



**NOTICE TO CONSULTANT ENGINEERS
Regarding a Request for Proposals**

May 21, 2019

**Intersection Improvements
Of Carver Lane at West Main Street (Highway 70) in
Lebanon, Tennessee**

REQUEST FOR PROPOSALS

INTERSECTION IMPROVEMENTS OF CARVER LANE AT WEST MAIN STREET (HIGHWAY 70) IN 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 Engineering Design services related to the **Intersection Improvements of Carver Lane at West Main Street (Highway 70)** in Lebanon, Tennessee. The construction work to be completed would include roadway widening and a new traffic signal on Carver Lane at West Main Street in the City of Lebanon.

All Consulting Engineering firms responding to this Request for Proposal (RFP) must be Prequalified with the Tennessee Department of Transportation (TDOT) and must have unlimited status. The RFP response shall provide confirmation/certification that the consultant is prequalified by TDOT to perform the specific tasks required.

The work to be completed would include the topographic and hydraulic survey, geotechnical investigation, hydraulic analysis, environmental investigations, permits, preparation of preliminary and right-of-way design plans, preparation of acquisition exhibits, utility coordination, design of construction plans and bid documents, and the signal design at the Carver Lane and West Main Street intersection. The project is approximately 750 l.f. in length and is bounded by West Main Street and the railroad right of way. 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:

Responsibilities of the professional consultant firm for Engineering Services (preliminary engineering, design, and ROW including utilities) include, but are not limited to:

- Perform environmental investigations to insure no conflicts with historic/ archeologic features, endangered species, hazardous waste and determine impacts to water features (including wetlands).
- 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.

EVALUATION OF PROPOSALS:

The City of Lebanon's consultant evaluation committee (CEC) will evaluate the proposals received and make a recommendation to the Mayor and Lebanon City Council for selection based on the following criteria:

- A. Past experience in the type of engineering services required, with TDOT, the City of Lebanon, and other similar clients.
- B. Ability and relevant expertise of the firm's personnel to be used on the project, including the names and resumes, including local address and telephone number, of the individuals who will be placed in responsible charge and assigned to the work of this Contract, if so awarded.
- C. Qualifications, experience on other similar projects, and availability of staff.
- D. Sub-Consultants proposed to be used on the project and their experience on similar projects.
- E. Demonstrated ability to meet schedules without compromising sound engineering practice.
- F. Evaluations on similar prior projects with TDOT, City of Lebanon and/or other clients, if available.
- G. Amount of work under contract with TDOT and other clients.
- H. Include a timeline from Notice to Proceed to Advertisement for Bids including milestones for design and permitting.
- I. Firm's local presence in the Lebanon and/or Middle Tennessee area.

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.

PROPOSAL SUBMITTAL REQUIREMENTS

Five (5) copies of the Proposals for Engineering Services for the Intersection Improvements of Carver Lane at West Main Street (Highway 70) shall be submitted no later than 4:00 p.m. Central Daylight Savings Time, Tuesday, June 11, 2019 to the following address:

City of Lebanon Engineering Department
200 North Castle Heights Avenue, Suite 300
Lebanon, Tennessee 37087
Attn: Kristen Rice, P.E.
Transportation/Traffic Engineer

Proposals received by said time will be opened and reviewed for consideration. Proposals received after said time will not be evaluated. The submitter shall be responsible for their early delivery. Mailed and hand-delivered Proposals should be labeled "Intersection Improvements of Carver Lane at West Main Street (Highway 70) - 6/11/19."

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 additional details regarding the scope of services please contact Kristen Rice, P.E., Transportation/Traffic Engineer at (615) 443-2839 ext. 2334 or Kristen.Rice@lebanontn.org