

**NOTICE TO CONSULTANT RIGHT-OF-WAY  
ACQUISITION/RELOCATION SERVICES FIRMS  
REGARDING A REQUEST FOR “LETTERS OF INTEREST”  
(RIGHT-OF-WAY DIVISION)**

**December 1, 2014**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of consultant firms for the performance of right-of-way acquisition, relocation and related services as needed on a continuing contractual basis. The contract shall have a term of five years but work orders will only be issued during the first two years. The method of payment shall be unit price. The total contract amount shall not exceed \$1,500,000.

The services may include all or parts of the following:

Right-of-Way Acquisition, Relocation Assistance/Property Management, and Closing.

The consulting firm must be pre-qualified by submittal of a Form DOT-CS-100 and have it approved before being considered for a Continuous Contract. The DOT-CS-100 Form and helpful information can be found at: <http://www.tdot.state.tn.us/ConsultantInfo/Forms.htm>

Firms may request consideration by submitting a letter of interest to:

Mr. Jeff Hoge, Director  
Right-of-Way Division, Suite 600  
James K. Polk Building, 505 Deaderick Street  
Nashville, Tennessee 37243-0337  
Phone 615.741.3196

All letters of interest must be received on or before **4:00 p.m. (Central Time), Tuesday December 30, 2014.**

Please note: New or updated prequalification forms must be received before deadline for Letters of Interest. Additional prequalification procedures, prequalification forms, current “Standard Procurement Policy for Engineering and Technical Services”, and additional information can be found at this internet address: <http://www.tdot.state.tn.us/consultantinfo.htm>. Interested consultants may also obtain this information by contacting Ms. Chris Smotherman at (615) 741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov)

The Department will evaluate the **current DOT-CS-100 pre-qualification statements** on file for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. The factors that will be considered in evaluation of proposals are:

- a) Past experience in the required disciplines with TDOT and other clients.
- b) Qualification, relevant expertise, ability, and availability of staff to be used in performing the service.
- c) Demonstrated ability to perform the work efficiently and meet schedules without compromising sound professional practices and compliance with the Department’s Right-of-Way Manual and the Uniform Relocation Assistance and Real Properties Acquisition Policies Act, 42 U.S.C. § 4601, et seq.
- d) Evaluations on prior TDOT projects, if available.

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 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 the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

John Schroer  
Commissioner