

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

December 8, 2016

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of four (4) consultant firms for the performance of right-of-way acquisition, relocation, and related services on a continuing contractual basis. The contract shall have a term of five (5) years with work orders issued through the first two (2) years. The contract ceiling will be \$2,000,000.00. The method of work order payment shall be unit price.

The services may include all or parts of the following:

Right-of-Way Acquisition, Relocation Assistance, Property Management, Title Work, Closing, and related services.

Work Orders: Individual work order assignments will be made on a qualifications based evaluation criteria that may include, but is not limited to:

- Consultant availability to perform the work
- Qualifications of the consultant to perform the work specific to the work order
- Specialized expertise specific to the work order.

Questions concerning contract terms or services to be provided should be directed to Mr. Gale Wagner at 615.253.1154 or gale.wagner@tn.gov

The consulting firm must be pre-qualified by submittal of Form DT-CS-100 and have it approved before being considered for a contract. The DT-CS-100 Forms and other helpful information can be found at: <http://tn.gov/tdot/article/consultantinfo-forms> or may be obtained by contacting Ms. Chris Smotherman at 615.741.4460 or christine.smotherman@tn.gov

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)

Or electronically by email to:

TDOT.HQ.ROW@tn.gov

(put "ROW Letter of Interest" in subject)

All letters of interest must be received on or before **4:00 P.M. (Central Time), Friday, January 6, 2017**

Please note: New or updated prequalification forms must be received before deadline for Letters of Interest.

Phase I Evaluation:

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 (**DOT-CS-200 Consulting Services Project Questionnaire**). The factors that will be considered in the Department's evaluation process will include:

- 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.

Phase II Evaluation:

The Department will evaluate the **submitted DOT-CS-200 Consulting Services Project Questionnaire** on the following criteria (**relative weight**):

- a) Past experience in the required disciplines with TDOT and other clients. **(20%)**
- b) Prequalified staff for this contract. **(10%)**
- c) Evaluations on prior TDOT projects, if available. **(5%)**
- d) Qualifications, availability, and experience of proposed Acquisition Agents. **(20%)**
- e) Qualifications, availability, and experience of proposed Relocation Agents. **(20%)**

- f) 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. **(25%)**

Following Phase II evaluation, the six (6)* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where five (5) or fewer qualified consultants respond with proposals, the Department may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

Phase III Evaluation:

From the list of firms determined by the CEC to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference. TDOT's Right of Way Division will issue four (4) contracts to the firms deemed to be most highly qualified in rank order in Phase III.

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://tn.gov/tdot/topic/small-business>.

John Schroer
Commissioner