

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****August 16, 2021**

The City of Lakeland, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide various design engineering services related to Lakeland Transportation Plan Update PIN 130938.00. This project is funded by STBG under the Tennessee Department of Transportation (TDOT) Local Programs Development Office and shall be accomplished in accordance with TDOT Local Programs guidelines. This project shall adhere to all applicable Federal and State procedures and regulations. 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

- Update the City's Transportation plan to reflect the existing roadway system
- Collect data, develop trip generation and distribution, and conduct level of service analysis based on existing and future land use.
- Evaluate future roadway systems to accommodate traffic volumes upon ultimate build-out of the City according to the City's Land Use Plan.
- Identify major and collector roads and appropriate cross-sections for each.
- Develop a multi-modal plan for bike and pedestrian facilities to connect current and future facilities located within rights-of-way, greenspace, and common open spaces.
- Identify areas of potential traffic congestion and recommend improvements.
- Recommend locations and types of traffic calming measures on existing and future roadways.
- Present Updated Transportation Plan to the Municipal Planning Commission
- Deliverables: 2 printed and 1 electronic copy of the updated Transportation Plan and shapefile(s) with associated data

Estimated Schedule for Performance of Work

- **Notice to Proceed – October 2021**
- **Perform Studies – October 2021 to April 2022**
- **Submit Draft – April 2022**
- **Final Report – May 2022**
- **Presentation to MPC – May 2022**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Lakeland, 10001 Highway 70 Lakeland, TN 38002 Attn: City Engineer**. All letters of interest and Phase II qualifications must be received by City of Lakeland on or before **2:00pm CST September 16, 2021**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment will be by lump-sum contract.

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 required disciplines with TDOT, City of Lakeland, and/or other clients**
- **Specialized expertise**
- **Professional licensure**
- **Staff capabilities of prime consultant**
- **Size of project and unlimited prequalification status**

The City of Lakeland requires all firms submitting Phase I letters of interest to submit Phase II qualifications.

Phase II Evaluation

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

- a. **Workload capacity; including amount of work under contract with the City of Lakeland, if applicable (20 points)**
- b. **Past performance on projects (20 points)**
- c. **Technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures (40 points)**
- d. **Staff capabilities of prime consultant (20 points)**

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/topic/consultantinfo>. 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 or 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>.