



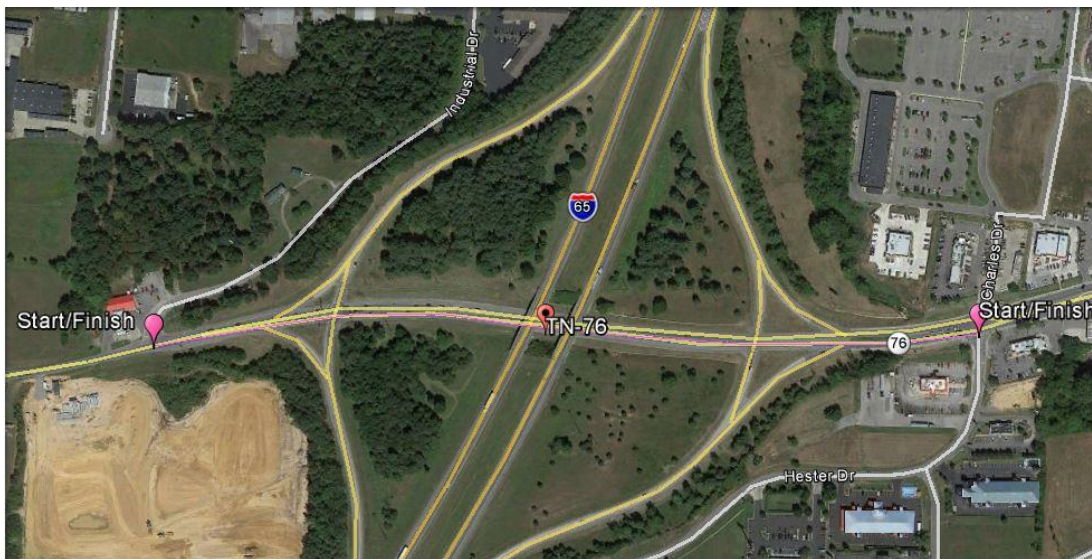
November 21, 2016

City of White House, Tennessee

Request for Qualifications and Letters of Interest for *SR-76 Misc. Safety Improvements (PIN 120290.00)*

The City of White House, Tennessee, an Equal Opportunity and Affirmative Action Employer, is requesting qualifications and letters of interest for TDOT pre-approved professional engineering services for the *SR-76 Misc. Safety Improvements (PIN 120290.00)* project in the City of White House and under the Active Transportation Grant and Local Programs Development Office (LPDO) of the Tennessee Department of Transportation (TDOT). A formal contract with TDOT has been signed, and the City has been granted approval by TDOT to advertise only for consultant professional engineering services for the Design Phase.. The total estimate cost of improvements for this project is \$1.45 million (\$1,450,000). The Design Phase of this project must adhere to TDOT LPDO policy or the funding will be subject to forfeit.

The *SR-76 Misc. Safety Improvements* will include miscellaneous safety improvements to an estimated 0.51 miles of SR-76 from west of Industrial Drive to east of Hester Drive.



This map is for illustrative purposes only. Drawing depicts conceptual project corridors and areas, not approved alignments.

The project shall be accomplished in accordance with the project application on which TDOT approval was based. The professional engineering consulting firm must be on TDOT's pre-approved list and must have unlimited status. Responsibilities of the professional consultant engineering firm include, but are not limited to:

- Following all of TDOT's Local Programs Development Office: Local Government Guideline for project development
- Provide engineering services required to fully complete the TDOT Locally Managed Project process for the Design phase.

The letter of interest and qualifications shall indicate the scope of services anticipated to be completed by any subcontractors. The factors that will be considered in the evaluation of proposals are:

1. Consultant's capabilities/experience/references
 - Outline the firm's capabilities and experiences with regard to the requested services
 - Experience with similar TDOT/FHWA projects (provide references)
 - Internal procedures and/or policies related to work quality and cost control
 - Capability to perform the work for the duration of the contract

- Evaluations on prior projects with TDOT and other clients, if available
- 2. Project team
 - Outline the firm's personnel who would work with the City
 - Management and organizational structure
 - Extent of principal involvement
 - Names of key members who will be performing the work on this project and their responsibilities
 - Qualifications and relevant individual experience, including sub-consultants
 - Availability of staff vs. amount of work currently under contract with TDOT and other clients
 - Project manager's experience with similar projects and interdisciplinary teams
- 3. Method of approach - Outline the firm's approach to working with similar projects
- 4. Understanding of requested services and experience of local area and local municipalities
 - Outline the firm's understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions and municipality that could affect project construction success such as local materials sources, weather limitation, local contracting resources, previous success or failure working with the City and its staff.

Proposals submitted will be evaluated by a six (6) member Consultant Evaluation Committee consisting of the City Administrator, Public Services Director, Assistant Public Services Director, Planning/Codes Director, City Recorder, and Purchasing Coordinator. 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 and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and/or women-owned firms are encouraged to respond to all advertisements by the City of White House.

The City of White House reserves the right to reject any or all proposals submitted.

Digital copies (using a CD/USB or digital download link) of all submittals shall be submitted along with six (6) hard copies for our Consultation Evaluation Committee to review, no later than **12:00 p.m. (CST), Tuesday, December 20, 2016**, and should be sent to:

Derek Watson, Purchasing Coordinator
City of White House
105 College Street
White House, TN 37188

Please include the contact person information including a valid email address. DBE firms are encouraged to submit proposals and include any DBE subcontractors as necessary. Reviews will be conducted as soon as possible following the submittals. No inquiries will be taken after the submittal deadline and are fully discouraged. All consultants submitting a requested proposal will be notified of the results as soon as the review process is finalized.

Please contact me if you have any questions.

Sincerely,

Derek Watson
Purchase Coordinator
City of White House
672-4350 Ext. 2130
dwatson@cityofwhitehouse.com

**CITY OF WHITE HOUSE
NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE
COUNTY OF SUMNER/ROBERTSON

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the proposing entity has submitted a Proposal to the City of White House for;

Project

3. That the proposing entity employs no less than five (5) employees;
4. That Affiant certifies that the Proposing entity has in effect, at the time of submission of its Proposal to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this ____ day of _____.

Notary Public
My commission expires: _____

**STATE OF TENNESSEE
IRAN DIVESTMENT ACT AGREEMENT**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at CPO.Website@tn.gov.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE