

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

October 16, 2023

(Materials & Tests Division)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm to provide engineering services as described below. It is the intent of TDOT Materials & Tests Division to retain one (1) consultant to provide the services listed on an on-call basis for a period of five (5) years. The maximum allowable contract amount will be one million dollars (\$1,000,000) per three-year contract. No new work orders will be issued after three (3) years.

General Scope of Work

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:

- Structural Beam Fabrication Inspection
 - Steel (per TDOT [SOP 6-2](#))
 - Pre-stressed Concrete (per TDOT [SOP 5-4](#))

Schedule

A schedule will be established for each work order issued under the contract.

Deliverables

All documentation associated with each work order shall be submitted to the TDOT Materials & Tests Division as detailed in the work order. All inspection reports shall be submitted electronically, and shall be signed and certified using a verified digital signature.

Technical Requirements

Technical requirements in applicable standards, guidelines, and policies must be satisfied in the performance of engineering services. These include, but are not limited to: TDOT's Standard Construction Specifications, TDOT's Instructional Bulletins, TDOT's Standard Drawings and TDOT's SOPs.

Letter of Interest

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

**Mr. Matthew Chandler, P.E.
Materials & Tests Division
6601 Centennial Blvd
Nashville, Tennessee 37243**

All letters of interest must be received on or before **12:00 p.m. (Central Time) Wednesday, November 8, 2023**. For additional details regarding this advertisement, please contact Mr. Matthew Chandler at (615)

840.2918 or by email at matthew.chandler@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 I 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 three* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where two or fewer 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 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 firm deemed to be most highly qualified.

Equal Opportunity Commitment

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>.

Butch Eley
Commissioner