

**RESOLUTION 09-01**

**A RESOLUTION AUTHORIZING REQUEST FOR  
QUALIFICATIONS FOR THE PRELIMINARY ENGINEERING  
AND ENVIRONMENTAL PHASE OF PROJECT DEVELOPMENT  
FOR THE IMPROVEMENTS TO DUPLEX ROAD**

**WHEREAS**, the City of Spring Hill wishes to improve Duplex Road;  
and

**WHEREAS**, the City of Spring Hill has received from the State of Tennessee Department of Transportation, a notice to proceed with the preliminary engineering for environmental phase of project development;  
and

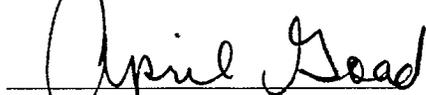
**NOW, THEREFORE BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, authorizes a Request for Qualifications for the preliminary engineering and environmental phase of project development for the improvements to Duplex Road.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 20th day of January, 2009.**



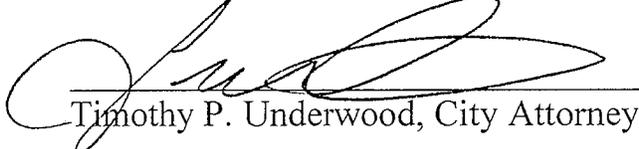
Danny M. Leverette, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Timothy P. Underwood, City Attorney



JAN 09 2009

*[Handwritten signature]*

**NOTICE TO PROCEED  
WITH THE  
PRELIMINARY ENGINEERING FOR ENVIRONMENTAL  
PHASE  
OF PROJECT DEVELOPMENT**

State Project No.: 60LPLM-F0-010

Federal Project No.: STP-M-247(9)

PIN: 103169.00, Duplex Road, SR-6 (US-31, Main St) in Spring Hill to near I-65  
Spring Hill, Maury

January 6, 2009

**PLEASE CONTACT OUR ENVIRONMENTAL OFFICE AT  
(615) 741-2612 PRIOR TO CONTACTING YOUR CONSULTANT.**

You are hereby authorized to begin the Preliminary Engineering for the Environmental Document Preparation and Approval **ONLY**. This notice confirms that there is a fully executed contract between your agency and TDOT for the development of this project, that you have provided all information and material required to determine your agency's ability to perform the work and that the funding for the Preliminary Engineering for the Environmental Document Preparation and Approval has also been approved. You shall perform this phase of project development in accordance with the guidelines provided in <http://www.tdot.state.tn.us/local/Documents/LocalAgencyGuidelines.pdf> of the Local Government Guidelines. Until the environmental document is approved in accordance with the procedures in APPENDIX B, <http://www.tdot.state.tn.us/local/Documents/LocalAgencyGuidelines.pdf> the only design work that should be completed is that which is necessary to complete the NEPA documentation.

BE AWARE that this notice specifically does not provide authorization for any activities connected to the Final Design or right-of-way or construction phases of project development. You will receive separate notices to proceed for these later phases of project development. **ANY WORK YOU PERFORM AHEAD OF THESE NOTICES TO PROCEED WILL BE DONE AT YOUR OWN EXPENSE. EXPENSES INCURRED ON THESE LATER PHASES WILL NOT BE REIMBURSED UNLESS YOU HAVE A NOTICE TO PROCEED IN YOUR POSSESSION BEFORE YOU INITIATE THEM.**

Please provide this office the name of the consultant you select and a copy of the contract with the consultant. Also provide a notice indicating the date you authorized work on the preliminary engineering phase of the project. This notice should be addressed to Teresa Estes, Transportation Coordinator, Local Programs Development Office, Suite 600, James K. Polk Building, Nashville, TN 37243-0341

If you have questions or concerns, direct them to Teresa Estes or Van Stovall, Transportation Planner at 615-741-5314.

You may contact this office by email at: [Local.Programs@state.tn.us](mailto:Local.Programs@state.tn.us)

**NOTICE TO CONSULTANT ENGINEERS REGARDING  
A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST/QUALIFICATIONS  
(City of Spring Hill, Tennessee)  
January 20, 2009**

The City of Springhill, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to the construction of a project to widen Duplex Road (S.R. 247) from Main Street (S.R. 6) to I-65 funded in part by State and Federal funds. The project shall be accomplished in accordance with TDOT requirements. The professional consultant engineering consulting firm must be on TDOT's pre-approved list and must have unlimited status. Responsibilities of the professional consultant engineering firm include, but are not limited to:

- Environmental Documentation meeting all State and Federal requirements necessary to secure project funding.
- Field topographic and property surveys.
- Geotechnical investigation and recommendations.
- Design of all improvements, including relocation of utilities, and preparation of construction plans and specifications.
- Acquisition of proposed right-of-way including property appraisals, negotiations with property owners, and relocation services as needed.
- Construction phase services are NOT included.

For a more detailed scope of work contact:

Jim Smith (Interim City Administrator), 931/486-2252, jimsmith@springhilltn.org

Firms may request consideration by submitting a letter of interest along with qualifications to Ms. April Goad, 199 Town Center Parkway, Spring Hill, Tennessee 37174. All letters of interest and qualifications must be received by the City on or before 4:00 p.m. (Central Time) Friday, February 9, 2009. The letter of interest and qualifications shall also indicate the scope of services to be completed by any sub-consultants.

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](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@state.tn.us](mailto:Paula.Johnson@state.tn.us).

The City will evaluate the current prequalification statements on file for those submitting letters of interest and qualifications and choose firms who would make viable candidates from which to invite proposals and/or presentations. The factors that will be considered in evaluation of proposals are:

- a. Past experience in the required disciplines with TDOT and other clients.
- b. Past experience specific to services included in this request.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practice.
- e. Evaluations on prior projects with TDOT and other clients, if available.
- f. Size of project past projects.
- g. Amount of work under contract with TDOT and other clients.

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 Spring Hill. For information on DBE certification, please contact Mr. Ross Webb at (615)741-3681 or [Ross.H.Webb@state.tn.us](mailto: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/>.

Jim Smith  
Interim City Administrator