

For immediate release
February 17, 2016

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST
February 17, 2016
(Maintenance Division)**


The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in a ***continuing contractual basis for a period of five (5) years*** as described below. It is the intent of TDOT Maintenance Division to employ several consultants to provide the services listed for the term of the contract. Each selected consultant may be called upon to provide each service, either entirely in-house or with a team of sub-consultants with the appropriate experience. The letters of interest shall indicate the scope of services to be provided by any sub-consultant. The scope of work will include but not be limited to:

- a. MMS Maintenance Rating Index QA/QC reviews, inventory verification, studies and other similar activities relating to asset management,
- b. Facilities Engineering – TDOT County, District and regional facilities, rest areas and welcome centers, weigh scale facilities modifications: water and/or waste water system improvements; parking lighting; landscaping; refurbishing of facilities; survey; preparation of plans; environmental testing/analysis, electrical, plumbing and HVAC modifications, shed or small building design, etc.,
- c. Small structure design – survey, design, and preparation of plans; investigation of other drainage issues, etc.,
- d. Slide repair/geotechnical – emergency or mitigate slide repair investigation and design; preparation of plans for rock fall mitigation projects; drilling and core analysis; other field investigations, etc.,
- e. Construction Engineering & Inspection – inspection and project engineering services for projects developed through the Maintenance Division.,
- f. Policy and Procedure Development – Engineering study and review of process and procedures in development of technical manuals, maintenance standard operating guides, recommendations of best practices for maintenance activities, environmental compliance and asset management of highway infrastructure.,
- g. And emergency disaster relief assistance – Provide support in engineering evaluation of disaster damage to infrastructure; surveying; data collection, etc.

The method of payment shall be cost plus percentage net fee. The item may be withdrawn if anticipated funding does not become available.

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

**Mr. Jerry L. Hatcher, P.E.
Maintenance Division Director
Suite 400, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236**

Or  **Paperless** by submitting electronically by email to:
Charles.King@tn.gov

All letters of interest must be received on or before **4:00 p.m. (Central Time) Wednesday March 9, 2016**. For additional details regarding these items, please contact Mr. Charles N. King at (615) 532-3454 or by email at Charles.King@tn.gov.

Additional information, including an example letter of interest and Prequalification Form (DT-0330, Part 1) can be found at: <http://www.tn.gov/tdot/topic/consultantinfo>. Interested firms without internet access may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov. The letter of interest shall not specifically identify sub-consultant(s), but rather 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 include a valid email address and phone number for the point-of-contact.**

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 and/or presentations. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. 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 and availability of staff.
- c. Demonstrated ability to meet schedules without compromising sound engineering practice.
- d. Evaluations on prior TDOT projects, if available.
- e. Size of prior TDOT projects.
- f. Amount of work under contract with TDOT.
- g. Whether the consultant can perform the work efficiently without compromising sound engineering practice.
- h. Other factors approved by the applicable Chief.

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>.

John C. Schroer
Commissioner

JCS/JLH/CNK

