

**NOTICE TO ENVIRONMENTAL SERVICES FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

October 6, 2017

Environmental Division – Archaeology Section

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional environmental services firms for on-call Archaeology services described below. A total of eight (8) contracts may be awarded.

Contract Term, Maximum Contract Amount, and Method of Payment:

The contract term shall be five (5) years. Each agreement shall be effective as of April 1, 2018, and shall terminate March 31, 2023, except to the extent necessary to allow completion of previously issued work orders. New work orders will be issued only within the first three (3) years.

The initial contracts shall be \$1,125,000 each. The contract ceiling may be increased, as needed, but in no event shall the contract exceed \$1,700,000.

The method of payment for each contract will be cost plus fixed fee.

Required Scope of Services:

1. All archaeological services and activities necessary to conduct archaeological surveys, testing, and data recovery investigations, meeting state and federal laws, regulations, and permit requirements.

Letter of Interest Requirements; Contact information:

Firms may request consideration by submitting a letter of interest addressed to **Ms. Susannah Kniazewycz, Director, TDOT Environmental Division, Suite 900, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243**. Letters must include a one to three page attachment that (1) briefly addresses how the firm meets the minimum criteria of the Phase I Evaluation; and (2) indicates if any sub-consultants are anticipated to perform a portion of the work. The letter of interest shall not specifically identify sub-consultant(s), but rather indicate the scope of services anticipated to be completed by sub-consultant(s). All firms must be pre-qualified or have a completed prequalification form filed with the Department prior to the deadline for the letters of interest.

Letters of interest must also include the following information: **point of contact, telephone number and a valid email address**. Submittals must be provided in .pdf format and submitted in person on CD or by email to TDOT.Env.BusinessServices@tn.gov. All letters of interest must be received by the Environmental Division on or before **4:00 p.m. (Central Time), October 20, 2017**.

Prequalification procedures, an example letter of interest, a list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at <http://www.tn.gov/tdot/topic/consultantinfo>. Interested firms may also obtain this information by calling Mr. Mike Cook at (615) 253-9917 or by email at TDOT.Env.BusinessServices@tn.gov.

For additional details regarding the services requested in this notice, please contact Mr. Mike Cook at (615) 253-9917 or by email to TDOT.Env.BusinessServices@tn.gov.

Phase I Evaluation:

The Department will evaluate the current DT-330 Part I Prequalification Statements on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and/or presentations. **To be considered, a prospective firm must provide documentation demonstrating that it meets all of the following minimum criteria:**

- a. Maintenance of a full-time, permanently employed staff of Principal Investigators and Field Directors that meet or exceed the U.S. Secretary of the Interior's Professional Qualifications Standards for Archaeology **and** the Tennessee State Historic Preservation Office's minimum qualifications for conducting archaeological resource management studies in Tennessee; and
- b. Experience conducting Phase I surveys, Phase II testing, and Phase III data recovery investigations in support of the National Historic Preservation Act (provide a list of **no more** than five (5) example projects)

Phase II Evaluation:

The Department will evaluate the submitted DT-330 Part II Contract Specific Questionnaire on the following criteria (relative weight):

- a. Performance on past archaeological projects conducted in support of the National Historic Preservation Act. (40%);
- b. Firm capabilities and subject matter expertise (20%);
- c. Firm experience conducting archaeological projects in support of the National Historic Preservation Act (15%);
- d. Staff qualifications and experience conducting archaeological projects in support of the National Historic Preservation Act. (15%); and
- e. Participation of qualified and certified Disadvantaged Business Enterprise sub-consultants (10%).

Phase III Evaluation:

From the list of firms determined by the Consultant Evaluation Committee to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference. Contracts will be awarded to the eight (8) top-ranked firms.

Work Orders:

Individual work order assignments will be made on qualifications based criteria that may include, but are not limited to:

- a. Consultant availability to perform the work;
- b. Qualifications of the consultant to perform the work specific to the work order; and
- c. Specialized expertise specific to the work order.

Equal Opportunity Commitment:

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

John C. Schroer
Commissioner