

# NOTICE TO CONSULTANT ENGINEERING FIRMS REGARDING A REQUEST FOR LETTERS OF INTEREST

April 1, 2016

## Multimodal Transportation Resources Division

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of professional engineering firms for two (2) year continuing contracts. Contracts of four-year (4) duration (to complete all work orders) will be awarded. The method of payment shall be cost plus net fee or lump sum. Qualified firms may submit a letter of interest on any or all of the following disciplines:

1. **Highway-railroad grade crossing safety improvement projects**, which may include diagnostic team reviews; plans, specifications, and estimate development and reviews; technical studies; and construction engineering inspections.
2. **Highway-railroad crossing data collection**, which may include railroad crossing attributes; signs, signals, and other traffic control devices inventories; crossing surface surveys; vertical/horizontal alignment surveys; traffic studies; school bus route surveys.
3. **Railroad safety studies**, which may include railroad corridor safety improvement projects and coordination with railroad companies and local highway agencies.
4. **Railroad track and bridge projects**, which may include but is not limited to providing design and construction engineering inspection.
5. **Railroad track and bridge data collection**, which may include performing railroad track condition assessments; performing railroad bridge inspections; and calculating bridge load ratings per Federal Railroad Administration requirements.
6. **Railroad mapping**, which may include creating track charts for Tennessee's short line railroads that can feed into the State's current systems.
7. **Railroad marking systems**, which may include developing a uniform mile marker identification system and post on the ground missing identifiers for use by the State and all of the short line railroads.
8. **Railroad rehabilitation project evaluation**, which may include developing uniform minimum standards and unit prices to evaluate rehabilitation projects to ensure fair and equitable allocation of funds.
9. **Railroad asset management**, which may include development of railroad bridge management plans per Federal Railroad Administration requirements.

The letter must include a one to five page attachment that (1) briefly addresses how the firm meets the minimum criteria of the specific disciplines; (2) details the firm's experience on up to six projects in these disciplines (experience in Tennessee should be given a priority); and (3) firms shall indicate if any sub-consultants are anticipated to perform a portion of the work. Any sub-consultants must be pre-qualified by TDOT to perform their specific portion of the work. A pending pre-qualification status will be acceptable. The firm and any sub-consultants will be evaluated as a team.

The letter should be addressed to **Ms. Liza Joffrion, Director, Multimodal Transportation Resources Division, Suite 1800 James K. Polk Building, 505 Deaderick St, Nashville, TN 37243**. Submittals must be provided in .pdf format and be submitted in person on CD or by email to [Liza.Joffrion@tn.gov](mailto:Liza.Joffrion@tn.gov). All letters of interest must be received by the Multimodal Transportation Resources Division on or before **4:30 p.m. (CST) Friday, April 29, 2016**. For additional details regarding the services requested in this notice, please contact Mr. Erik Andersen at (615) 253-1043 or by email at [Erik.Andersen@tn.gov](mailto:Erik.Andersen@tn.gov).

The Department will evaluate each letter of interest and current Pre-Qualification Statements on file for those firms submitting a letter of interest and choose multiple firms who would make viable candidates from which to invite proposals and/or presentations. Please note: **New or updated Pre-Qualification forms must be received before the deadline for letters of interest**. The factors to be considered in evaluation of proposals are:

- a. Ability and relevant experience of the firm's personnel to be used in performing the service;
- b. Past experience in the required disciplines with TDOT and/or other clients;
- c. Qualification and availability of staff;
- d. Demonstrated ability to meet schedules without compromising sound engineering practice;
- e. Evaluations on prior TDOT projects, if available;
- f. Size of project and limited or unlimited pre-qualification status; and
- g. Amount of work under contract with TDOT.

Firms interested in pre-qualifying with the Department of Transportation shall submit the appropriate prequalification forms to Ms. Christine Smotherman at (615) 741-4460 or by email at [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). Additional information regarding prequalification procedures, example letter of interest, list of pre-qualified firms and Disadvantaged Business Enterprises (DBEs), TDOT's "Standard Procurement Policy for Engineering and Technical Services" and additional information can be found at <http://www.tn.gov/tdot/topic/consultantinfo>

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and/or women-owned firms are encouraged to respond to all advertisements by TDOT. For more information on DBE certification, please contact the Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at <http://www.tn.gov/tdot/topic/small-business>

John C. Schroer  
Commissioner  
JCS/LJ/EA