

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS
AND LETTERS OF INTEREST****October 16, 2019**

The City of Lafayette, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **the Hwy. 52 Pedestrian Safety Project from the State Hwy. 10 / State Hwy. 52 intersection to Nature Trail Way, involving the addition of approximately 1.5 miles of ADA-compliant, 6'-wide concrete sidewalks, and including commercial highway entrance ramps**. 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 Services

- 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 pre-bid conferences and assist in all aspects of the bidding process including, but not limited to assisting the City of Lafayette with advertisement, bid solicitation, bid evaluations, and award recommendation.
- 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 engineering design, utility relocations, rights-of-way, and disadvantaged business enterprises (DBE).
- Provide construction survey and layout in accordance with project plans and specifications, and in compliance with the current edition of TDOT's "Survey Manual".
- Provide project construction, engineering, and inspection (CEI) as required by the current edition of TDOT's "Local Government Guidelines for the Management of Federal and State-Funded Transportation Projects" and in accordance with the "TDOT Proposed Scope of Work – CEI" document.

Estimated Schedule for Performance of Work

- **Estimated start of project: January 1, 2020**
- **Estimated start of construction: March 1, 2021**
- **Estimated completion of project: December 1, 2021**

Firms may request consideration by submitting a letter of interest along with qualifications to **City of Lafayette, 200 East Locust Street, P.O. Box 275, Lafayette, TN 37083 Attn: Mayor Richard F. Driver**. All letters of interest must be received by **the City of Lafayette** on or before **November 7, 2019**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The method of payment for the contract will be lump sum.

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:

- Experience with federal, state, and locally funded public works projects;
- Knowledge and experience with locally managed public works projects;
- Knowledge and experience with ADA guidelines and requirements for pedestrian facilities;
- Proof of professional licensure in the State of Tennessee;
- Staff capabilities of prime consultant;
- TDOT unlimited prequalification status.

From the letters of interest, **the City of Lafayette** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

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

- a. Workload capacity, including amount of work under contract with the City of Lafayette, if applicable (10%);
- b. Past performance on City of Lafayette projects (50%);
- c. Experience and Qualifications of the firm specific to TDOT-funded projects (10%);
- d. Evidence that the Firm's experience derives from public works projects that are comparable to work expected in this Contract. Details shall include, but not be limited to context and description of previous contracts, name of municipality / agency, and the name of a contact person at each municipality / agency (10%);
- e. Demonstrated ability to meet schedules and work efficiently without compromising sound engineering practice (20%).

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 **the City of Lafayette**. 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>.