

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

The City of Hendersonville, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to the design of the **Saundersville Road Local Interstate Connector (LIC)**, funded in part by TDOT and the city of Hendersonville. 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:

- Following all of TDOT's Local Programs Development Office Local Government Guidelines for project development.
- Provide engineering services required to fully complete the TDOT Locally Managed Project process, including preliminary engineering, public involvement, NEPA environmental documentation, utility design and coordination, and final roadway design.
- Any other services needed to complete all project phases up to, but not including, construction bidding or CEI services.

The project scope of work includes: new roadway alignment (approximately 1,300 LF) connecting Saundersville Road to Main Street; including railroad bridge, possible railroad track realignment, addition of sidewalks, curb & gutter, bike lanes, traffic signal installation and removal, street lighting; and relocating/upgrading existing public and private utilities. For any questions concerning the scope of work contact Marshall Boyd, P.E., (615) 590-4633; mboyd@hvilletn.org.

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 25, 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.

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.

The City of Hendersonville will evaluate the current prequalification statements on file for those submitting letters of interest and qualifications and choose several firms who would make viable candidates from which to invite proposals and/or presentations. The City may elect to select a consultant based on the contents of the letters of interest and qualifications. The factors that will be considered in evaluation of proposals are:

1. **Consultant's Capabilities/Experience/References** – Outline the firm's capabilities and experiences with regard to the requested services.
 - Experience with similar TDOT/FHWA and/or CSX projects (Provide References)

- Experience specific to CSX Railroad projects involving railroad bridges
 - Internal procedures and/or policies related to work quality and cost control
 - Capability to perform the work for the duration of the contract
 - Evaluations on prior projects with TDOT and other clients, if available
2. **Project Team** – Outline the firm’s personnel who would work with The City:
 - Management and organizational structure
 - Extent of principal involvement
 - Names of key members who will be performing the work on this project and their responsibilities
 - Qualifications and relevant individual experience, including subconsultants
 - Availability of staff vs. Amount of work currently under contract with TDOT and other clients
 - Project manager’s experience with similar projects and interdisciplinary teams
 3. **Method of Approach** – Outline the firm’s approach to working with similar projects.
 4. **Understanding of Requested Services and Experience of Local Area and Local Municipalities** – Outline the firm’s understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions and municipality that could affect project construction success such as relationship with CSX Railroad, local materials sources, weather limitation, local contracting resources, previous success or failure working with The City and its staff.

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>.