

NOTICE TO CEI FIRMS REGARDING A REQUEST FOR QUALIFICATIONS, LETTERS OF INTEREST AND MANAGEMENT PLAN FOR AN ITS PROJECT

11/20/2012

The City of Johnson City, Tennessee is an Equal Opportunity Employer. To assist the City of Johnson City in managing an Intelligent Transportation Systems (ITS) construction project, the City seeks to retain the services of professional consultant engineering firms to provide Consultant Engineering and Inspection (CEI) services related to construction of an ITS project which will be funded by a combination of federal, state and local funds. The project shall be accomplished in accordance with the project plans and all federal and state laws, rules and regulations that pertain to the project and the process. CEI firms must be on TDOT's pre-approved list and must have unlimited status. The RFQ and scope of services are posted on Johnson City's website at <http://www.johnsoncitytn.org/purchasing/bids/>. The CEI firms must submit a letter of interest and include qualifications and experience at successfully providing CEI services on similar projects, and a management plan to provide the CEI services. The submittal shall specify how any sub-consultants will be used and include their qualifications.

The previous information must be submitted to the **Purchasing Director, Purchasing Department, 209 Water Street, Johnson City, Tennessee, 37601** in a sealed envelope. All letters of interest and qualifications must be received in the Purchasing Director's Office on or before **10:00 a.m. on Monday, December 17, 2012**.

The City will evaluate the letters of interest, qualifications, and management plan considering the following factors as they pertain to this project:

- The consultant's ability and expertise on the project.
- Past ITS CEI experience with TDOT and other clients.
- The consultant's staff qualifications and availability.
- Demonstrated ability to meet schedules and perform the work efficiently without compromising sound engineering practices.
- Evaluations on prior TDOT projects, if available
- Current workload with TDOT and others

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 Johnson City. For information on DBE certification, please contact Mr. Ross Webb at (615)741-3681 or Ross.H.Webb@state.tn.us. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

The scope of work and responsibilities of the CEI are defined in the latest revision of the TDOT Proposed Scope of Work for CEI, and can be obtained at <http://www.tdot.state.tn.us/local/documents/ceiscope.pdf>.

For paper copies of the scope of work, contact Debbie Dillon, Purchasing Director, City of Johnson City, P.O. Box 2150, Johnson City, TN 37605, Telephone: 423-975-2716

(office) or ddillon@johnsoncitytn.org. It may be downloaded from Johnson City's website at <http://www.johnsoncitytn.org/purchasing/bids/>.

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 www.tdot.state.tn.us/consultantinfo.htm. Interested firms without internet access may obtain this information by calling Anthony Todd, 423-975-2733, at the Public Works Department – Traffic Division Office.