



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

April 20, 2022

**PROJECT NAME: Lebanon Intelligent Transportation System –
Phase 2 – Design of ITS Components Along Baddour
Parkway/Sparta Pike (SR-26), North Cumberland Street (SR-10),
East Main Street (SR-24), and Hartmann Drive
PIN: 132699.00
FEDERAL PROJECT #: CM-NH-9309(26)
STATE PROJECT #: 95LPLM-F3-144**

LETTERS OF INTEREST AND REQUEST FOR PROPOSAL

Lebanon Intelligent Transportation System – Phase 2 – Design of ITS Components Along Baddour Parkway/Sparta Pike (SR-26), North Cumberland Street (SR-10), East Main Street (SR-24), and Hartmann Drive

The City of Lebanon, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide Preliminary Engineering & Design (PE-NEPA and PE-DESIGN) of an Intelligent Transportation System (ITS). A full RFP including a description of the project, detailed scope of work, and required proposal information may be obtained by contacting Kristen Rice, P.E., 200 N. Castle Heights Ave., Suite 300, kristen.rice@lebanontn.org, or (615) 444-3647 ext. 2334. Lebanon Intelligent Transportation System – Phase 2 – Design of ITS Components Along Baddour Parkway/Sparta Pike (SR-26), North Cumberland Street (SR-10), East Main Street (SR-24), and Hartmann Drive within the City of Lebanon. This includes expansion and upgrades of the fiber interconnection. Improvements will include fiber interconnection, new CCTV cameras, upgraded signal controllers, vehicle detection, updated signal timing, and ADA improvements. The entire project, including the construction phase, has an anticipated completion date of July 1, 2025.

This project is a City of Lebanon, locally managed Congestion Mitigation and Air Quality (CMAQ) project, which will receive funding from federal and local sources thru the Tennessee Department of Transportation. 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.

GENERAL SCOPE OF SERVICES:

The work scope for the Engineering Services (preliminary engineering and design, and ROW including utilities) would include, but not be limited to, the following tasks/phases:

- Prepare required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA).
- Prepare a Simplified Systems Engineering Analysis Form (SSEAF)
- Utility coordination and certification. Please note, this project is not expected to require right-of-way. All work will occur within the existing right-of-way. However, the successful firm will be tasked with assisting the City in obtaining a Notice to Proceed with Construction phase.
- 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).

The purpose of the **PE-NEPA** phase is to provide City of Lebanon Engineering Department with preliminary engineering services for the project, which will include the following essential tasks:

- 1) Environmental Documentation
- 2) Simplified System Engineering Analysis

The purpose of the **PE-DESIGN** phase will be to provide the following essential tasks:

- 1) Field Inventory of Existing Signal/Detection Equipment
- 2) Communications network design (preliminary and final design)
- 3) Design of arterial surveillance systems (preliminary and final design)
- 4) Design of ADA improvements at signals as required to meet current PROWAG compliance (preliminary and final design)
- 5) Design of traffic signal controller and cabinet equipment specifications (preliminary and final design)
- 6) Bid Phase Services
- 7) Preparation and implementation of coordinated signal timings

As the scope of the project is expected to be moderately large, a separate consulting firm will be selected for Construction Engineering Inspection (CEI) services; therefore, proposals should not include CEI services.

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 TDOT's Consultant Selection Policy (Local Government Guidelines Form 1-2).

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 been involved in

the design, inspection, installation, operation, and/or maintenance of traffic signal systems a minimum of ten (10) years. (20%)

- B. Experience and Qualifications of the firm specific to CMAQ funded 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's experience derives from traffic signal systems 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 a minimum of 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. Interviews may be held, but the selection committee reserves the right to make the decision solely based on the submitted proposals.

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 in the design, inspection, installation, operation, and/or maintenance of traffic signal systems a minimum of ten (10) years. (15%)
- B. Experience and Qualifications of the firm specific to CMAQ funded 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 traffic signal systems 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 Design 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. (15%)
- F. Projected timeline for addressing each portion of the preliminary engineering and design responsibilities listed in the required scope of services. (10%)
- 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. at (615) 443-2839 ext. 2334 or 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 11, 2022** 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. The submitter shall be responsible for their early delivery. Mailed and hand-delivered Letters of Interest should be labeled "Intelligent Transportation System (Phase 2), Proposal Enclosed – 05/11/22." Each firm shall provide two (2) copies of their submission. Electronically submitted Letters of Interest should be sent with the subject line "Intelligent Transportation System (Phase 2), Proposal Enclosed – 05/11/22." to Kristen Rice at kristen.rice@lebanontn.org.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TODT'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.

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. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil%2Drights/smallbusiness/>