

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

**May 20, 2026  
(Right-of-Way Division)**

The Tennessee Department of Transportation (TDOT) seeks to retain the services of professional engineering consulting firms to provide expertise in **engineering services** as described below. The method of payment shall be **cost plus fixed fee**. Fixed fee is calculated using the following formula: Fixed fee = (Direct salary + Overhead based on the most recently approved field and/or office indirect cost rate) x (fixed fee rate as determined by the Fixed Fee Calculator). Payment of the fixed fee will be based on the actual labor costs rather than the estimated labor costs used for the basis of the agreement.

Items may be withdrawn if anticipated funding does not become available.

**Item No. 1**

**Project Description and Location:**

Provide **on-call engineering** services on various TDOT projects (4 contracts).

**Schedule and Ceiling:**

The awarded contract(s) shall run for a period of **five (5) years**, and all services must be completed within this contract term except as additional time may be needed to complete a previously issued work order. New work orders will be issued only within the first four (4) years. The total dollar amount for each contract that will be awarded under this advertisement is **\$500,000.00**

**Scope of Services:**

Shall include but not be limited to comprehensive utility coordination, engineering support, and construction risk management services for transportation projects involving electric power, communications, gas/oil, water, and sewer systems. Services include utility coordination and inspections; review and preparation of relocation plans, schedules, cost estimates, and specifications; collection and analysis of utility cost data; subsurface utility engineering (SUE) and geophysical testing; constructability and schedule assessments; conflict identification and resolution; utility deconfliction and relocation support; preparation of roll plots and documentation; workshop and training support; and assistance with permits, easements, phasing, temporary relocations, and preconstruction development activities to ensure successful project delivery and minimize construction impacts.

When applicable in the scope of services, a consultant may assist in evaluating certain goods and services and making recommendations to the State under the services provided. Under no circumstances may a professional services contract be utilized to procure goods, services, or assets for use by the State that are not project related and/or required for the performance of engineering and design related services, including software and hardware.

When support services are anticipated in the performance of a consultant contract, they may include providing the appropriate level of staff as outlined by disciplines defined in scopes of

services generated under this contract. It is expected that the scope of work for these future work orders may require the selected consultant to make some of their staff available on-site within TDOT Headquarters and/or the regional offices as required.

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

Firms may request consideration by submitting a letter of interest. The letters of interest shall be **no more than three pages**. All letters of interest must be submitted electronically (PDF format) to Erin Rakus with “**Right-of-Way On-Call Engineering Services**” in the subject line of the email.

	Deadline
Primary Contact: Erin Rakus	<a href="mailto:TDOT.PSAdvertisements@tn.gov">TDOT.PSAdvertisements@tn.gov</a> (615) 253-3997
Questions	May 29, 2026, 4:00 pm (CST)
Letter of Interest	June 8, 2026, 4:00 pm (CST)
Phase I Selection Results	June 26, 2026(Anticipated)
Requests for Proposals	Determined at Notice of Selection

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the first submission deadline. **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.** Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. Prequalification procedures, example letter of interest, list of prequalified firms and DBE’s, TDOT’s standard procurement policy, and additional information, including the Prequalification Form ([DT-0330, Part I](#)), can be found at: [Consultant Information \(tn.gov\)](#). 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** (DT-0330 Part I) on file and the letters of interest and choose firms who would make viable candidates from which to invite proposals. The factors that will be considered in the Phase I evaluation will include:

- a) **Firm Overview:** summary of the firm and its capabilities relevant to this project.
- b) **Project Fit:** A short explanation of what makes the firm uniquely qualified for this work.
- c) **Qualification 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 (Sections C, D, E, F, & G).	20 %
ii. Past work experience in the required disciplines (Sections E, F, & G).	35 %
iii. Staff qualification and availability (Section I: Staffing/Certification Matrix).	30%
iv. Past performance evaluations on Utility Coordination, if available, on file with TDOT.	15 %

Section E shall be no more than **15** pages. Section F shall include no more than **10** projects. No other page limits are set for this advertisement.

Following Phase II evaluation, a number of firms no less than two\* greater than the number of contracts being awarded, and that are deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner for each Item listed above in alphabetical order for Phase III evaluation.

\* In instances where less than the minimum required number of qualified consultants respond with proposals, or where the evaluated proposals do not result in a sufficient number of qualified firms, 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 for each item .

#### **Post Selection**

TDOT will then 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 and all technical and administrative requirements of the proposed undertaking will be established with the prospective consultant. This may be done by conference, phone, or correspondence as determined appropriate by TDOT. Instructions will be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

In cases where multiple firms are selected for on-call contracts, TDOT will determine the assignment of work orders on the basis of qualifications, including but not limited to the nature of the work, firm qualifications, performance history, workload capacity, and availability. TDOT may request additional information or proposals as necessary prior to issuing a work order.

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 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 or the following website:

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

Will Reid, P.E.  
Commissioner

WWR/MH/ER  
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