

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

May 2, 2018

(Structures Division – Bridge Inspection & Repair)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action employer, seeks to retain the services of professional engineering consulting firms to provide in-house comprehensive expertise in the areas of design of structural repairs and other services as described below. Two (2) contracts will be awarded for each TDOT region, for a total of eight (8) contracts.

Contract Term, Maximum Contract Amount, and Method of Payment:

The contract term shall be four (4) years. Each agreement shall be effective as of September 1, 2018, and shall terminate August 31, 2022, except to the extent necessary to allow completion of previously issued work orders.

The contract ceiling amount shall be \$4,500,000.

The method of payment for these services will be either cost plus fixed fee or lump sum, based on assignment.

General Scope of Services:

On-call structural inspection and repair services will be provided for a four (4)-year duration on a continuing contract basis issuing assignments within each TDOT region by individual work order. Detailed services will include, but not be limited to, site investigations, structural analysis and design, surveying, geotechnical investigations, underwater inspection, bridge, tunnel and ancillary structures inspection, and preparing detailed contract plans for structural design and repair projects. Projects will be various sites across the state as described and listed in the individual work assignments. Additional services include performing hydraulic/scour evaluations and countermeasure design, steel fabrication shop quality assurance (QA) inspection, automated systems, and technical services.

Deliverables and Technical Requirements:

Deliverables include, but are not limited to: Preliminary and final construction plans for bridge and structural design/repair/rehabilitation projects, underwater inspection reports, tunnel inspection reports, documentation and reports for steel fabrication shop QA inspections and documentation and reports for technical services (material testing, soil testing, etc.).

Technical requirements in applicable standards, specifications, guidelines and policies must be satisfied in the performance of engineering and inspection services. These include, but are not

limited to: TDOT Design Guidelines, TDOT Structures Memorandum, TDOT Standard Drawings and AASHTO Specifications.

Letter of Interest Requirements; Contact Information:

Firms may request consideration by submitting a letter of interest to **Mr. Ted Kniazewycz, P.E., Director, Structures Division, Suite 1100 James K. Polk Bldg., 505 Deaderick Street, Nashville, TN 37243-0338**. All letters of interest must be received on or before **4:00 pm (Central Time), May 23, 2018**. The letter of interest must 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, including sub-consultants, must be prequalified or have a completed prequalification form filed with the Department by the deadline for the letters of interest. For additional details regarding the scope of work items, please contact Mr. Thomas Quinn, P.E., at (615)741-8400 or by email at tom.quinn@tn.gov.

Prequalification procedures, example letter of interest, list of prequalified firms and DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address: <http://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. *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 prequalification statements** (DT-330 Part I) on file for those submitting letters of interest and choose several qualified firms who would make viable candidates from which to invite proposals and/or presentations. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. The factors that will be considered in evaluation of proposals are:

- a. Past experience in 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).
- 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 (relative weight):

- a. Past experience in required disciplines with TDOT and/or other clients (40%);
- b. Staff with professional qualifications, education and experience in the required disciplines and availability of staff (35%);

- c. Work load capacity, including amount of work under contract with TDOT Structures Division (15%);
- d. Evaluation on prior TDOT projects, if available (10%).

Following Phase II evaluation, ten firms deemed most qualified by the Consultant Evaluation Committee will be recommended to the Commissioner in alphabetical order for Phase III Evaluation.

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 Department will negotiate with the firm(s) deemed to be most highly qualified in rank order. Contracts will be awarded to the eight (8) top-ranked firms.

Work Order Assignments:

Individual work order assignments will be made based on the Region to which the contract is assigned, and within each Region work order assignments will be made on qualifications based criteria that may include, but are not limited to:

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

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, sex, creed, age, disability, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and/or women-owned firms are encouraged to respond to all advertisements by the Department of Transportation. 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-dbe-faqs.html>.

John C. Schroer
Commissioner