submitted Letters of Interest should be sent with the subject line labeled "Peyton Road Improvements – 3/19/2025" to Kristen Rice at [kristen.rice@lebanontn.org](mailto:kristen.rice@lebanontn.org).

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TODT's standard procurement policy, and additional information can be found at this internet address: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. For information on prequalification, contact Christine Smotherman at (615) 741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Evaluation proceedings will be conducted within established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed, religion, age, disability, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or 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.tdot.state.tn.us/civil%2Drights/smallbusiness/>