

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

**February 05, 2016
Strategic Transportation Investments Division**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of professional engineering firms for on-call continuing contracts with a term of four (4) years. New work orders will only be issued within the first two (2) years. The ten (10) selected firms will be required to perform various studies on various projects and to conduct in each of the following disciplines all levels and types of investigation as follows:

1. Needs assessments, feasibility studies, location studies, technical studies, transportation investment reports, bridge replacement studies,
2. Road safety audits, safety analysis and traffic studies on a continuing contractual basis.

Contracts of four-year duration (to complete all work orders) will be awarded. The method of payment shall be cost plus net fee or lump sum. The initial maximum contract amount will be set at \$2,000,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,500,000.00.

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

Firms wishing consideration for these services may submit a letter of interest to Mr. Steve Allen, Transportation Director, Strategic Transportation Investments Division, Suite 1000, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0334. All letters of interest must be received by the Strategic Transportation Investments Division on or before **4:00 p.m. (CST) Tuesday March 08, 2016**. There is a "Letter of Interest" form for submittal to the Strategic Transportation Investments Division at the following internet address <http://www.tn.gov/assets/entities/tdot/attachments/S.T.I.D. Letter of Interest.doc>

The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultants. Any sub-consultants must be pre-qualified by TDOT to perform the specific tasks required. Any questions concerning TDOT prequalification procedures [may be mailed, faxed to 615-532-0353, or sent directly by e-mail either to:](mailto:615-532-0353)

[Gary Webber](mailto:Gary.Webber@tn.gov)
[J. K. Polk Bldg., Suite 1000](mailto:Gary.Webber@tn.gov)
[505 Deaderick St.](mailto:Gary.Webber@tn.gov)
[Nashville, Tennessee 37243](mailto:Gary.Webber@tn.gov)

Office # (615) 741-5372
E-Mail Gary.Webber@tn.gov

Marcie Nelson
J. K. Polk Bldg., Suite 1000
505 Deaderick St.
Nashville, Tennessee 37243
Office # (615) 741-0290
E-Mail Marcie.Nelson@tn.gov

Please include contact person, phone number & email address.

The Department will evaluate the **current 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 and/or presentations. Please note: New or updated pre-qualification forms must be received before deadline for letters of interest. The factors that will be considered in evaluation of proposals are:

- a. Ability and relevant expertise 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.
- g. Amount of work under contract with TDOT.

Additional information regarding prequalification procedures, prequalification forms and current "Standard Procurement Policy for Engineering and Technical Services" can be found at the following website: <http://www.tn.gov/tdot/topic/consultantinfo>. Interested firms without Internet access may obtain this information by calling Christine Smotherman 615-741-4460.

John C. Schroer
Commissioner

JCS/SA/MN