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

July 28, 2026

The City of Murfreesboro, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of **the Cherry Lane Phase 3B Interchange Project, located at the Cherry Lane/I-840 interchange in Murfreesboro, Tennessee. The project is expected to include a grade-separated interchange carrying Cherry Lane over I-840, associated ramps and approach roadway, bridge and retaining-wall construction, drainage and stormwater facilities, utility coordination, signing and pavement markings, traffic control, erosion prevention and sediment control (EPSC), and related improvements**. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional 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

- Provide overall CEI project management, construction administration, material testing, and a single point of contact for the City from preconstruction through final acceptance and closeout.
- Include a qualified materials-testing subconsultant as part of the CEI team. The material testing subconsultant shall perform all field and laboratory sampling and testing required by the contract documents, TDOT specifications, the project-specific materials requirements, and applicable federal requirements.
- Provide qualified roadway, bridge, traffic-control, EPSC, and other specialty inspection personnel to cover active work operations and maintain continuity throughout construction.
- Inspect and document construction of roadway, interchange ramps, bridge and structural components, retaining walls, drainage, utilities, pavement, signing, pavement markings, lighting/ITS elements, and all other work shown in the contract documents, as applicable.
- Monitor contractor compliance with plans, specifications, permits, approved traffic-control plans, safety requirements, and TDOT requirements; promptly identify, document, track, and verify correction of nonconforming work.
- Coordinate with the City, TDOT, contractor, utility owners, the CEI team's material-testing subconsultant, emergency responders, and other stakeholders; lead or participate in preconstruction, progress, utility, field, and closeout meetings.
- Provide materials testing and quality assurance/quality control documentation; review certifications, test reports, shop drawings, submittals, RFIs, schedules, and contractor work plans, as required.
- Maintain complete project records, including daily reports, photographs, quantities, material and testing records, pay-item tracking, progress reports, meeting minutes, change-order support, and payment documentation.
- Monitor maintenance-of-traffic operations and coordinate planned lane closures, detours, traffic shifts, and work over or adjacent to I-840 with TDOT and affected parties, as required.
- Complete final inspections, prepare and track punch lists, verify final quantities and as-built information, assist with final acceptance, and compile records required for project closeout.

Estimated Schedule for Performance of Work

- **Consultant selection and contract negotiation/approval - 60 Days**
- **CEI services to begin - 90 Days**
- **Anticipated construction duration - 30 months**
- **CEI services will continue through final acceptance, final documentation, and project closeout**

Firms may request consideration by submitting a letter of interest along with qualifications to **Cathy Smith, Purchasing Director, City of Murfreesboro. All letters of interest and qualifications must be uploaded to the City's online procurement portal, OpenGov, on the date and time required. Interested firms must have an online account and may register with OpenGov at: https://procurement.opengov.com/portal/murfreesborotn.** All letters of interest must be received by the **City of Murfreesboro** on or before **August 18, 2026 at 2:00p.m. local time**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. Payment will be made by direct cost plus net fee not to exceed contract.

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:

- **Relevant CEI experience on interchange, bridge, major roadway, and retaining-wall projects, particularly work over or adjacent to active interstate or controlled-access highway traffic.**
- **Experience administering projects under TDOT Local Programs and applicable federal requirements, including construction documentation, pay estimates, materials verification, change-order support, and project closeout.**
- **Qualifications, availability, roles, certifications, and relevant experience of the proposed project manager, bridge inspector(s), roadway inspector(s), traffic-control/MOT staff, EPSC staff, and other key personnel.**
- **Firm capacity and staffing depth to provide uninterrupted inspection coverage for changing construction operations, nighttime work, interstate-related operations, and concurrent work fronts.**
- **Specialized expertise in bridge construction inspection, TDOT lane-closure coordination, materials testing/quality assurance, utility coordination, EPSC/SWPPP compliance, and claims/change management, as applicable.**
- **Past performance on similar projects, including schedule management, quality of documentation, responsiveness, safety, and collaboration with public agencies ex. Size of project and unlimited prequalification status**
- **Disclosure of any actual or potential organizational conflict of interest arising from prior services on this project, including design, plan preparation, or other project involvement**
- **From the letters of interest, The City of Murfreesboro 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 Murfreesboro will evaluate the top 3 firms on the following criteria (relative weight):

a. **Qualifications and directly relevant experience of the proposed project manager and key staff, including CEI of interchanges, bridge structures, major roadway work, and construction under active highway traffic conditions. (35%)**
b. **Past Technical approach and understanding of the project, including proposed inspection coverage, TDOT/lane-closure coordination on the interstate system, quality assurance, materials testing coordination, EPSC compliance, documentation controls, and issue-resolution procedures (30%)**
c. **Past performance on similar TDOT, local-agency, and transportation construction projects, including responsiveness, quality, documentation, schedule management, and reference checks (15%)**
d. **Workload capacity and demonstrated availability of the proposed key staff for the anticipated project duration (10%)**
e. **Interview and/or presentation, if conducted by the consultant evaluation committee (10%)**

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 Consultant Prequalification Procedures (tn.gov). For information on prequalification, please contact TDOT.PSPrequals@tn.gov and refer to the NEPA Procedures Manual found on the TDOT website: Prospective Vendor Information (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 Murfreesboro**. For information on DBE certification, please contact David Neese at (615) 741-3681, (615) 253-1075 or 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.