

**CITY OF LEBANON**  
**NOTICE TO CONSULTANT ENGINEERS**  
**REGARDING LETTERS OF INTEREST AND REQUEST FOR PROPOSALS**  
**Project Name: SR-10 (US 231 North, North Cumberland Street), from West Forrest Avenue to**  
**North Castle Heights Avenue Pedestrian Improvements – CEI**  
**PIN: 128684.00**  
**FEDERAL PROJECT NUMBER: STP-M-NH-10(81)**  
**STATE PROJECT NUMBER: 95LPLM-F3-095**

The City of Lebanon, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide Construction Engineering Inspection services of a pedestrian improvements. A full RFP including a description of the project, detailed scope of work, and required proposal information may be obtained by contacting Kristen Rice, P.E., Engineering Director-Capital Projects/Traffic, 200 N. Castle Heights Ave., Suite 300, [kristen.rice@lebanontn.org](mailto:kristen.rice@lebanontn.org), or (615) 443-2839 ext. 2334. The pedestrian improvement project will include construction of approximately 0.40 miles of sidewalk on both sides of SR-10, including curb ramps, pedestrian signals, and crosswalks along the State Route 10 (North Cumberland Street (US 231 North) within the City of Lebanon.

This project is partially funded by Multimodal (MMAG) and Surface Transportation Block Grant (STBG) funds and will be a locally managed TDOT project. The work of the successful firm shall conform to the current editions of *Local Government Guidelines for the Management of Federal and State Funded Transportation Projects*; *Tennessee Department of Transportation (TDOT) Standard Specifications for Road and Bridge Construction*; and all applicable American with Disabilities Act (ADA) Standards for Public Rights-of-Way. Firms, including sub-consultants must be on TDOT's current prequalified list with unlimited status or have a completed pre-qualification form filed with TDOT.

The successful firm will be determined using the Phase 1 and Phase II selection method specified in TDOT's Consultant Selection Policy (Local Government Guidelines Form 1-2). For Phase I Evaluation, Letters of Interest will be received until 2:00 p.m., May 8th, 2024 at the offices of the City of Lebanon Engineering Department, 200 N. Castle Heights Ave., Suite 300, Lebanon, Tennessee. Letters of Interest received by said time will be opened and reviewed for consideration. Letters received after said time will not be evaluated.

Letters of Interest should be mailed to Kristen Rice, P.E., City of Lebanon Engineering Department, 200 N. Castle Heights Ave., Suite 300, Lebanon, TN 37087 or can be submitted electronically at [kristen.rice@lebanontn.org](mailto:kristen.rice@lebanontn.org). The submitter shall be responsible for their early delivery. Mailed and hand-delivered Letters of Interest should be labeled "CEI US 231 North Pedestrian Improvements, Proposal Enclosed – 05/8/2024." Each firm shall provide three (3) copies of their submission if mailed. Electronically submitted Letters of Interest should be sent with the subject line "CEI US 231 North Pedestrian Improvements, Proposal Enclosed – 05/8/2024." to Kristen Rice at [Kristen.rice@lebanontn.org](mailto:Kristen.rice@lebanontn.org).



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Regarding Letters of Interest and Request for Proposals**

**SR-10 (US 231 North, North Cumberland Street), from West  
Forrest Avenue to North Castle Heights Avenue Pedestrian  
Improvements – CEI in Lebanon, Tennessee**

**PIN: 128684.00**

**Federal Project #: STP-M-NH-10(81)**

**State Project #: 95LPLM-F3-095**

## LETTERS OF INTEREST AND REQUEST FOR PROPOSAL

### **SR-10 (US 231 NORTH, NORTH CUMBERLAND STREET), FROM WEST FORREST AVENUE TO NORTH CASTLE HEIGHTS AVENUE PEDESTRIAN IMPROVEMENTS - CEI IN LEBANON, TENNESSEE**

The City of Lebanon, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide Construction Engineering Inspection services of a pedestrian improvements. A full RFP including a description of the project, detailed scope of work, and required proposal information may be obtained by contacting Kristen Rice, P.E., Engineering Director-Capital Projects/Traffic, 200 N. Castle Heights Ave., Suite 300, [kristen.rice@lebanontn.org](mailto:kristen.rice@lebanontn.org), or (615) 443-2839 ext. 2334. The pedestrian improvement project will include construction of approximately 0.40 miles of sidewalk on both sides of SR-10, including curb ramps, pedestrian signals, and crosswalks along the State Route 10 (North Cumberland Street (US 231 North) within the City of Lebanon.

This project is partially funded by Multimodal (MMAG) and Surface Transportation Block Grant (STBG) funds and will be a locally managed TDOT project. The work of the successful firm shall conform to the current editions of *Local Government Guidelines for the Management of Federal and State Funded Transportation Projects*; *Tennessee Department of Transportation (TDOT) Standard Specifications for Road and Bridge Construction*; and all applicable American with Disabilities Act (ADA) Standards for Public Rights-of-Way. Firms, including sub-consultants must be on TDOT's current prequalified list with unlimited status or have a completed pre-qualification form filed with TDOT.

