

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

The City of Goodlettsville, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to Surface Transportation Program (STP) projects. The professional engineering consulting firm must be on TDOT's pre-approved list and must have unlimited status. Responsibilities of the professional consultant engineering firm may include, but are not limited to:

- Transportation Planning and Design
- Preparation of construction and bid documents in accordance with TDOT guidelines
- Preparation of environmental documentation and applications to procure all necessary permits

For additional information contact Guy Patterson, Public Services Director, at (615) 859-2740 [gpatterson@cityofgoodlettsville.org](mailto:gpatterson@cityofgoodlettsville.org). The City intends to contract the work with the selected consultant in phases as the project progresses.

Firms may request consideration by submitting a letter of interest along with qualifications and five copies to Charlie Ballard, Purchasing Coordinator, 105 S. Main Street, Goodlettsville, TN 37072. All sealed letters of interest and qualifications must be received by the City on or before Tuesday, September 30, 2014, 2:00 p.m. CST. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

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: [www.tdot.state.tn.us/consultantinfo.htm](http://www.tdot.state.tn.us/consultantinfo.htm)

The City will evaluate the current prequalification statements on file for those submitting along with their letters of interest and qualifications and make a selection. The minimum factors that will be considered in the evaluation of the Statement of Qualifications are:

- a. Past experience in the required disciplines with TDOT and other clients.
- b. Past experience specific to STP-funded projects.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practice.
- e. Evaluations on prior projects with TDOT and other clients, if available.
- f. Size of project.
- g. Amount of work under contract with TDOT and other clients.
- h. Method of payment.

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 the City of Goodlettsville. For information on DBE certification, please contact Elizabeth Michael at (615) 741-3681 or via email [elizabeth.michael@tn.gov](mailto:elizabeth.michael@tn.gov). Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>

## **PROJECT DESCRIPTION AND GENERAL SCOPE OF WORK**

### **Main Street Road Upgrades – revitalization of Goodlettsville’s downtown Main Street corridor (Shevel Drive to Dorris Avenue)**

**Project #19-LPLM-F0-104**

**Pin # 120326.00**

Minimum Tasks To Be Completed Include:

1. Prepare required documentation for environmental clearances in compliance with the National Environmental Policy Act (NEPA).
2. Prepare engineering design plans that meet all federal and state guidelines, including surveying of the project along with any required right-of-way/easement acquisition.
3. Prepare all required bid documents for approval by TDOT. Conduct any pre-bid conferences and assist the City in the bidding process.
4. 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, right-of-way, and disadvantaged business enterprises (DBE).
5. Perform engineering services for all aspects of the aforementioned project.

Note: The advertisement may include multiple phases of a project. Note that for mid-range and large size projects, the CEI consultant shall not be associated with any other aspect of the project. The consultant must indicate to which portion they are responding. If a consultant responds to the construction inspection phase along with other phases in an advertisement for a mid-range or large size project, they may not be selected for the entire project. Contract may be based on availability of Federal and/or State funding options.

Any firm attempting to influence the selection process by contacting an elected official or employee of the City of Goodlettsville shall be disqualified from this process. The City reserves the right to reject any and all submittals. The City may reject any or all of the submittals on any basis and without disclosure of a reason. The failure to make such a

disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the City Goodlettsville.

The City shall not accept a proposal from a contractor or firm who is in default on the payment of taxes, licenses, or other outstanding monies due the City. Therefore, this bid request is void as to any person or business in default on said payments. The individual or firm awarded this project, if the City so chooses to award this project, must obtain and retain throughout the life of the project current licenses within the City, State, and other jurisdictions as required.

The City of Goodlettsville does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operation of its programs, services or activities, nor does it discriminate in its hiring, employment or purchasing practices. Contact the city manager at (615) 851-2200 with questions, concerns, complaints and with requests for ADA accommodations.