ATTENTION: CONSULTANTS

IMMEDIATE RESPONSE IS REQUIRED REGARDING

LETTERS OF INTEREST

LOI2021-002

TITLE: **"Winchester Blvd. and Shea Road Traffic Signal**

PURPOSE:

The Town of Collierville requests Letters of Interest from professional consultant engineering firms to provide various services related to the design and installation of a traffic signal located at Winchester Blvd. and Shea Road. Services will include preparation of all necessary documents in order to obtain NEPA Approval and Notice to Proceed from the Tennessee Department of Transportation (TDOT) for Design, Right of Way and Construction. Services will also include construction administration and construction and engineering inspection (CEI). Funding is provided by TDOT's Surface Transportation Block Grant Program and the Town of Collierville. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest (LOI). The pre-qualified firm must have unlimited status.

ISSUANCE

Letters of Interest requirements are provided on pages 2 and 3 of this notice.

Please Note: As a part of doing business with the Town of Collierville, Tennessee, each individual, company, or organization is required to obtain a Vendor Number to reference when requesting a copy of any LOI/RFSOQ.

**The Vendor Number may be obtained by accessing the Town's vendor registration site and registering as a Town of Collierville vendor at* http://tocpurchasing.colliervilletn.gov/bso/. *If you are a registered vendor of the Town of Collierville, but have forgotten or misplaced your vendor number, please visit* http://www.collierville.com/departments/general-services/bids-and-rfps/open-bids *and click on the* "Vendor Information" *link on the right hand side of the page. If you have any questions regarding the Vendor Number, please call the Procurement Division at (901) 457-2262.*

PROPOSAL DUE DATE AND TIME

All sealed letters of interest must be received and time stamped on or before **Wednesday, September 9, 2020, 2:00:00 P.M. (local time)** in the office of the Director of General Services, 500 Poplar View Parkway, Collierville, Tennessee 38017, at which time or soon thereafter the proposers' names will be publicly read aloud in the Town Board Chambers.

TOWN OF COLLIERVILLE, TENNESSEE
PROCUREMENT DIVISION
500 POPLAR VIEW PARKWAY, COLLIERVILLE, TN 38017
PHONE (901) 457-2250, FAX (901) 457-2258

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

August 20, 2020

The Town of Collierville, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide various services related to the design and installation for the traffic signal listed below. Funding is provided by TDOT's Surface Transportation Block Grant Program and the Town of Collierville. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest (LOI). The prequalified firm must have unlimited status.

Winchester Blvd and Shea Road Traffic Signal LOI2021-002

Responsibilities of the professional consultant engineering firm include, but are not limited to:
project management, environmental documentation and approvals, field survey, data collection, traffic signal design, traffic signal timing design, preparation of cost estimates and bid documents, agency and utility coordination, bid phase assistance, Construction Engineering and Inspection (CEI) services. If needed, the consultant shall be capable of and experienced with preparation of right-of-way (ROW) documents required to obtain TDOT ROW Certification.

Once a consultant is selected and receives a Notice to Proceed, the project is estimated to take between sixteen and twenty four months to reach the close out phase.

Firms may request consideration by submitting a LOI along with qualifications to the Town of Collierville 500 Poplar View Parkway, Collierville, TN 38017 ATTN: Procurement Manager. LOI must be received by the Procurement Manager on or before 2:00 P.M. CST, September 9, 2020. Questions related to the LOI may be submitted to Celia Rosser, Senior Procurement Specialist at (901) 457-2262. The Town is not responsible for delays occasioned by the U.S. Postal Service or any other means of delivery employed by the proposer. Similarly, the Town is not responsible for, and will not open, any LOI that are received later than the date and time stated above. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The consultant selected for each project will enter into a Professional Services Agreement with the Town of Collierville that will be lump sum and paid through monthly progress payments.

Phase I Evaluation
For Phase I evaluations firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- Experience with traffic signal projects that followed TDOT's Local Government Guidelines for the Management of Federal and State Funded Transportation Projects. Provide separate page that lists all traffic signal projects and scope of work.
- Unlimited prequalification status
- Project capabilities of the prime consultant's staff, number of employees by disciplines, professional licensure, number of qualified local staff. Provide separate page that lists both local and non-local staff to be used.
- Listing of staff with current TDOT Certificates for the following: Local Government Guidelines for the Management of Federal and State Funded Transportation Projects; Local Public Agency Workshop-Right of Way Division. Provide list of staff and certifications of each.

From the letters of interest, the Town of Collierville will select up to three qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

Phase II Evaluation

The Town of Collierville will evaluate the selected firms from Phase 1 on the following criteria (relative weight):

a. Previous experience in the required disciplines on traffic signal projects that have followed TDOT's Local Government Guidelines for the Management of Federal and State Funded Transportation Projects; including but not limited to all environmental clearances, design including traffic signal timing, ROW documents/certifications, all bid phase services, CEI Services. Provide separate page that lists previous/current traffic signal projects. (40%)
b. Firm/staff: experience, qualifications, availability, local staff. Proven management skills and technical competence necessary to obtain all required approvals including but not limited to: NEPA, design, ROW (if necessary), construction. Provide bid book preparation and services to bid, review and recommend award of bid, Construction Engineering and Inspection (CEI). Provide separate page that lists both local and non-local staff/sub-consultants and any work anticipated to be completed by sub-consultants (40%)
c. Workload capacity, demonstrate ability to meet schedules without compromising sound engineering practices. Past performance (10%)
d. Technical approach: proposal meets requirements, project approach narrative describing the proposer's understanding of the scope of work and deliverables, executive summary giving a brief description of the firm's and any sub-consultant's capabilities that would qualify the firm to be selected, how the project will be managed, an expected project schedule, overall quality and completeness of proposal. (10%)

The consultant evaluation committee holds the ability to conduct interviews based on scoring as Phase III Evaluation.

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 Collierville**. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: http://www.tn.gov/tdot/topic/small-business.

The Town of Collierville 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 proposal awards, as deemed, to be in its best interest