

**NOTICE TO CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**August 21, 2017**

**MATERIALS AND TESTS DIVISION / GEOTECHNICAL ENGINEERING SECTION**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer seeks to retain the services of two (2) professional engineering consulting firms to provide expertise in rockfall mitigation services, geotechnical engineering services, and engineering geology services. The scope of work may include but will not be limited to:

- a. Assessment and/or reassessment of identified potential rockfall slope hazards,
- b. Preparation of rockfall mitigation reports for selected potential rockfall slope sites,
- c. Review of existing potential rockfall slope hazards mitigation recommendations,
- d. Assessment of current rockfall slope hazard inventory currently implemented throughout the state,
- e. Assessment of unstable slope and landslide projects,
- f. Analysis, engineering and plans development of emergency rockfall, landslide and slope failure projects,
- g. Survey services, which may include LiDAR, photogrammetry, topographic, utilities, right of way, and property boundaries, for aid in plans development, and
- h. Assistance to the Geotechnical Engineering Section (TDOT-GES) in the development of TDOT policies and procedures.

The contracts shall be issued under the following item numbers:

**Item No. 1** (One Contract)

Item No. 1 shall include rockfall mitigation services, geotechnical engineering services, and engineering geology services for various projects throughout TDOT Region 1.

**Item No. 2** (One Contract)

Item No. 2 shall include rockfall mitigation services, geotechnical engineering services, and engineering geology services for various projects throughout TDOT Region 2, Region 3 and Region 4.

Method of payment for the contract will be cost plus fixed fee for engineering manpower services. The initial maximum contract amount will be established at \$500,000 per year with a maximum amount of \$750,000 per year for the duration of the contract. Each contract shall have a term of five (5) years but “work orders” will only be issued during the first four (4) years. The

contract may be amended to increase the contract ceiling, but in no event shall the maximum contract amount exceed \$3.0 Million.

### **Scope of Services**

On-Call Contracts for rockfall mitigation services, geotechnical engineering services, and engineering geology services for assistance with the TDOT Rockfall Management Program within selected region(s). The scope of work shall include the following:

- a) Assessment or reassessment of approximately 150 to 250 potential rockfall slope sites per year. The assessment of each slope will be completed in accordance with the "TDOT Rockfall Hazard Rating Field Sheet",
- b) Review of existing rockfall mitigation recommendations, reports and memos, if applicable, to determine if recommendations are still valid. Provided updated mitigation recommendations if warranted, and
- c) Prepare rockfall mitigation reports for 15 to 25 potential rockfall slope sites, based on their rockfall rating.

The scope within selected region(s) may also include the following on-call services:

- a) Assessment of TDOT's current rockfall slope hazard inventory (e.g. fences, drapery, anchors, etc.) existing throughout selected region(s),
- b) Assessments of rockfall, landslide and slope failure projects,
- c) Analysis, engineering and plans development of emergency rockfall, landslide and slope failure projects, and
- d) Assistance to the TDOT-GES in the development of TDOT policies and procedures.

### **Schedule**

A schedule will be established for each work order issued under the contract.

### **Work Orders**

Individual work order assignments will be made for each service requested.

### **Deliverables**

All documentation associated with each work order shall be submitted to the TDOT-GES as detailed in the work order. All documents shall be submitted electronically, and all plans sheets shall be signed using a verified digital signature.

## **Technical Requirements**

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of rockfall mitigation services, geotechnical engineering services, and engineering geology services. These include, but are not limited to: TDOT's current [Geotechnical Manual](#), TDOT's current [Rockfall Management Program](#) document, [Rockfall Management System for Tennessee Final Project Report \(Dated December 2007\)](#), [NHI Course No. 130220 Publication No. FHWA SA-93-057 "Rockfall Hazard Rating System"](#), [NHI Course No. 130219 Publication No. FHWA SA-93-085 "Rockfall Hazard Mitigation Methods"](#), [TRB Rockfall: Characterization and Control, 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](#).

## **Letter of Interest**

Firms may request consideration by submitting a letter of interest. One or more items may be listed on one letter. The letters of interest may be submitted to:

**Mr. Brian Egan, P.E.**  
**Materials and Testing Division Director**  
**6601 Centennial Blvd.**  
**A Building, 1st Floor**  
**Nashville, Tennessee 37243**

**Or electronically by email to:**  
**[Travis.W.Smith@tn.gov](mailto:Travis.W.Smith@tn.gov)**

All letters of interest must be received on or before 4:00 p.m. (Central Time) September 28, 2017. For additional details regarding these projects, please contact Mr. Travis Smith at (615) 350-4136 or by email at [Travis.W.Smith@tn.gov](mailto:Travis.W.Smith@tn.gov).

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> under Contract Orientation Information. Interested firms without internet access may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). The letter of interest shall not specifically identify sub-consultant(s), but rather shall indicate the scope of services anticipated to be completed by any sub-consultant(s). The sub-consultant shall be a firm that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please include a valid email address and phone number for the point-of-contact.

## **Evaluation Process**

### **Phase I Evaluation**

The Department will evaluate the **current prequalification statements** on file for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. 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,
- c) Specialized expertise, and
- d) Qualification Type: UNLIMITED

### **Phase II Evaluation**

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

- a. Team capability and work experience – 25%
- b. Past experience in the required disciplines with TDOT and/or other clients– 25%
- c. Staff qualifications and availability –25%
- d. Technical Approach\* – 20%
- e. Workload Capacity – 5%

\*The technical approach will include Section H of DT-0330 Part 2 and a presentation/ interview with TDOT Materials and Test Division personnel.

### **Phase III Evaluation**

From the list of firms determined by the Consultant Evaluation Committee (CEC) to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference. One (1) contract will be awarded to the top firm for each item number.

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>.