

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

August 2022

The City of Lakeland, herein after referred to as “City”, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide Construction Engineering Inspection (CEI) services related to construction of **Canada Road Realignment Project between Interstate I-40 and U.S. Highway 70 (PIN 107036)** in Lakeland, TN. This project can generally be described as an expansion and realignment of the existing Canada road between I-40 and U.S. highway 70. Work with this project includes lane expansion, grading, drainage, landscaping and paving. 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

- The CEI consulting firm must have completed TDOT’s Local Programs CEI training at the time of submittal. The CEI consulting firm must be familiar with all required work activities required as a part of the project.
- Inspect and Document all work activities performed by the contractor to ensure compliance with all project plans and specifications and in accordance with all applicable federal, state, and local laws, regulations, rules, requirements, and polices.
- Review and approval of all necessary shop drawings and submittals by the contractor.
- Recording, Filing, and Managing required TDOT Local Programs CEI documentation, including required daily logs, is a major requirement of this project.
- The CEI consulting firm is not expected to be onsite within the project limits for the entire workday when work is not being performed by the contractor. Close coordination with City staff and the contractor for scheduled inspection work will be required.
- Attend the pre-construction meeting and any periodic project status meetings as required by City staff.

Estimated Schedule for Performance of Work

- This project is expected to be advertised for construction bids in Fall 2022
- Construction is expected to begin in Spring 2023
- The construction is expected to take no less than 36 months
- Project close-out is anticipated to take approximately 60 to 90 days

Firms may request consideration by submitting a Letter of Interest (LOI) in a sealed envelope clearly marked “LOI for CEI Services for Canada Road Realignment Project between I-40 and Hwy 64 (PIN 107036)” to **City of Lakeland, 10001 US-70 Lakeland, TN 38002 Attn: Luis Camarillo Hernandez, Staff Engineer** or by submitting via e-mail to lhernandez@lakelandtn.org. All letters of interest must be received by **City of Lakeland** on or before **2:00 PM (CDT) on Thursday, September 15, 2022**. LATE SUBMISSIONS WILL NOT BE CONSIDERED. The LOI shall indicate the scope of services to be completed by any sub-consultants.

Phase I Evaluation

For Phase I evaluations firms shall submit an LOI 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 the City, TDOT, and/or other clients
- Specialized expertise, especially in roadway realignment and widening
- Relevant licensure and certifications
- TDOT prequalification status

From the LOIs, the City will select three (3) qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The City will evaluate the top three (3) firms on the following criteria (relative weight):

- a. Proposed Team Capabilities (15%)
 - Include any relevant sub-consultant information.
- b. Past Experience on Similar Projects and Disciplines (25%)
 - Local Programs project experience is critical.
- c. Staff Qualifications and Availability (25%)
 - Only include information for personnel proposed to work on this specific project
- d. Technical Knowledge of the Project and Approach (35%)
 - Ability to make decisions & adjustments in the field, as needed, to keep project moving smoothly.
 - Ability to provide effective & efficient project oversight to mitigate any unnecessary cost overruns or time delays.

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 **City of Lakeland**. 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>.

For additional details regarding this project, please contact Luis Camarillo Hernandez, Staff Engineer at (901) 317-6025 or lhernandez@lakelandtn.org