

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**March 12, 2021
(Asset Management Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in a **continuing contractual basis for a period of five (5) years** as described below. It is the intent of TDOT Asset Management Division to award four (4) contracts. The maximum allowable contract amount will be five million dollars (\$5,000,000).

Each awarded consultant may be called upon to provide services, either entirely in-house or with a team of sub-consultants with the appropriate experience. The method of payment shall be cost plus fixed fee. The letters of interest shall indicate the scope of services to be provided by any sub-consultant. The scope of work will include but not be limited to:

- a. Asset Management – the provision of professional engineering services relative to asset management, to include MMS Maintenance Rating Index QA/QC reviews; inventory verification; Maintenance Level of Service Analysis; Asset Life Cycle Cost Analysis, Asset Trade-off Analysis and Optimization; Transportation Asset Management Plan development, analysis, and modification; and related studies
- b. Facilities Engineering – engineering and design services relative to the TDOT County, District and regional facilities, rest areas, welcome centers, and weigh scale facilities, to include modifications; water and/or waste water system improvements; parking lighting; landscaping; refurbishing of facilities; survey; preparation of plans; environmental testing/analysis, electrical, plumbing and HVAC modifications, salt shed or small building design
- c. Marine Transportation Assets – survey, investigation, study of use, design, and preparation of plans for specialty assets, such as ferries, landings, and other marine transportation functions
- d. Small Structure Design – survey, design, and preparation of plans; investigation of other drainage issues
- e. Rockfall and Landslide Repair – engineering and geotechnical services, to include emergency and/or mitigate slide repair investigation and design; preparation of plans for rock fall mitigation projects; drilling and core analysis; other field investigations
- f. Construction Engineering & Inspection – inspection and project engineering services for projects developed through the Asset Management Division
- g. Policy and Procedure Development – engineering study and review of process and procedures in development of technical manuals, maintenance standard operating guides, recommendations of best practices for maintenance activities, environmental compliance, and asset management of highway infrastructure
- h. Emergency disaster relief assistance – provide support in engineering evaluation of disaster damage to infrastructure, to include services such as surveying, data collection, and federal reimbursement documentation

For each discipline, individual work order assignments will be made based on qualifications-based criteria that may include, but are not limited to:

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

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of the services. These include, but are not limited to: TDOT's [Standard Specifications](#), TDOT's [Construction Circular Letters](#), TDOT's [Standard Operating Procedures](#), TDOT's [Field Operations Training](#), [Construction Special Provisions](#), AASHTO Policy on Geometric Design of Highways and Streets (Green Book), [National Pollutant Discharge Elimination System \(NPDES\) Permit, Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration, Contractor Employee Safety and Health Program](#), TDOT Policy 355-01 (Approval of Construction Change Orders and Force Account Work), TDOT's Design Guidelines, TDOT's Drainage Manual, TDOT's Instructional Bulletins, and TDOT's Standard Drawings.

Firms may request consideration by submitting a letter of interest electronically by email only at Timothy.Colvett@tn.gov. The letter shall be addressed to:

Mr. Timothy Colvett, P.E.
Asset Management Division
Suite 400, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236

All letters of interest must be received on or before **4:00 p.m. (Central Time) March 26, 2021**. For additional details regarding this advertisement, please contact Mr. Timothy Colvett at (615) 982-0638 or by email at Timothy.Colvett@tn.gov.

All firms must be prequalified 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/currentads.html>. Interested firms without internet access may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or 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 pre-qualified 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 firms that 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 (Part I of DT-0330 form) - annual average revenue for last 5 years in relevant Profile Codes.

- ii. Staff capabilities of prime consultant:
Employees by Disciplines (Part I of DT-0330 form) - Local office staff in relevant Function Codes)
- iii. Prequalification Type: UNLIMITED

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:

Criteria and Relative Weights	
i. Team capability and work experience (Section C, D, E, of Part II of the DT-0330 form).	35 %
ii. Past Experience in Required Disciplines (Section F, G of Part II of the DT-0330 form).	25 %
iii. Staff qualification and availability (Section I: Staffing/Certification Matrix).	15%
iv. Workload capacity, including the amount of work under contract with TDOT.	20 %
v. Past performance evaluations on Asset Management Projects, if available.	5 %

Following Phase II evaluation, the six* (6) firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where fewer than six (6) qualified consultants respond with proposals, 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 CEC to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference. TDOT will negotiate with the firm(s) deemed to be most highly qualified in rank order. Before work authorizations or invitation of cost proposals are made, a mutual understanding of the scope of work and all technical and administrative requirements of each proposed undertaking 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 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:

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

Clay Bright
Commissioner

CB/TC