

**NOTICE TO CONSULTANT RIGHT-OF-WAY UTILITY COORDINATION SERVICES FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

April 18, 2019

(RIGHT-OF-WAY DIVISION)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of **four (4)** professional engineering consultant firms for the performance of utility coordination services on a continuing contractual basis as described below.

Each contract shall have a maximum contract amount of **\$2,000,000.00**. Each contract shall have a term of five (5) years but work orders will only be issued during the first two (2) years. The method of payment shall be lump sum under each work order.

Utility Services Contract Scope

The consultant may be requested to perform professional engineering services pertaining to utility installations and relocations, including but not limited to the following:

- a) Utility design services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems;
- b) Utility coordination services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems;
- c) Inspection services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems;
- d) Preparation of utility relocation cost estimates;
- e) Collection, analysis, and maintenance of data pertaining to average regional utility relocation and engineering costs;
- f) Preparation of TDOT utility relocation plans for contract assembled from the utility-submitted relocation plans;
- g) Review and analysis of utility relocation plans, estimates, work schedules and specifications;
- h) Workshop/training support as necessary for TDOT and utility staff; and
- i) Subsurface Utility Engineering (SUE).

Schedule:

Schedules for services will be established by work order.

Deliverables

All documentation associated with work orders for Utility Engineering Services shall be submitted to TDOT as needed. Specific project documentation will be required to be electronically archived in the Department Integrated Right-of-Way Information System (IRIS) application.

Firms may request consideration by submitting a letter of interest to:

Mr. Jeff Hoge, Director
Right-of-Way Division, Suite 600
James K. Polk Building, 505 Deaderick Street,
Nashville, Tennessee 37243-0337
(Phone 615.741.3196)

Or electronically by email to:
TDOT.HQ.ROW@tn.gov
("Utility Letter of Interest" in subject line)

For additional details or questions, please contact

Mr. Joe Shaw
(Phone 615.741.2891) or Email: joe.shaw@tn.gov

All letters of interest must be received on or before **4:00 P.M. (Central Time), Friday, May 17, 2019.**

Technical Requirements

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of Utility Coordination services. These include, but are not limited to: TDOT’s Utility Instructional Bulletins (UIB), TDOT’s [Standard Specifications](#), TDOT’s [Construction Circular Letters](#), [Construction Special Provisions](#), [National Pollutant Discharge Elimination System \(NPDES\) Permit](#), [Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration](#), and [Contractor Employee Safety and Health Program](#).

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/prequalified-consultant-form.html>.

The letter of interest shall 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 note: New or updated prequalification forms must be received before deadline for Letters of Interest. Additional prequalification procedures, prequalification forms, current “Standard Procurement Policy for Engineering and Technical Services”, and additional information can be found at: https://www.tn.gov/content/dam/tn/tdot/business/1_TDOT_Policy_301-01_Consultant_Procurement_Effective_11-01-16.pdf.

Interested consultants without internet access may obtain this information by contacting Ms. Christine Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov

Evaluation Process

Phase 1 Evaluation

The Department will evaluate the current DT-0330 Part 1 Pre-Qualification Statements on file for those submitting letters of interest and choose several consultants who would make viable candidates from which to invite proposals. The criteria that will be considered in Phase I are:

- a) Work experience in the required disciplines with TDOT and/or other clients;
- b) Staff capabilities of prime consultant; and
- c) Specialized expertise.

Phase 2 Evaluation

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

Criteria and Relative Weights		
Based on Total Firm Strength (Based on DT-0330 Pt. 1)	a) Prequalifications in the following utility-related disciplines: Water, Sewer/Sanitary, Gas/Oil Distribution, Gas/Oil Transmission, Electric Distribution, Electric Transmission, Communications, SUE.	10%
	b) Total Number of Employees.	10%
	c) Revenue Index specific to the following utility-related disciplines: Communications Systems, Construction Management, Construction Survey, Cost Estimating Engineering Analysis, Electrical Studies & Design, Erosion Prevention, GIS: Development Analysis, Highway/Streets/Airfield, Land Survey, Lighting, Planning, Roadway Design, Seismic Design, Sewage Collection/Treatment, Structural Design, Surveying/Platting/Mapping, Storm Water Management, Testing & Inspection, SUE, Utility Design/Coordination/Inspection.	10%
	d) Total Number of Employees in the following utility-related disciplines: Civil Engineers, Inspectors, Managers, Cost	10%

	Engineers/Estimators, Communications Engineers, Mechanical Engineers, Electrical Engineers, Sanitary Engineers, Specifications Writers, Value Engineers.	
Based on Strength of Staff Working on Work Advertised (Based on DT-0330 Pt. 2)	e) Assigned Staff education: degrees held in engineering/construction.	20%
	f) Average of Assigned Staff years of experience in engineering/construction.	20%
	g) Assigned Staff qualifications specific to the following utility-related disciplines: Water, Sewer/Sanitary, Gas/Oil Distribution, Gas/Oil Transmission, Electric Distribution, Electric Transmission, Communications, SUE.	20%

Following the Phase 2 evaluation, the **six* (6)** firms deemed most qualified by the Consultant Selection Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase 3 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 3 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.

Work Orders

Consultant selection for work orders will be determined by:

- a) Consultant availability to perform the work;
- b) Qualifications of the consultant to perform the work specific to the 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 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: https://www.tn.gov/tdot/tdot-construction-division/const-div-main-lnav-civil-rights_rd.html

Clay Bright
Commissioner