

**NOTICE TO CONSULTANT ENGINEERING FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**Freight and Logistics Division
January 31, 2020**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain professional engineering consulting firms to provide Engineering and Design Related Services under "Brooks Act" qualifications-based selection procedures for the scope of services described below:

Item 1. Railroad crossing safety improvement projects

Diagnostic team reviews; coordination with railroad companies and local governments; develop plans, specifications, and cost estimates; technical studies; and construction engineering inspections.

Item 2. Railroad crossing data collection

Collect inventory data on signs, signals, and other railroad crossing attributes; crossing surface surveys; vertical/horizontal alignment surveys; traffic studies; and school bus route surveys.

Item 3. Railroad track and bridge projects

Develop plans, specifications, and cost estimates; technical studies; and construction engineering inspections.

Item 4. Railroad track and bridge data collection

Perform railroad track condition assessments; perform railroad bridge inspections; and calculate bridge load ratings.

Contracts:

Up to five (5) on-call contracts shall be awarded initially in the amount of one million dollars (\$1,000,000) each and will run for a period of four (4) years. The contract ceiling may be increased, as needed, but in no event shall the contract ceiling exceed two million dollars (\$2,000,000). Work orders will be issued only within the first two (2) years, with an additional two (2) years to complete all work orders.

Work Orders:

Work orders will be generated on an as-needed basis to describe the scope of work required for specific projects. Individual work order assignments will be made on qualifications-based criteria that may include, but are not limited to:

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

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

Daniel Pallme
Assistant Chief of Environment & Planning Bureau/Freight & Logistics Director
James K. Polk Building, Suite 900
505 Deaderick Street
Nashville, TN 37243
TDOT.RailAdmin@tn.gov

All letters of interest shall be submitted electronically and received on or before **4:00 P.M. (Central Time) Friday, February 21, 2020**. All subsequent responses and files shall be submitted electronically. For additional details, please contact Mr. Erik Andersen by phone at (615) 253-1043 or by email at Erik.Andersen@tn.gov. The letter of interest shall not specifically identify the sub-consultant(s), but rather indicate the scope of services anticipated to be completed by any sub-consultants. **All firms must be prequalified or have a completed prequalification form filed with the Department prior to the deadline for the letters of interest.** Please note that prime consultants must have UNLIMITED prequalification and sub-consultants shall be prequalified to perform the specific tasks required. Please include a valid email address and phone number for the point-of-contact in your letter of interest.

Prequalification procedures, example letters of interest, a list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information for consultants can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested parties may also obtain this information from Ms. Chris Smotherman by phone at (615) 741-4460 or by email at Christine.Smotherman@tn.gov.

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://www.tn.gov/tdot/civil-rights/small-business-development-program/small-business-development-program-dbe-faqs.html>.

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:

- i. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes)
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes)
- iii. Qualification Type: UNLIMITED

Phase II Evaluation:

All files for Phase II proposals shall be submitted and sent electronically. For firms submitting proposals (Part II of the DT-0330 form) during Phase II evaluation, the criteria that will be considered are:

Criteria	Relative Weight
a. Team organization, capability, work experience, and technical approach (Section C, D, E, F, G, H & I of Part II of the DT-0330 form)	40%
b. Staff qualification and availability (Section C, D, & I of Part II of the DT-0330 form).	30%
c. Past project performance for TDOT and other clients (Section I of Part II of the DT-0330 form).*	15%
d. Firm workload capacity (Section I of Part II of the DT-0330 form).	10%
e. Conclusion overall summary (2 page maximum) of why your firm should be chosen for this TDOT contract. (Section I of Part II of the DT-0330 form).	5%

*For past project performance documentation, provide one (1) TDOT project final evaluation letter and two (2) other client (i.e. non-TDOT) project final evaluation letters. If no TDOT project final evaluation letters are available, a third other client project final evaluation letter may be submitted instead.

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 top-ranked firms (up to 5 contracts).

Clay Bright
 Commissioner
 CB/PDD/DP/EA