

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****August 22, 2022**

The City of Goodlettsville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of a **federally funded 2021 Congestion Mitigation and Air Quality Improvement Program Pin No. 132638.00**. In order to improve traffic operations and reduce congestion the project shall include combination of traffic signal infrastructure upgrades and signal coordination. The proposed corridors that will benefit from these improvements are Long Hollow Pike (State Route [SR] 174), Conference Drive, and Main Street (SR 11/US 31W/US 41). Improvements vary by intersection but include the following: the reconstruction of two intersections to mast arms, the installation of battery backups, flashing yellow arrows, new signal heads, new cabinets and controllers, wireless interconnect, and video detection. The new video detection equipment will not only provide more reliable vehicle detection but will also allow the City to obtain vehicle turning movement counts and view real-time images at intersections that will be monitored at the proposed traffic operations center (TOC) established in Phase II. ADA-compliant curb ramps, audible/vibrotactile pedestrian pushbuttons, countdown pedestrian signal heads, crosswalks, and appropriate pedestrian signage will also be installed. Upon completion of design and construction of the proposed signal system, coordinated signal timings will be developed and implemented for the corridor. Additionally, flush plans will be developed that can be implemented if an incident occurs on SR 386 or I-65 and these corridors are utilized to divert traffic. 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. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services**PHASE A (Design)**

The consultant will be performing the design aspect of the project; this phase includes but is not limited to:

- Performing preliminary engineering and environmental investigations as necessary to fulfill the National Environmental Policy Act (NEPA) requirements for the project.
- Conduct the appropriate public involvement per the TDOT Public Involvement Plan.
- Provide the Preliminary and Final Construction plans.
- Provide Right-of-Way Services as necessary to obtain TDOT R.O.W. Certification and Utility & Railroad Certification.
- Prepare bid and contract documents including specifications and required costs estimates as necessary.
- Coordinate and obtain any other required permits.
- Title VI, AA/EEO compliance; DBE goal participation guarantee.
- Prepare the agendas, attend, and conduct meetings with City staff as needed.
- Perform any other matters that TDOT may require for the successful and satisfactory completion of the design process.
- Communicate as needed with TDOT and/or staff to move the project forward.
- Maintain a complete set of records sufficient to meet local program guideline audit standards.

- Review and evaluate bids for compliance and completeness with regard to specifications and provide a bid tabulation summary.
- Provide invoices in a manner consistent with local programs guidelines.

PHASE B (CEI)

The consultant will be performing the CEI aspect of the project. The consultant 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 following:

- Pre-Construction and Pre-Erosion Conference
- Project Administration
- Project meeting(s) as needed
- Monitor and Participate in Utility Coordination
- Monitor and prepare any Supplemental Agreements and/or Construction Change Orders
- Monitor construction materials brought on site and inspect to confirm compliance with specifications and approved shop drawings
- Respond to RFI's during construction
- Quality Assurance and material testing
- Progress payments and quality verification
- Construction Inspection
- Monitor and verify Contractor's certified payroll, employee interviews and contract compliance
- Reports as required by TDOT Final Records
- Additional information for TDOT scope of services may be found on TDOT's website or the following link

<https://www.tn.gov/content/dam/tn/tdot/documents/ceiscope.pdf>

Estimated Schedule for Performance of Work

- NEPA/Preliminary Engineering Phase - February 2023
- Right-of-Way Phase - June 2023
- Final Design Phase - October 2023
- Bid Phase - December 2023
- Construction Phase – January 2024

Firms may request consideration by submitting a letter of interest along with qualifications to **The City of Goodlettsville, 105 South Main St. Goodlettsville, TN 37072 Attn: Rachel Hoover**. All letters of interest must be received by **the City of Goodlettsville** on or before **2:00 p.m. Thursday September 22, 2022**. The letter of interest and qualifications shall indicate the scope of services (Phase A Design or Phase B CEI) and the scope of services to be completed by any sub-consultants. **Consultants may only submit for Phase A Design or Phase B CEI (not both)**. The method of payment will be lump sum.

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:

- **Work experience in the required disciplines with TDOT, the Agency and or other clients.**
- **Specialized Expertise**
- **Professional licensure**
- **Staff capabilities of lead consultant**
- **Size of project and unlimited prequalification status**

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

- a. **Workload capacity; as it relates to firm's ability to meet schedules without sacrificing sound engineering practices (15%)**
- b. **Past performance on city and/or TDOT projects, particularly CMAQ projects (20%)**
- c. **Technical approach and understanding of community needs, project understanding, innovative concepts or alternatives, quality control procedures (20%)**
- d. **Qualifications, experience, and availability of lead consultant, other staff and subcontractors (20%)**
- e. **Experience and knowledge in the operation and performance of existing City of Goodlettsville traffic control equipment (25%)**

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 <https://www.tn.gov/tdot/business-redirect/consultantinfo.htm>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or 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 Goodlettsville**. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.