

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

July 7, 2011

The City Of Memphis, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in Construction Engineering and Inspection (CEI) services on the project described below. The scope of work may include but not be limited to construction inspection, surveying, materials testing, agency coordination, construction management, and reporting. This project is being funded by the Surface Transportation Program (STP) grant as a Tennessee Department of Transportation (TDOT) Locally Managed Program. The method of payment shall be lump sum.

- **STP – Traffic Signal Coordination at Various Locations (Bid Set # 1), TDOT Pin # 112905-1**
  
- **STP – Traffic Signal Coordination at Various Locations (Bid Set # 2), TDOT Pin # 112905-2**

Firms may request consideration by submitting a letter of interest (two copies) along with qualifications to **Mr. Jack Stevenson, 125 N. Main, Suite 644, Memphis, TN, 38103**. All letters of interest and qualifications must be received on or before **4:00 p.m. Central Time, Friday, July 22, 2011**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Sufficient information on qualifications should be attached to the Letter of Interest, such that the factors that will be considered in evaluation, listed below, can be properly judged. Include in this information one or more contacts at TDOT who can verify the information provided concerning TDOT work or approvals to work. **Please specify which signal coordination project you are submitting the letter of interest. Separate submittals must be turned in for each project.**

For additional details regarding the proposed services to be provided, letter of interest submittal requirements and City of Memphis prequalification procedures go to [www.MemphisTN.gov](http://www.MemphisTN.gov) or contact Mr. Randall Tatum, 576-6710, [Randall.Tatum@MemphisTN.gov](mailto:Randall.Tatum@MemphisTN.gov) .

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms, 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). Interested firms without internet access may obtain this information by calling Ms. Paula Johnson at (615)741-4460 or by email at [Paula.Johnson@tn.gov](mailto:Paula.Johnson@tn.gov) .

Submittals will be reviewed by a Consultant Evaluation Committee who will make recommendations to the City Engineer of several firms who would make viable candidates from which to make a selection or invite more detailed proposals and/or presentations. The factors that will be considered in evaluation of submittals are:

- a. Past experience in the required disciplines with TDOT and the City of Memphis.
- b. Past experience specific to CEI on TDOT projects or TDOT approval to perform such work on locally managed projects.

- c. Qualification (certifications) and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practice.
- e. Evaluations on prior projects with TDOT and City of Memphis, if available.
- f. Size of previous projects.
- g. Amount of work under contract with TDOT and City of Memphis.
- h. Prequalification with TDOT and City of Memphis

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 Minority / Women Business Enterprise (M/WBE) firms are encouraged to respond to all advertisements by City of Memphis. For information on M/WBE certification, please contact **Ms. Carlee McCullough, (901) 576-6210, City of Memphis, Contract Compliance Office, 125 N. Main St, Memphis, TN 38103.**

John E. Cameron, P.E.  
City Engineer