

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

**October 6, 2017**

**Environmental Division – Environmental Permitting 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 Environmental Permitting 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 contract amount shall be for \$1,500,000. The contract ceiling may be increased, as needed, but in no event shall the contract exceed \$2,250,000.

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

**Required Scope of Services:**

1. Development and review of water quality permit applications and Storm Water Pollution Prevention Plans (SWPPPs);
2. Development and review of stream and wetland mitigation and natural channel design plans;
3. Preparation and review of Erosion Prevention and Sedimentation Control (EPSC) plans; and
4. Inspection, evaluation, and recommendation of EPSC measures.

**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](mailto: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](mailto: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](mailto: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 an in-house, Tennessee-Licensed, Professional Civil Engineer with three (3) years of EPSC plans and SWPPP development experience, two (2) years of EPSC BMP inspection experience, current Tennessee Department of Environment and Conservation (TDEC) Level 1 (Fundamentals of Erosion Prevention and Sediment Control for Construction Sites) training, and either TDEC Level 2 (Design Principles for Erosion Prevention and Sediment Control for Construction Sites) or current Certified Professional in Erosion and Sediment Control (CPESC);
- b. Maintain a minimum of two (2) full-time staff having TDEC Level 1 certification, and Level 2 certification or CPESC;
- c. Have successfully applied for and received water quality permits (e.g., TDEC Aquatic Resource Alteration Permit, U.S. Army Corps of Engineers Section 404 Permit, TVA 26a Permit) for three (3) linear or transportation projects in Tennessee (e.g., utility lines or state, county, or city roadway systems, etc.) within the last five (5) years; and
- d. Have successfully developed a SWPPP in Tennessee that received a NPDES General Permit for Discharges of Stormwater Associated with Construction Activities (CGP) for three (3) linear or transportation projects within the last five (5) years.

Note: For (a) and (b), please include all license numbers, where applicable. All licenses must be active. For (c) and (d), when listing permits obtained, please include the permit number issued by the regulatory agency or if a TDOT project, the project PIN. In addition to the discipline specific factors noted above, evaluations on prior TDOT projects, if available, may be considered.

#### **Phase II Evaluation:**

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

- a. Staff credentials, qualifications, and availability (including PE, Level 1, Level 2, CPESC, and OSHA 10 hour training, etc.) (30%);
- b. Years of experience in required disciplines with TDOT and/or other clients (20%);
- c. Number of projects where water quality and NPDES permits were obtained (25%);
- d. Evaluations on prior TDOT projects, if available (10%);
- e. Technology capabilities (GPS/GIS, Database, Micro Station, Microsoft Office Suite, Adobe) (5%);
- f. Local presence (firm office located within 150 road miles of a TDOT Regional Office) (5%); and
- g. 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 six (6) 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