

**NOTICE TO CONSULTANT RIGHT-OF-WAY UTILITY COORDINATION SERVICES FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

April 3, 2017

(RIGHT-OF-WAY DIVISION)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of **four (4)** professional engineering consultant firms for the performance of utility coordination services on a continuing contractual basis as described below.

Each contract shall have a maximum contract amount of **\$2,000,000.00**. Each contract shall have a term of five (5) years but "work orders" will only be issued during the first two (2) years.

The method of payment shall be lump sum under each work order.

Utility Services Contract Scope

The services may include but not be limited to:

- a) Provide utility design services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems.
- b) Provide coordination services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems.
- c) Provide inspection services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems.
- d) Prepare utility relocation cost estimates.
- e) Review and analyze submitted utility relocation estimates.
- f) Maintain data pertaining to average regional utility relocation and engineering costs.
- g) Prepare the TDOT utility relocation plans for contract assembled from the utility-submitted relocation plans.
- h) Provide review, analysis and design of utility relocation plans, estimates, work schedules and specifications.
- i) Provide utility coordination and/or inspection for utility relocations or utility installations.
- j) Provide utility workshop/training support as necessary.
- k) Provide Subsurface Utility Engineering (SUE) design, if needed.

Schedule:

Services will be established on a continuing contractual basis for a period of five (5) years.

Work Orders

Work orders will be determined by:

- a) Consultant availability to perform the work;
- b) Qualifications of the consultant to perform the work specific to the work order.

Deliverables

All documentation associated with work orders for Utility Engineering Services shall be submitted to TDOT as needed. Specific project documentation will be required to be electronically archived in the Department Integrated Right-of-Way Information System (IRIS) application.

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
("Utility Letter of Interest" in subject line)

For additional details or questions, please contact
Mr. Joe Shaw
(Phone 615.741.2891) or Email: joe.shaw@tn.gov

All letters of interest must be received on or before **4:00 P.M. (Central Time), Friday, May 2, 2017.**

Technical Requirements

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of Utility Coordination services. These include, but are not limited to: TDOT's Utility Instructional Bulletins (UIB), TDOT's [Standard Specifications](#), TDOT's [Construction Circular Letters](#), [Construction Special Provisions](#), [National Pollutant Discharge Elimination System \(NPDES\) Permit](#), [Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration](#), and [Contractor Employee Safety and Health Program](#).

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Letters of Interest. Additional information, including the Prequalification Form (DT-0330 Part 1), and an example letter of interest can be found at: <http://tn.gov/tdot/article/consultantInfo-forms>.

The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultants. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable.

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://tn.gov/tdot/article/consultantInfo-forms>. Interested consultants without internet access may obtain this information by contacting Ms. Chris Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov

Evaluation Process

Phase 1 Evaluation

The Department will evaluate the current DT-0330 Part 1 Pre-Qualification Statements on file for those submitting letters of interest and choose several consultants who would make viable candidates from which to invite proposals. The criteria that will be considered in Phase I are:

- a) Work experience in the required disciplines with TDOT and/or other clients;
- b) Staff capabilities of prime consultant; and
- c) Specialized expertise.

Phase 2 Evaluation

For firms submitting proposals (DT-0330 Part 2) during Phase 2 evaluation, the criteria that will be considered are:

Criteria and Relative Weights		
Based on Total Firm Strength (Based on DT-0330 Pt. 1)	a) Utility Prequalification	3%
	b) Total Number of Employees	2%
	c) Revenue Index	4%
	d) Total Number of Employees in Specific Disciplines	15%
Based on Strength of Staff Working on Work Advertised (Based on DT-0330 Pt. 2)	e) Assigned Staff education, degrees held. Degree earned assigned values	23%
	f) Assigned Staff experience in engineering/construction Years attributed assigned values	23%
	g) Assigned Staff qualifications specific to the applicable utility disciplines. Assigned values.	30%

Following the Phase 2 evaluation, the **six* (6)** firms deemed most qualified by the Consultant Selection Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase 3 evaluation.

- * In instances where only three (3) qualified consultants respond with proposals, the Department may proceed with evaluation and selection if it determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

Phase 3 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.

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 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