

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST
December 3, 2020
(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 engineering services as described below. It is the intent of TDOT Asset Management Division to retain two consultants to provide the services listed on an on-call basis for a period of three (3) years. The maximum allowable contract amount will be three million dollars (\$3,000,000) per three-year contract.

Each awarded consultant may be called upon to provide each service, 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 may include but not be limited to:

- Falling-Weight Deflectometer (FWD) Testing;
- Pavement Cores;
- Ground-Penetrating Radar (GPR); and
- Estimated Value and Reporting of Pavement Structural Capacity.

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.

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

**Mr. Mark Woods, P.E.
Asset Management Division
505 Deaderick Street, Suite 400
Nashville, Tennessee 37243-0236**

All letters of interest must be received on or before **4:00 p.m. (Central Time) December 17, 2020**. For additional details regarding this advertisement, please contact Mr. Mark Woods at (615) 532-3622 or by email at Mark.Woods@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the TDOT by the deadline for Letters of Interest. Additional information, including an example letter of interest and Prequalification Form (DT-0330, Part 1) can be found at: <http://www.tn.gov/tdot/topic/consultantinfo>. 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 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 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-330 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-330 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, F, & G of Part II of the DT-0330 form).	35 %
ii. Staff qualification and availability (Section H: Staffing/Certification Matrix).	35 %
iii. Technical approach (as explained in Section H of Part II of the DT-0330 form).	15 %
iv. Workload capacity, including amount of work under contract with TDOT.	10 %
v. Past performance evaluations, if available.	5 %

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

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. The Department will negotiate with the two firm(s) deemed to be most highly qualified.

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/small-business-development-program-staff/dbe-application.html>.

Clay Bright
Commissioner

CB/jlh