

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

October 6, 2017

Environmental Division – Mitigation 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 Mitigation 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 \$2,500,000. The contract ceiling may be increased, as needed, but in no event shall the contract exceed \$3,750,000.

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

Required Scope of Services:

1. Selecting and planning potential compensatory mitigation sites;
2. Designing and certifying compensatory mitigation plans in accordance with state and federal requirements;
3. Producing right-of-way and construction plans in compliance with TDOT design standards
4. Wetland and stream jurisdictional determinations, delineations, and forms;
5. Conducting detailed stream or wetland assessments;
6. Topographic and boundary surveys;
7. Designing and preparing EPSC plans and SWPPPs;
8. Preparing all components of water quality permit applications;
9. Natural channel design review;
10. Construction oversight; and
11. Post-construction monitoring.

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. Have at least one full-time, Tennessee-Licensed, Professional Engineer having current TDEC Level 1 and TDEC Level 2 certification;
- b. Have at least two full-time staff with degrees in biology, ecology, or a related field, with at least 5 years of experience in stream and wetland ecology;
- c. Have a minimum of one full-time staff member having successfully completed geomorphologic / NCSD training; and
- d. Have designed at least three compensatory stream mitigation projects within the last five years.

Phase II Evaluation:

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

- a. Firm experience, credentials, and staff qualifications (including QHP) and availability (45%);
- b. Past experience in the required disciplines with TDOT and/or other clients and demonstrated ability to meet schedules without compromising sound professional practices (45%);
- c. Local presence (firm office located within 150 road miles of a TDOT Regional Office) (5%); and
- d. Participation of qualified and certified Disadvantaged Business Enterprise sub-consultants (5%).

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