

**NOTICE TO CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR LETTERS OF INTEREST  
(Maintenance Division)**

**August 21, 2019**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm to provide expertise on a project as described below. The method of payment shall be cost plus fixed fee. This item may be withdrawn if anticipated funding does not become available.

**Project Description**

The awarded firm will assist the Maintenance Division with the development of functional requirements or technical specifications for a new maintenance management system (MMS). The awarded firm will be expected to support the TDOT MMS team with this effort by performing several tasks including but not limited to the following:

- a. Review of TDOT's current MMS related business processes and current MMS application functionality.
- b. Review of TDOT's preliminary framework of MMS functional requirements.
- c. Identification of state DOT's or other government agencies that have recently developed MMS functional requirements.
- d. Reporting of MMS development best practices and "lessons learned" from state DOT's or other government agencies.
- e. Identification and reporting of essential MMS application capabilities and requirements.
- f. Development and delivery to TDOT of MMS functional requirements in a format as directed by the Department that can be utilized as part of a future RFP for procurement of a MMS system.

The awarded firm will not be eligible to respond to or participate with a future RFP MMS system as a prime consultant or sub-consultant.

Firms may request consideration by submitting a letter of interest by email to [jerry.hatcher@tn.gov](mailto:jerry.hatcher@tn.gov) or by mailing it to:

**Mr. Jerry L. Hatcher, P.E.  
Maintenance Division Director  
Suite 400, James K. Polk Building  
505 Deaderick Street  
Nashville, Tennessee 37243-0236**

All letters of interest must be received either by standard mail or electronically by email on or before **4:00 p.m. (Central Time) Wednesday September 4, 2019**. For any questions or requests for additional details, please contact Mr. Jerry Hatcher at (615) 741-2027 or by email at [jerry.hatcher@tn.gov](mailto:jerry.hatcher@tn.gov). All firms, including sub-consultants, must be prequalified or have a completed prequalification form filed with the Department by the deadline for the letter of interest. Additional information, including an example letter of interest and Prequalification Form (DT-0330, Part 1) can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested may also 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 indicate the scope of services anticipated to be completed by any sub-consultants. The sub-consultant shall be one 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 in your letter of interest.**

### **Phase I Evaluation**

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. Please note: New or updated pre-qualification forms must be received before deadline for letters of interest. The factors that will be considered in Phase I:

- a. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes)
- b. Staff capabilities of prime consultant: Employees by Disciplines (local office staff in relevant Function Codes)
- c. Demonstrated ability to meet schedules without compromising sound engineering practice.
- d. Evaluations on prior TDOT projects, if available.
- e. Prequalification Type: UNLIMITED
- f. Workload capacity: amount of work under contract with TDOT.

### **Phase II Evaluation**

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

- a. Team experience, credentials, staff qualifications, and certifications - 55%
- b. Relevant experience and working knowledge of MMS applications - 40%
- c. Performance Evaluations on prior TDOT projects, if available - 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 for each item.

TDOT will negotiate with the firm(s) deemed to be most highly qualified in rank order. Before the invitation of a cost proposal is made, a mutual understanding of the scope of work will be established with the prospective consultant.

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. 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-fags.html>.

Clay Bright  
Commissioner

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