

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

August 27, 2019

Roadway Design Division

The Tennessee Department of Transportation (TDOT), an Equal Opportunity and Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide various engineering services described below.

Item No. 1

On-call contracts for Field Surveys for various TDOT roadway design projects, Region 1.
(up to 6 contracts)

Item No. 2

On-call contracts for Field Surveys for various TDOT roadway design projects, Region 2.
(up to 6 contracts)

Item No. 3

On-call contracts for Field Surveys for various TDOT roadway design projects, Region 3.
(up to 6 contracts)

Item No. 4

On-call contracts for Field Surveys for various TDOT roadway design projects, Region 4.
(up to 6 contracts)

Item No. 5

On-call contracts for Photogrammetric and Mapping Services (up to 6 contracts)

Required scope of services:

Items 1-4: Required scope of services for On-Call Contracts for Field Surveys: Firms are needed to perform field surveys and other professional surveying related activities on a continuing contractual basis. Professional surveying related activities may include, among other things, specialty services such as LiDAR and SUE. Selected firms may be issued work orders over a **three (3) year** period. Surveys shall be completed and submitted to the Department in Microstation™ and GEOPAK™ file formats in accordance with the TDOT Survey Manual and the Roadway Design Division's Computer Aided Drafting Standards. If you have questions regarding these services, please contact Ms. Melissa Portell at (615)350-4485 or by email at Melissa.Portell@tn.gov.

Item 5: Required scope of services for On-Call Contracts for Photogrammetric and Mapping Services. For program management purposes, selected firms may be issued work orders for photogrammetric and mapping tasks over a **three (3) year** period. All mapping files shall be delivered in Microstation™ file format in accordance with the Department's Computer Aided Drafting Standards. For additional details regarding these services, you may contact Mr. Brandon Webb at (615)741-2875 or by email at Brandon.Webb@tn.gov. The scope of work may include all or part of the following:

- a. Activities necessary for providing digital and analog mapping services including ground control, flight planning, photo acquisition, digital terrain modeling, and topographic mapping;
- b. Photographic production/reproduction services including developing, printing, and scanning to electronic files;
- c. Digital orthographic rectification of photographic images; and
- d. Other related services supporting the production of maps including Light Distancing and Ranging (LiDAR) and other remote sensing services.

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**. All letters of interest must be received by the Roadway Design Division on or before **3:00 p.m. (Central Time) Wednesday, September 11, 2019**. A separate letter of interest must be submitted for each numbered item. Please refer to "Item numbers" (i.e. Item 1, Item 2) in each letter of interest, as each item will be evaluated separately. 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 pre-qualified or have a completed prequalification form filed with the Department prior to the deadline for the letters of interest. Please note that prime consultants must have unlimited prequalification for these services. **Please include a valid email address and phone number for the point-of-contact.**

Work Orders: Individual work order assignments will be made on qualifications-based criteria that may include, but are not limited to:

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

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 that would make viable candidates from which to invite proposals and/or presentations. The factors that will be considered in the Department's evaluation process will include:

- a. Past experience in the required disciplines with TDOT and other clients.
- b. Staff capabilities of the prime consultant: Employees by Disciplines (Local office staff in relevant function codes).

Phase II Evaluation

The Department will evaluate the submitted DT-330 Part II Contract Specific Questionnaire on the following criteria (relative weight):

- a. Firm experience, credentials, and staff qualifications and availability. (40%)
- b. Past experience in the required disciplines with TDOT and/or other clients and demonstrated ability to meet schedules without compromising sound engineering practices. (40%)
- c. Evaluations on prior TDOT Roadway Design projects, if available. (15%)
- 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. Contracts will be awarded to the top-ranked firms (up to 6) for each item number.

These will be five (5) year contracts. New work orders will be issued only within the first three (3) years. The initial contracts shall be \$1,000,000 each. 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 <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.

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>.

Clay Bright
Commissioner

CB/JL/AR/AP