

**CITY OF HENDERSONVILLE, TENNESSEE
NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR
QUALIFICATIONS AND LETTERS OF INTEREST
TDOT PIN 117016.00 DRAKES CREEK / SANDERS FERRY BIKE TRAIL**

The City of Hendersonville, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide construction engineering and inspection (CEI) services for the construction of the Drakes Creek / Sanders Ferry Bike Trail (PIN 117016.00) in Hendersonville, TN. The project will begin at the intersection of Main Street and Sanders Ferry and will follow Drakes Creek ending at Mallard Point. The approximate length of the trail is 8000 LF (including boardwalk). The duration is anticipated to last 9 months.

The Professional Consulting Engineering Firm (PCE) must be on the TDOT current list of prequalified consultants for CEI services and have an unlimited status. The Consulting firm must have completed TDOT's Local Programs CEI training at the time of submittal. Responsibilities of the PCE include, but not limited to, the scope of services required for TDOT CEI services as detailed at: https://www.tn.gov/assets/entities/tdot/attachments/cei_oncall.pdf.

Firms may request consideration by submitting a letter of interest along with qualifications to the City of Hendersonville Public Works Department, 101 Maple Drive North, Hendersonville, Tennessee 37075. Letters of interest and qualifications shall be submitted under a single cover and shall be submitted on no more than 20 ~ 8 ½" x 11" single sided pages (including the cover page, the letter of interest and table of contents). Digital copies of all submittals shall be submitted along with hard copies as well. All letters of interest and qualifications must be received by the City of Hendersonville's Public Works Department on or before 4:00 p.m. CST Monday, July 11, 2016, and the project name 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.

The City of Hendersonville will base selection on the contents of the letters of interest and qualifications. Subsequent interviews may be conducted if needed.

The factors that will be considered in the evaluation of submittals are:

1. Past experience in the required disciplines with TDOT and other clients
2. Past experience specific to trail projects
3. Qualifications and availability of staff
4. Demonstrated ability to meet schedules without comprising sound engineering practices
5. Evaluation on prior projects with TDOT and other clients
6. Size of project
7. Amount of work under contract with TDOT and other clients
8. Knowledge of Federal and TDOT CEI requirements

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://tn.gov/tdot/topic/consultantinfo>. Interested firms without internet access may obtain this information by calling Ms. Paula Johnson at (615) 741-4460 or by email at Paula.Johnson@state.tn.us.

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 Hendersonville. 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.tn.gov/tdot/topic/small-business>.