

**NOTICE TO CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR LETTERS OF INTEREST  
MATERIALS AND TESTS DIVISION – GEOTECHNICAL ENGINEERING SECTION  
OCTOBER 29, 2021**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer seeks to retain the services of two (2) professional engineering consulting firms to provide expertise in unstable slope mitigation services, geotechnical engineering services, and engineering geology services.

The contracts shall be issued under the following item numbers:

**Item No. 1** (One Contract)

Item No. 1 shall include unstable slope mitigation services, geotechnical engineering services, and engineering geology services for various projects throughout TDOT Region 1.

**Item No. 2** (One Contract)

Item No. 2 shall include unstable slope mitigation services, geotechnical engineering services, and engineering geology services for various projects throughout TDOT Region 2, Region 3, and Region 4.

The method of payment for the contract shall be cost plus fixed fee. The fixed fee will be based on the actual labor costs per individual work order rather than the estimated labor costs used for the basis of the agreement. The initial contract amount will be established at \$2.4 million. Each contract shall have a term of five (5) years, but work orders will only be issued during the first four (4) years. The contract may be amended to increase the contract ceiling, but in no event shall the maximum contract amount exceed \$3.0 Million.

**Scope of Services**

**Work Orders**

Individual work order assignments will be made for each service requested.

**Description**

Upon the issuance of a work order, the consultants shall provide professional engineering services within the selected region(s) to assist with TDOT's Unstable Slope Program, including unstable slope mitigation services, geotechnical engineering services, and engineering geology services. The scope of work shall include the following:

- a) Assessment or reassessment of potential unstable slopes;

- b) Review of existing unstable slope mitigation recommendations, reports, and memos, if applicable, to determine if recommendations are still valid, and provide updated mitigation recommendations if warranted; and
- c) Prepare mitigation reports for unstable slope sites, based on their rating.

The scope of work may also include the following on-call services:

- a) Assessment of TDOT's current rockfall slope hazard inventory (e.g., fences, drapery, anchors, etc.) existing throughout selected region(s);
- b) Assessments of rockfall, landslide and slope failure projects;
- c) Analysis, engineering and plans development of emergency rockfall, landslide and slope failure projects; and
- d) Assistance to the TDOT Geotechnical Engineering Section in the development of TDOT policies and procedures.

### **Schedule**

A schedule will be established for each work order issued under the contract on an individual basis.

### **Deliverables**

All documentation associated with each work order shall be submitted to the TDOT-Geotechnical Engineering Section as detailed in the work order. All documents shall be submitted electronically, and all plans' sheets shall be signed using a verified digital signature.

### **Technical Requirements**

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of unstable slope mitigation services, geotechnical engineering services, and engineering geology services. These include, but are not limited to: TDOT's current Geotechnical Guidelines, TDOT's current Rockfall Management Program document, Rockfall Management System for Tennessee Final Project Report (Dated December 2007), NHI Course No. 130220 Publication No. FHWA SA-93-057 "Rockfall Hazard Rating System", NHI Course No. 130219 Publication No. FHWA SA-93-085 "Rockfall Hazard Mitigation Methods", TRB Rockfall: Characterization and Control, Standard Specifications, TDOT's Construction Circular Letters, Construction TDOT's Special Provisions, TDOT's Instructional Bulletins, and TDOT's Standard Drawings.

### **Letters of Interest**

Firms may request consideration by submitting a letter of interest. One or more items may be listed on one letter. The letters of interest shall be submitted by **email** to:

For Immediate Release  
October 29, 2021

**Geotechnical Engineering Section**  
**Materials and Testing Division**  
[TDOT.Geotech@tn.gov](mailto:TDOT.Geotech@tn.gov)

All letters of interest must be received on or before **12:00 p.m. (Central Time) November 15, 2021**. For additional details regarding these projects, please contact Mr. Travis Smith at (615) 350-4136 or by email at [Travis.W.Smith@tn.gov](mailto:Travis.W.Smith@tn.gov).

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the letters of interest. Additional information, including the Prequalification Form (DT-0330, Part 1), and an example letter of interest can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms without internet access may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). The letter of interest shall not specifically identify sub-consultant(s), but rather shall indicate the scope of services anticipated to be completed by any sub-consultant(s). The sub-consultant shall be a firm that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please include a valid email address and phone number for the point-of-contact.

### **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:

- a. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes– Part I of the DT-330 Form);
- b. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes – Part I of the DT-330 Form); and
- c. Qualification Type: UNLIMITED.

#### **Phase II Evaluation**

For firms submitting proposals (DT-0330 Part 2) during Phase II evaluation, the criteria that will be considered are:

<b>Criteria and Relative Weights</b>		
i.	Team Capability (Section C, D, E, F, & G of Part II of the DT-0330 form)	20%
ii.	Past Work Experience in the required disciplines (Section E, F, & G of Part II of the DT-0330 form)	20%
iii.	Relevancy of Prior Projects (Section E, F, & G of Part II of the DT-0330 form)	15%
iv.	Staff Qualification and Availability (Section C, D, F & G of Part II of the DT-0330 form)	20%
v.	Technical Approach (as explained in Section I of Part II of the DT-0330 form)	25%

Following Phase II evaluation, at least three (3) firms deemed most qualified by the Consultant Evaluation Committee will be recommended to the Commissioner in alphabetical order for Phase III evaluation for each on-call contract. In instances where only two (2) qualified consultants respond with proposals for a contract, the Department may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

### **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. One (1) contract will be awarded to the top firm for each item number.

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 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 the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>

Clay Bright  
Commissioner