#### GENERAL SCOPE OF SERVICES:

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

- Observe all site construction activities
- 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 all material and check acceptance quality of all material. Contractor will furnish quality control of material to be monitored by the consultant.
- Receive and maintain documentation for all material 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 City and Contractor on any exceptions of these events.
- Report all deficiencies to the Contractor and the City. Monitor follow up corrective actions.
- Keep a set of mark-up drawings that will be furnished to the City upon completion.
- 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 City on a final inspection of the project.
- Keep the City informed on all 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.

**ESTIMATED TIME OF COMPLETION:**

The estimated time of completion is May 15, 2026 or sooner.

**PAYMENT**

The method of payment for these services shall be lump sum.

**EVALUATION OF PROPOSALS:**

The successful firm will be determined using the Phase 1 and Phase II selection method specified in TDOTs Consultant Selection Policy (Local Government Guidelines Form 1-2).

**Phase 1 Evaluation**

For Phase 1 evaluations, firms shall submit Letters of Interest with firm contact information including name, address, and email of primary contact. This submission should be no greater than ten (10) pages and may be submitted electronically. Attachments to the Letter of Interest shall include:

- TDOT pre-qualification status listing disciplines from DT-0330
- Brief explanation of staff capabilities with resumes from key personnel
- General firm capabilities
- Scope of services to be completed by any sub-consultants

The following criteria will be used to evaluate the Phase I submissions:

- A. Experience and Qualifications of the Firm including satisfactory evidence that the firm has been in existence a minimum of fifteen (15) years. The firm shall have been involved in the design, inspection, installation, operation, and/or maintenance of pedestrian improvement projects a minimum of ten (10) years. (20%)
- B. Experience and Qualifications of the firm specific to state and federally funded projects (30%)
- C. Experience and Qualifications of Individual Staff Members including the names and resumes of the principal officers, partners, and/or officials (25%)
- D. Size of project and limited or unlimited prequalification status including evidence that the Firm's experience derives from pedestrian improvement projects comparable or larger size to that expected in this Contract. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency. (25%)

From the Letters of Interest, the City of Lebanon will select a minimum of three (3) qualified firms to submit Phase II proposals. From this list, the top ranked consultant will be selected as specified in Phase II- Evaluation below. Interviews may be held, but the selection committee reserves the right to make the decision solely based on the submitted proposals.

## **Phase II Evaluation**

Selected firms will receive more specific information regarding the requirements of the submission for Phase II evaluation, but the following criteria will be used in the evaluation process:

- A. Experience and Qualifications of the Firm including satisfactory evidence that the firm has been in existence a minimum of fifteen (15) years. The firm shall have been involved in the design, inspection, installation, operation, and/or maintenance of pedestrian improvement projects a minimum of ten (10) years. (20%)
- B. Experience and Qualifications of the firm specific to state and federally funded projects (15%)
- C. Experience and Qualifications of Individual Staff Members including the names and resumes of the principal officers, partners, and/or officials. A detailed resume, including local address and telephone number, of the individual who will be placed in responsible charge of this Contract, if so awarded as well as detailed resume(s), including local address(es) and telephone number(s), of the individual(s) who are expected to be assigned to the work of this Contract, if so awarded. (15%)
- D. Size of project and limited or unlimited prequalification status including evidence that the Firm's experience derives from pedestrian improvement projects comparable or larger size to that expected in this Contract. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency. (10%)
- E. Demonstrated evidence that the Engineering Firm understands the project purposes and requirements including a detailed listing and description of the tasks the Firm expects to execute to achieve the desired outcomes. Information from / interaction with each City's personnel necessary for the Firm's work will also be described. (15%)
- F. Experience and Qualifications of proposed subcontractor(s), if applicable, including information specified in items C and E above (10%)
- G. Past performance on City of Lebanon projects (5%)
- H. Amount of work under contract with other clients (5%)
- I. Firm's local presence in the Lebanon and/or Middle Tennessee area (5%)

## **Phase III Evaluation**

The Consultant Evaluation Committee (CEC) will rank the firms based on the established and published criteria. The rankings will be submitted to the Mayor who will consider the recommendation made by the CEC and make the final decision. The City of Lebanon Engineering Department will negotiate with the firm deemed to be most highly qualified in rank order. Before the invitation of a cost proposal is made, a mutual understanding of the scope of work will be established with the prospective consultant.

## **PROJECT QUESTIONS**

Any firm that has project specific questions should contact Kristen Rice, P.E., Engineering Director – Capital Projects/Traffic at (615) 443-2839 ext. 2334 or [kristen.rice@lebanontn.org](mailto:kristen.rice@lebanontn.org).

## **LETTER OF INTEREST SUBMITTAL REQUIREMENTS**

For Phase I Evaluation, Letters of Interest will be received until **2:00 p.m., May 8, 2024** at the offices of the City of Lebanon Engineering Department, 200 N. Castle Heights Ave., Suite 300, Lebanon, Tennessee. Letters of Interest received by said time will be opened and reviewed for consideration. Letters received after said time will not be evaluated.

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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: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>

Proposal evaluations will be conducted by the City of Lebanon within established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or women-owned firms are encouraged to respond. For information on DBE certification, please contact the TDOT Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil%2Drights/smallbusiness/>