



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

**April 17, 2024**

**SR-10 (US 231 South/South Cumberland Street), From Jennings  
Avenue to Intersection at Walmart Pedestrian Improvements in  
Lebanon, Tennessee  
PIN: 135110.00  
Federal Project #: N/A  
State Project #: 95LPLM-S3-155**

## LETTERS OF INTEREST AND REQUEST FOR PROPOSALS

### **SR-10 (US 231 SOUTH/SOUTH CUMBERLAND STREET), FROM JENNINGS AVENUE TO INTERSECTION AT WALMART PEDESTRIAN IMPROVEMENTS 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 Preliminary Engineering & Design (PE-NEPA and PE-DESIGN) as well as Construction Engineering Inspection (CEI) services related to the **SR-10 (US 231 South/South Cumberland Street), From Jennings Avenue to Intersection at Walmart Pedestrian Improvements** in Lebanon, Tennessee. The new sidewalk construction will consist of approximately 0.36 miles of Sidewalk on State Route 10 (US 231 South) from approximately Jennings Avenue to Walmart/Lowes signalized intersection. The engineering design work to be completed would include approximately 0.36 miles of 6' wide sidewalk on both sides of SR-10, including curb ramps, pedestrian signals, and crosswalks as required, in the City of Lebanon Functional Classification System.

This project (PIN No. 135110.00) is a City of Lebanon, locally managed sidewalk project, which will receive funding from state and local sources thru the Tennessee Department of Transportation and a Multimodal (MMAG) grant. 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.

#### **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:

- 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).

Responsibilities of the professional consultant firm for Construction Engineering Inspection Services (CEI) would include, but not be limited to, the following tasks:

- Observe all site construction activities
- Hold pre-construction conference involving all parties
- Maintain project logs concerning any construction activities
- Record and provide answers to any requests for information as needed
- Monitor and evaluate any change orders requested or needed
- See that weekly/regular progress meetings are held and attend such meetings
- Observe installation of all material and check acceptance quality of all material. Contractor will furnish quality control of material to be monitored by the consultant.
- Receive and maintain documentation for all material from Contractor.
- Monitor sub-consultant(s) in performing acceptance tests as needed.
- Monitor and evaluate monthly pay estimates.
- Monitor time line for key progress events to happen and advise the City and Contractor on any exceptions of these events.
- Report all deficiencies to the Contractor and the City. Monitor follow up corrective actions.
- Keep a set of mark-up drawings that will be furnished to the City upon completion.
- Monitor the Contractor's compliance with any environmental concerns.
- Furnish a punch list to the Contractor to final the project. Monitor and report on status of the punch list. After punch list is completed, accompany the City on a final inspection of the project.
- Keep the City informed on all matters of construction activities, the potential need for change orders and/or plans modifications
- Keep stake holders advised, weekly regarding the construction activities planned to be performed each week.

**PAYMENT:**

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

**EVALUATION OF PROPOSALS:**

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

**ESTIMATED SCHEDULE:**

The estimated time of completion is April 3, 2026.

**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 design of similar projects a minimum of ten (10) years. (20%)
- B. Experience and Qualifications of the firm specific to STP funded sidewalk 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 STP funded sidewalk 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 Projects/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., May 8, 2024 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 "SR-10 (US 231 South/South Cumberland Street), From Jennings Avenue to Intersection at Walmart Pedestrian Improvements -Proposal Enclosed - 5/8/2024" Each firm shall provide three (3) copies of their submission if mailed. Electronically submitted Letters of Interest should be sent with the subject line labeled SR-10 (US 231 South/South Cumberland Street), From Jennings Avenue to Intersection at Walmart Pedestrian Improvements -Proposal Enclosed - 5/8/2024." 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, TDOT'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](mailto: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/>