



## **LEGAL NOTICE**

### **REQUEST FOR QUALIFICATIONS**

#### **SMYRNA SIGNAL SYSTEM – ITS PROJECT, SMYRNA, TENNESSEE TDOT PIN NO. 117493**

The Town of Smyrna, an Equal Opportunity Employer, seeks to retain the services of a professional engineering consulting firm to provide construction engineering inspection services (CEI) on Phases I and II of the Intelligent Transportation System Project in Smyrna, Tennessee.

This project (PIN No. 117493) is a Town of Smyrna, locally managed project, which will receive funding from federal, state and local sources thru the Tennessee Department of Transportation Local Programs Office. It is mandated that all work shall adhere to all applicable Federal and TDOT policies, procedures and regulations.

All Consulting Engineering firms responding to this Request for Qualifications (RFQ) must be Prequalified with the Tennessee Department of Transportation (TDOT) and must have unlimited status. The RFQ response shall provide confirmation/certification that the consultant is prequalified by TDOT to perform the specific tasks required.

This project includes the installation of fiber optic lines to integrate traffic lights along SR 266, SR 102, Hwy 41, Enon Springs Road, Old Nashville Highway, and Rock Springs Road. Construction on this project is anticipated to begin in Spring 2018 and be completed within 6 months.

The RFQ response shall include a completed TDOT Form DT-0330, Part II.

#### **GENERAL SCOPE OF SERVICES:**

The work scope for the Construction Engineering Inspection Services (CEI) would include, but not be limited to, the following tasks:

- Observe site construction activities including asphalt plant
- Hold pre-construction conference involving all parties
- Maintain project logs concerning any construction activities
- Record and provide answers to any requests for information as needed
- Monitor and evaluate any change orders requested or needed
- See that weekly/regular progress meetings are held and attend such meetings
- Observe installation of material and check acceptance quality of materials. Contractor will furnish quality control of material to be monitored by the consultant.
- Receive and maintain documentation for materials from Contractor.

- Monitor sub-consultant(s) in performing acceptance tests as needed.
- Monitor and evaluate monthly pay estimates.
- Monitor time line for key progress events to happen and advise the Town and Contractor on any exceptions of these events.
- Report deficiencies to the Contractor and the Town. Monitor follow up corrective actions.
- Monitor the Contractor's compliance with any environmental concerns.
- Furnish a punch list to the Contractor to final the project. Monitor and report on status of the punch list. After punch list is completed, accompany the Town on a final inspection of the project.
- Keep the Town informed on matters of construction activities, the potential need for change orders and/or plans modifications
- Keep stake holders advised, weekly regarding the construction activities planned to be performed each week.

### **Phase I Evaluation**

Firms may request consideration by submitting a letter of interest along with qualifications to **Rex Gaither, Finance Director, Town of Smyrna, 315 S. Lowry Street, Smyrna TN, 37167**. All letters of interest and qualifications must be received on or before **10:00 a.m. Central Standard Time, Thursday, January 4, 2018**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants.

All firms must be pre-qualified or have a completed prequalification form filed with the Tennessee Department of Transportation (TDOT) by the deadline for the letters of interest. The letter of interest shall not specifically identify sub-consultant(s), but rather shall indicate the scope of services anticipated to be completed by any sub-consultant(s). The sub-consultant shall be a firm that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please include a valid email address and phone number for the point-of-contact.

All bidders shall adhere to Title VI of the Civil Rights Act enacted in 1964 which states that "No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance", State of Tennessee funding, and/or funded by the Town of Smyrna. In addition, the Town of Smyrna will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

The Town will evaluate the letters or interest and **prequalification statements** for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. The criteria that will be considered in Phase I are:

- a) Work experience in the required disciplines with TDOT and/or other clients,
- b) Staff capabilities of prime consultant,
- c) Specialized expertise, and

d) Qualification Type: UNLIMITED

Method of payment for consultant services is to be Not to Exceed Lump Sum.

### **Phase II Evaluation**

Firms must submit a request for qualifications to **Rex Gaither, Finance Director, Town of Smyrna, 315 S. Lowry Street, Smyrna TN, 37167**. All letters of interest and qualifications must be received on or before **10:00 a.m. Central Standard Time, Wednesday, January 17, 2018**. The request for qualifications shall indicate the scope of services to be completed by any sub-consultants.

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 [www.tdot.state.tn.us/consultantinfo.htm](http://www.tdot.state.tn.us/consultantinfo.htm).

The RFQ response shall include a completed TDOT Form DT-0330, Part II.

For a more detailed scope of work please see attached Exhibit A. Please submit all questions to Tom Rose at 615-459-9766 or [tom.rose@townofsmyrna.org](mailto:tom.rose@townofsmyrna.org).

The Town will evaluate the requests for qualifications and rank firms based on the following criteria:

<b>Criteria</b>	<b>Relative Weights (%)</b>
Team capability and work experience	25%
Past experience in the required disciplines with TDOT and/or other clients	25%
Staff qualifications and availability	25%
Technical Approach*	20%
Workload Capacity	5%

\*The technical approach will include Section H of DT-0330 Part 2.

### **Phase III Evaluation**

From the list of firms determined by the Consultant Evaluation Committee (CEC) to be the most highly qualified firms to perform the solicited services, the Town of Smyrna will rank the firms in order of preference. One (1) contract will be awarded to the top firm.

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, sexual orientation 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.

The Town of Smyrna 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 Town of Smyrna is not responsible for delays occasioned by the U.S. Postal Services or any other means of delivery utilized by the proposer.

Similarly, the Town of Smyrna is not responsible for, and will not open, any proposal responses that are received later than the date and time stated above.

No late submissions will be accepted.

