

NOTICE TO CONSULTANT ENGINEERS REGARDING REQUEST FOR QUALIFICATIONS

Multi-Modal Connectivity – Phase I; City of Millersville, Sumner County

September 12, 2017

The City of Millersville, TN, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm to provide various engineering services (and construction inspection (CEI) services) related to the Multi-Modal Connectivity – Phase I project. This project is being funded in part with Transportation Alternatives Program Funds as a Tennessee Department of Transportation (TDOT) Locally Managed Program. This project shall adhere to all applicable Federal and State regulations and requirements. The professional consulting firms (the Prime) and all sub-consultants must be on TDOT's pre-approved list and the Prime must have unlimited status. Payment for services shall be made based on work complete in each section of the scope of services. The scope of services will include, but may not be limited to, the following:

- Conduct the initial environmental coordination with TDOT/FHWA, preliminary engineering and environmental investigations necessary to fulfill National Environmental Policy Act (NEPA) requirements for this project.
- Conduct the appropriate public involvement process per TDOT Public Involvement Plan.
- Conduct project survey and prepare Preliminary Plans.
- Provide Right-of-Way Services as necessary to obtain TDOT R.O.W. Certification.
- Prepare construction plans, bid advertisement, construction estimate and bid documents, as necessary to obtain TDOT Notice to Proceed with Construction Phase.
- Construction Engineering Inspection (CEI)

Firms may request consideration by submitting a bound Letter of Interest and Statement of Qualifications on 8 ½" x 11" sheets of paper to **Ms. Caryn Miller, City Manager, City of Millersville, 1246 Louisville Highway, Millersville TN 37072** on or before **2:00 p.m. Central Time, Tuesday, October 3, 2017**. The Letter of Interest and Statement of Qualifications shall indicate the scope of services to be completed as well as the scope of services to be provided by any sub-consultants. Statements of Qualifications not conforming to the required format will be rejected.

The Statement of Qualifications must include a letter expressing an interest to be considered for the project, must be no more than 15 pages (including the letter of interest) and shall contain the following information:

- a. Firm experience, credential, and staff qualifications and availability. (20%)
- b. Past experience in the required disciplines with TDOT and other clients, and demonstrated ability to meet schedules without compromising sound engineering practice. (20%)
- c. Project approach and timeline for this project. (20%)
- d. Firm experience in TDOT LP Grants (TAP, Multimodal, etc.). (15%)
- e. Consultant's experience (25%)

The Statement of Qualifications will be reviewed by a Consultant Evaluation Committee who will make a recommendation of the firm based on the submissions. The City of Millersville reserves the right to reject any and all Statements of Qualifications, to waive any informality in Statements of Qualifications, and negotiate changes in the scope of services to be provided. All submitters will be advised when a selection has been made. Information pertaining to TDOT prequalification procedures, 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/>. Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615) 741-4460 or by email at Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and non-discriminatory 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 Millersville. For more information on DBE certification, please contact Mr. David Neese with TDOT at 615-741-3681.

The City of Millersville reserves the right to reject any and all proposals, accept proposals in part or whole, waive defects, informalities or minor irregularities in proposals or proposal process and to make proposals awards, as deemed, to be in its best interest. The City of Millersville is not responsible for delays occasioned by the U.S. Postal Services or any other means of delivery utilized by the proposer. Similarly, the City of Millersville is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.