

**PUBLIC NOTICE**  
**REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST**  
**(TDOT PIN# 134504.00) BID #1270**  
**PROFESSIONAL CONSULTANT ENGINEERING SERVICES**

The **City of Springfield**, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of the **City-Wide Resurfacing Project**. General scope includes milling/ resurfacing of various city streets measuring approximately 5.75 miles. Project scope also includes traffic striping, and structure adjustments such as manholes and water valves. 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 pre-qualified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

**Required Scope of Services**

- Related detailed survey of project areas
- Preparation of plans and specifications for TDOT approval
- Preparation of required bidding documents in accordance with TDOT requirements
- Bidding and Contract Administration
- Provision of CEI services during construction

**Estimated Schedule for Performance of Work**

- Survey/Preliminary Engineering Design Plans – 2 months
- Construction Plans/Bid Process – 4 months
- Award Project/Begin-Complete Construction – 2 months

Firms may request consideration by submitting a letter of interest along with qualifications to the City of Springfield, 405 N Main Street, Springfield, TN 37172 Attn: Lisa Crockett / City Recorder. Please reference **REQUEST FOR QUALIFICATIONS CITY-WIDE RESURFACING PROJECT BID #1270** on the outside of the sealed envelope. All letters of interest must be received by the City of Springfield in the Office of the City Recorder, by 2:00 PM (local time), Wednesday, January 31, 2024. The letters of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Method of payment shall be monthly invoices submitted with percentage of work completed based upon proposed fee per phase of required scope of services.

**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:

- Past experience in the required disciplines and similar projects with TDOT and other clients
- Qualifications and availability of staff
- Demonstrated ability to meet schedules without compromising sound engineering practice
- Evaluations on prior TDOT projects and other clients, if available
- Size and scope of previous projects
- Amount of work under contract with TDOT and other clients
- Knowledge of Federal and TDOT CEI requirements

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

- a. Technical experience with similar milling/resurfacing projects (20%)
- b. Key Project Personnel Qualifications and Experience (20%)
- c. Knowledge of Project and Area (25%)
- d. Previous experience with Agency Projects and Past Performance (35%)

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: <http://www.tn.gov/tdot/business-redirect/consultantinfo/consultantinfo-forms.html>. For information on prequalification, please contact Christine Smotherman at (615) 741-4460 or [Christine.Smotherman@tn.gov](mailto: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 Springfield**. For information on DBE certification, please contact David Neese at (615) 253-1075 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.

The City reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposal received. Final award will be subject to the execution of the contract. The City reserves the right to negotiate a final contract that is in the best interest of the City.

Lisa H. Crockett  
City Recorder