

**NOTICE TO CONSULTANT REAL ESTATE APPRAISERS
REGARDING A REQUEST FOR “LETTERS OF INTEREST”
(RIGHT-OF-WAY DIVISION)**

December 5, 2016

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of consultant real estate appraisers, licensed to conduct appraisals in Tennessee, for the performance of real estate appraisal and related services, as needed, on a continuing contract basis to assist TDOT in its acquisition of right-of-way and disposal of excess land. The contract shall have a term of five years, but work orders will only be issued during the first two years. The method of payment shall be unit price. The total contract amount shall not exceed \$500,000.

“Appraisal and Related Services” may include, but is not limited to, all or parts of the following: Real Estate Appraisal, Real Estate Appraisal Review, Pre-Trial Conference, Deposition, and Court Testimony.

Individual appraisal consultants must be pre-qualified by submittal and approval of a Form DT-1742 before being considered for a Continuous Contract. The Form DT-1742 and helpful information can be found at:

<http://tn.gov/tdot/article/consultantinfo-forms>

Questions concerning contract terms or services to be provided may be directed to Mr. Jim Hagan at 615.741.3332 or Jim.Hagan@tn.gov

Individual consultants may request consideration by submitting a letter of interest to:

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
(Put “Appraisal Letter of Interest” in subject)

All letters of interest must be received on or before **4:00 P.M. (Central Time), Friday, January 6, 2017**

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 this internet address: <http://tn.gov/tdot/article/consultantinfo-forms> . Interested consultants may also obtain this information by contacting Ms. Chris Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov

The Department will evaluate the current DT-1742 Pre-Qualification Statements on file for those individuals submitting letters of interest. The factors that will be considered in the Department’s evaluation process shall include:

- a) Education (general, appraisal, eminent domain).
- b) Real Estate appraisal qualification and experience with TDOT and other clients with emphasis on eminent domain valuation.
- c) Demonstrated ability to perform the work efficiently and meet schedules without compromising sound professional practices and compliance with TDOT’s Guidelines for Appraisers, the Uniform Relocation Assistance and Real Properties Acquisition Policies Act, 42 U.S.C. § 4601, et seq., and USPAP (Uniform Standards of Professional Appraisal Practice).
- d) Evaluations on prior TDOT projects, if available.

The Department’s Consultant Evaluation Committee (CEC) shall recommend the most qualified real estate appraisers to the Commissioner for selection and award of a contract.

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: <http://www.tn.gov/tdot/topic/small-business> .

John Schroer
Commissioner

JS:JH