



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

April 27, 2017

Weakley / Swan Intersection Improvements - PIN No. 117472.00

The Town of Smyrna, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide Construction Engineering Inspection (CEI) services related to construction of intersection improvements and associated amenities project funded in part with TDOT Metropolitan Planning Organization (MPO) funds. The project shall be accomplished in accordance with the project application on which TDOT approval was based. The professional consultant engineering consulting firm must be on TDOT's pre-approved list and must have unlimited status. Responsibilities of the professional consultant engineering firm include, but are not limited to:

- Attend and conduct Pre-Construction Meeting
- Daily Diary
- Progress Payments
- Daily Inspections
- Monthly Inspections/Progress Meetings with TDOT
- Change Orders
- Weekly Progress Meetings
- Coordination of contractor and subs and Materials Testing
- All duties as outlined by TDOT for CEI Services on Locally Managed Projects

For a more detailed scope of work and to review the design construction plan, contact Tom Rose, Public Works Director, 615-459-9766 x2163 or email tom.rose@townofsmyrna.org

Firms may request consideration by submitting three (3) copies and (1) electronic version of a letter of interest along with qualifications to the Town of Smyrna, Rex S. Gaither, Finance Director, 315 South Lowry Street, Smyrna, Tennessee 37167. All letters of interest and qualifications must be received by the Town of Smyrna's Finance Department on or before 10:30 a.m. CST **Thursday, May 18, 2017**, and the project name and PIN No. above should be referenced on the submittal. 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.

The Town will evaluate the current prequalification statements on file for those submitting letters of interest and qualifications. The factors that will be considered in evaluation each firm are:

- a. Past experience in the required disciplines with TDOT and other clients.
- b. Past experience specific to roadway construction 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. Knowledge of Federal and TDOT CEI requirement

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 Town of Smyrna. For information on DBE certification, please contact Mr. Ross Webb at (615)741-3681 or Ross.H.Webb@state.tn.us. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/> .

Submitted by: Rex S. Gaither

To be run: April 27, 2017