

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

**Local Programs Development Office
Program Development and Administration Division**

December 30, 2014

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of a professional engineering firm to perform engineering oversight and project management services on various projects for the Local Programs Development Office as needed on a continuing contractual basis. The contract shall have a term of four (4) years, except as additional time may be needed to complete any existing work orders; however, new work orders will only be issued during the first two (2) years of the contract. The method of payment shall be cost plus net fee or lump sum. The total contract amount shall not exceed \$2,000,000, except by subsequent written amendment to provide additional compensation, as needed, to complete any existing work orders.

The selected firm will be required to perform engineering oversight and project management services on various projects funded under programs administered by the Local Programs Development Office, including but not limited to the Transportation Alternatives Program, Congestion Mitigation and Air Quality (CMAQ) Program, Surface Transportation Program (STP) and Safe Routes to School Program. The types of projects may include, but are not limited to:

1. Pedestrian and Bicycle Facility Projects
2. Landscaping and Scenic Beautification Projects
3. Historic Transportation Building, Structure or Facility Projects
4. Rail Corridor Preservation Projects
5. Scenic or Historic Highway Program Projects
6. Historic Preservation Projects
7. Archaeological Planning and Research Projects
8. Environmental Mitigation Projects
9. Intermodal Port Facility Projects

Qualified firms may submit letters of interest on the following disciplines:

1. Environmental Document Review Responsibilities
2. Design Review Responsibilities, projects will include:
3. Pre-Construction Responsibilities
4. Construction Engineering Inspection (CEI) Oversight Responsibilities
5. Project Management
6. Training and Certification Classes
7. Maintaining and Updating Guidelines and Internet Material

The complete scope of services summary can be found [here](#).

Firms wishing consideration for these services may submit a letter of interest to Mr. Jim Moore, Program Development and Administration Division, James K. Polk Building, Suite 600, 505 Deaderick

Street, Nashville, Tennessee 37243-0334. All letters of interest must be received on or before **4:00 p.m. (CST) Wednesday, February 18, 2015**. The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultants. Any sub-consultants must be pre-qualified by TDOT to perform the specific tasks required. For additional details regarding the services requested in this notice, please contact Ms. Whitney Sullivan at 615-253-1387 or by email at Whitney.Sullivan@tn.gov.

Please include contact person, phone number & email address in letter.

The Department will evaluate the **current pre-qualification 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. New or updated pre-qualification forms must be received **before** the deadline for letters of interest. The factors that will be considered in evaluation of proposals are:

1. Ability and relevant expertise of the firm's personnel to be used in performing the service
2. Past experience in the required disciplines with TDOT and/or other clients
3. Qualification and availability of staff
4. Demonstrated ability to meet schedules without compromising sound engineering practice
5. Evaluations on prior TDOT projects , if available
6. Size of project and limited or unlimited pre-qualification status
7. Amount of work under contract with TDOT

Firms interested in pre-qualifying with the Department of Transportation shall submit the appropriate prequalification forms to Ms. Christine Smotherman at (615) 741-4460 or by email at Christine.Smotherman@tn.gov. Additional information regarding prequalification procedures, example letter of interest, list of pre-qualified firms and Disadvantaged Business Enterprises (DBEs), TDOT's "Standard Procurement Policy for Engineering and Technical Services" and additional information can be found at www.tdot.state.tn.us/consultantinfo.htm.

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-owned 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 <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

John C. Schroer
Commissioner
JCS/WS