

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

September 22, 2022

Williamson County Government, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of intersection improvements at **State Route 106 and State Route 46 in Williamson County**. **The project shall consist of a realignment of the intersection at State Route 106 and State Route 46. This is State of Tennessee Local programs project.** 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 Service

- Project management
- Attend weekly meetings
- Project administration
- Provide Construction Inspection
- Conduct field surveys
- Execute change orders
- Quality Assurance, Testing For acceptance
- Process Payments and submit to Williamson County Engineering department
- Inspection of Work
- Contractor's payroll, Employee Interviews and Contract Compliance
- Reports
- Final Records
- Utility relocations
- Utility Coordination
- Erosion Control Management

Estimated Schedule for Performance of Work

- **Expected completion of this project is 15 months after Contractor's Notice to Proceed.**

Firms may request consideration by submitting a letter of interest along with qualifications in a sealed envelope that is clearly marked "LOI for CEI Services for Improvements at State Route 106 and State Route 46" (PIN 107914)" to **Williamson County Government, 1320 West Main Street, Suite 125, Franklin, TN 37064 Attn: Leslie Mitchell** or by submitting via email to leslie.mitchell@williamsoncounty-tn.gov. All letters of interest must be received by Williamson County Government on or before October 20, 2022, 2:00 P.M. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. This project is anticipated to be a 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 the required disciplines with the County, TDOT, and/or other clients
- Specialized expertise
- Relevant licensures and certifications
- TDOT prequalification status
- Staff experience with similar projects

From the letters of interest, **Williamson County Government** will select three qualified firms to submit Phase II qualifications. From this list, the top ranked consultant will be selected.

Phase II Evaluation

Williamson County will evaluate the top three firms on the following criteria (relative weight):

- a. Proposed team capabilities (10%)**
- b. Performance and experience on similar projects (30%)**
- c. Technical knowledge and approach (30%)**
- d. Staff qualifications and availability (30%)**

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.html>. 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 Williamson County Government. 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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.

For additional information regarding this project, please contact Leslie Mitchell, Williamson County Government Purchasing Agent at leslie.mitchell@williamsoncounty-tn.gov or 615-790-5868.