

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

June 19, 2024

The City of Franklin, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **Intelligent Transportation System (ITS) components, including Advanced Transportation Controllers (ATC), Closed Circuit Television cameras (CCTV), and fiber optic infrastructure that will be added to the City of Franklin's existing ITS network as a part of the Franklin ITS Extension project**. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional consultant engineering consulting 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. The prequalified firm must have **unlimited** status. Responsibilities of the professional consultant firm include, but are not limited to:

### Required Scope of Services

- The CEI consulting firm must have completed TDOT's Local Programs CEI training at the time of submittal
- Recording and filing TDOT Local Programs CEI documentation, including required daily logs, is a major requirement of this project.
- The CEI consulting firm must be familiar with traffic signals and ITS device technology.
- It is expected that most of the work being performed by the ITS contractor will be onsite and completed within 3 – 4 months once ITS components are received. Due to supply chain issues, much of the construction time will be geared toward procurement of the ITS components including poles.
- The CEI consulting firm is not expected to assist in final integration of the ITS devices to the Traffic Operations Center (TOC). This will be performed by the City. Final acceptance testing of the vehicle detection devices and CCTV cameras installed by the contractor will be required, including processing TDOT forms.
- The CEI consulting firm is not expected to be onsite within the project limits for the entire workday when work is not being performed by the ITS contractor. Close coordination with the contractor for scheduled inspection work will be required.
- The CEI firm is expected to assist with configuration and installation of the ATC controllers being delivered by the Contractor including signal timing database conversion.

### Estimated Schedule for Performance of Work

- **The tentative schedule for installation of the ITS components for this project will be in the winter/spring (2024/2025).**
- **It is expected that the ITS equipment submittal review and equipment procurement may take 4 - 6 months after NTP for the contractor. The CEI consulting firm is expected to schedule staff accordingly during this procurement time.**
- **It is expected that the contractor's field work be completed within 3-4 months after Notice to Proceed (NTP) and once traffic signal/ITS equipment has been procured and delivered.**

Firms may request consideration by submitting a letter of interest along with qualifications to **the City of Franklin Engineering Department, 109 Third Avenue South, Suite 133 Franklin, TN 37064 Attn: Adam Moser, City Traffic Engineer**. All letters of interest must be received by **the City of Franklin** on or before **2:00 PM (CDT) July 11, 2024**. **Late submissions will not be considered**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. **Invoicing for this project is anticipated to be on an hourly basis, with a not-to-exceed contract ceiling.**

### 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:

- **Work experience in the required disciplines with TDOT, the Agency, and/or other clients**
- **Specialized Expertise, especially in the areas of traffic signal and ITS devices**
- **Relevant licensures and certifications per TDOT CEI criteria**
- **TDOT prequalification status**
- **Staff experience with similar projects**

From the letters of interest, **the City of Franklin** will select 3 qualified firms to submit Phase II qualifications. From this list the top ranked consultant will be selected.

### Phase II Evaluation

**The City of Franklin** will evaluate the top 3 firms on the following criteria (relative weight):

- a. Proposed team capabilities. Include any relevant sub-consultant information (15%)**
- b. Past experience on similar projects (25%)**
- c. Staff qualifications and availability (25%)**
- d. Technical knowledge of the project, approach and understanding (35%)**

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

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/consultantinfo-forms.html>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

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 Franklin**. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 or [David.Neese@tn.gov](mailto:David.Neese@tn.gov). Details and instructions for DBE certification can be found at the following website: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.