**PUBLIC NOTICE**

**REQUEST FOR LETTERS OF INTEREST**

**TOWN OF GORDONSVILLE**

**ENGINEERING SERVICES**

The Town of Gordonsville, Tennessee is requesting Letters of Interest (LOI) from interested professional consulting firms in order to provide professional services for various tasks listed below. Services will be provided in accordance with all applicable local, state, and federal procedures and regulations. **Failure to meet these requirements will void the submittal.**

The LOI for each applicable task must be received **on or before 2:00 pm, on Wednesday, March 27th, 2023**. No late responses will be accepted. The Town reserves the right to reject any and all responses. Interested firms shall submit of their LOI to:

Town of Gordonsville

Attn: Mayor Potts

63 E. Main Street

Gordonsville, TN 38563

Provide the contact info (including email) of the assigned Principal-In-Charge and/or Project Manager. Further information regarding this Request for LOI’s may be obtained by contacting Mayor John Potts, 615-683-8282, [mayor@townofgordonsville.com](mailto:mayor@townofgordonsville.com)

DESCRIPTION OF SERVICES:

The Town seeks professional consulting firms for the purpose of providing professional services through on-call contracts for the following various tasks:

1. **Roadway engineering**

2. **Multi-modal design**

3. **Traffic impact study**

4. **Traffic engineering**

5. **Roadway safety**

6. **Structural engineering**

7. **Development**

8. **Regulatory document**

9. **Topographic survey**

10. **Geotechnical engineering**

OTHER SERVICES:

Services included in order to complete the above tasks may include, but not be limited to, data collection, environmental documentation/coordination, surveying, ROW and construction plans, appraisals, ROW acquisition services, ROW & utility certifications, environmental permitting, bid book and specifications, construction cost estimate, bidding phase services, conducting preconstruction and progress meetings, construction inspections, material testing, processing of pay requests, change orders, and project close-out documents.

Submittals will be reviewed and scored by the Town of Gordonsville’s Board of Mayor of Aldermen based on the established criteria above. Interviews may be conducted at the discretion of the Town.

**It shall be the responsibility of the prime consultant to include a signed statement from each sub-consultant on their own letterhead confirming that they have the staff available and agree to provide the necessary services for the specific project. Failure to meet this requirements will void the submittal.**

Once evaluations are complete, the Town of Gordonsville will enter into an contract with the selected firm(s) for the subject task(s). It is the intent of the Town to enter into a multi-year agreement with the selected firm(s) that may vary based on task or group of tasks. Details of each contract will be established based on the availability of the firm and the needs of the Town at that time. Once the contract is executed, work orders will be established for each individual project or effort undertaken by the firm with details such as timeline, fees, etc. to be established at that time.

The firm, by submitting a response, certifies that to the best of its knowledge or belief, no elected or appointed official of the Town of Gordonsville is financially interested, directly, or indirectly, in the purchase of services as described in this request.

The Town of Gordonsville hereby notifies all vendors that it will affirmatively ensure that Disadvantaged Business Enterprises (DBE) and small businesses will be afforded full opportunity to submit a response to this invitation and will not be discriminated against on the basis of age, race, color, religion, national origin, sex, or disability in consideration of this pre-qualification.