

**NOTICE TO CONSULTANT ENGINEERING FIRMS  
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**March 27, 2023**

**Roadway Design Division**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity and Affirmative Action Employer, is seeking to retain the services of a professional engineering consulting firms contract to provide engineering and design-related services for the Roadway Design Division on an on-call basis as described below.

**Item No. 1**

On-call contract for the development of standard guidance for implementing and obtaining SUE (Subsurface Utility Engineering) and performing Utility Deconfliction as formal steps in the project development process consistent with Federal and State programs and objectives, and industry best practices. The selected firm will be responsible for the development of manuals and/or guidance documents and criteria to be utilized by the HQ Utilities Division and Regional Project Development Division, researching and obtaining information related to the current state of the practice or methods used by other state DOT's, and additional services which may include technical studies for design-related concerns. The method of payment shall be lump sum per work order. If you have questions regarding these services, please contact Mr. Shane Hester at (615-350-4292 or [Shane.Hester@tn.gov](mailto:Shane.Hester@tn.gov)). (1 contract)

**Item No. 2**

On-call contract for the development of standard guidance for sign placement and calculations including the following: placement of signs on new projects, information on each sign (thickness, color, etc.), explanation of how to calculate quantities for signs (including item numbers and footings), and clear connectivity of the use and placement of these signs with the MUTCD manual and Roadway Standard Drawings. All information shall be consistent with Federal and State laws and objectives and industry best practices. The selected firm will be responsible for development of manuals and/or guidance documents and criteria utilized by the TDOT Designers including training. The method of payment shall be lump sum per work order. If you have questions regarding these services, please contact: Mrs. Jennifer Lloyd at (615)741-0809 or [Jennifer.Lloyd@tn.gov](mailto:Jennifer.Lloyd@tn.gov). (1 contract)

Firms may request consideration by submitting a letter of interest to **Mrs. Jennifer Lloyd, P.E., Civil Engineering Director, Roadway Design Division, Suite 1200, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-1402.** **Letters of interest must be submitted by email to [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov) and copy [Anita.Price@tn.gov](mailto:Anita.Price@tn.gov).** Firms will receive an email to confirm receipt of their submittal. All letters of interest must be received by the Roadway Design Division on or before **3:00 p.m. (Central Time) Wednesday, April 12, 2023.** The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultants; however, it is not necessary to specifically identify the sub-consultant(s) to be used. **All firms must be prequalified or have a completed prequalification form filed with the Department by the deadline for the letters of interest.** Prequalification procedures, example letter of interest, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at the following link: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms may also obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or by email at [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). ***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 DT-330 Part I Prequalification Statements on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and/or presentations. The factors that will be considered in the evaluation process will include:

- a. Work experience in the required disciplines: Profile of firm's experience in relevant profile codes;
- b. Staff capabilities of the prime consultant: Employees by Disciplines (Local office staff in relevant function codes); and
- c. Qualification Type: UNLIMITED.

## Phase II Evaluation

For firms submitting proposals (Part II of the DT-330 form) during Phase II evaluation, the Department will consider the following criteria:

- a. Team experience, credentials, staff qualifications and certifications (40%);
- b. Past experience in the required disciplines (analysis of proposals) (40%);
- c. Evaluations on prior TDOT Roadway Design projects, if available (15%); and
- d. Amount of work under contract with TDOT Roadway Design Division, if applicable (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 in order of preference. The contract will be awarded to the top-ranked firm.

These will be a five-year contracts. New work orders will be issued only within the first three (3) years. The initial contract shall be \$1,000,000. The contract ceiling may be increased, as needed, but in no event shall the contract exceed \$5,000,000.

Prequalification procedures, an example letter of interest, a list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at <http://www.tn.gov/tdot/topic/consultantinfo>. Interested firms may also obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or by email at [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

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

Butch Eley  
Commissioner

BE/JL/AP