

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

December 11, 2015

(Materials and Tests Division)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide on-call geotechnical engineering services as described below. The scope of work will include but not be limited to:

- a. geotechnical studies and engineering related primarily to geotechnical site exploration reports for roadways, interchanges, bridges, and earth retaining structures
- b. geotechnical subsurface exploration / drilling
- c. soils and materials laboratory testing
- d. development of CAD construction drawings

Method of payment for the Contract will be cost plus net fee for the engineering manpower services and negotiated unit rate basis for drilling and laboratory services. The initial maximum contract amount will be set at \$1,000,000. The contract may be amended to increase the contract ceiling, but in no event shall the maximum contract amount exceed \$5,000,000. The agreement shall be effective as of the contract execution date, and shall terminate March 31, 2021, except to the extent necessary to allow completion for previously issued work orders. Furthermore, no new work orders shall be issued after September 31, 2020.

Item No. 1

Geotechnical engineering services for various TDOT transportation improvement projects on a continuing five (5) year contractual basis, Region 1.

Item No. 2

Geotechnical engineering services for various TDOT transportation improvement projects on a continuing five (5) year contractual basis, Region 2.

Item No. 3

Geotechnical engineering services for various TDOT transportation improvement projects on a continuing five (5) year contractual basis, Region 3.

Item No. 4

Geotechnical engineering services for various TDOT transportation improvement projects on a continuing five (5) year contractual basis, Region 4.

Prequalified firms may request consideration by submitting a letter of interest to:

**Mr. Brian Egan, Civil Engineering Director
Materials and Tests Division
1st Floor, 6601 Centennial Boulevard
Nashville, Tennessee 37243**

Or submit electronically by email to:

TDOT.Geotech@tn.gov

Firms not prequalified with the Department shall complete and submit the appropriate prequalification forms with their letters of interest.

All letters of interest must be received by the Materials and Tests Division on or before **4:00 p.m. (Central Time) Wednesday, January 13, 2016**. Please refer to the "Item number" in each letter of interest, as each item number represents a separate contract. Each item number will be evaluated separately. For those wishing to express interest in more than one contract, a separate letter of interest must be submitted for each item number. One package containing all the letters of interest is preferred.

Each letter of interest must indicate the scope of services anticipated to be completed by any subconsultant(s). 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-consultant(s). The subconsultant shall be prequalified by TDOT to perform the specific tasks required; a pending prequalification status will be acceptable. **If a new pre-qualification form is being submitted, it must arrive at TDOT before the deadline above. (See Prequalification Procedures at <http://www.tn.gov/tdot/article/consultantinfo-forms>).** ***The letter of interest must also include the following information: point of contact, telephone number, and valid email address.*** For more details regarding these items or the scope of services, please contact Mr. Robert Jowers at (615)350-4133 or Robert.Jowers@tn.gov .

Additional information, including an example letter of interest and Prequalification Form (DT-0330, Part 1), current "Standard Procurement Policy for Engineering and Technical Services", and additional information can be found at the internet address: <http://www.tn.gov/tdot/topic/consultantinfo> . Interested firms without Internet access may obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or by email at Christine.Smotherman@tn.gov .

The Department will evaluate the **current prequalification statements** on file for those 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 evaluation of proposals are:

- a. Ability and relevant expertise of the firm's personnel to be used in performing the service.
- b. Past experience in the required disciplines with TDOT and/or other clients.
- c. Qualifications and availability of professional staff.
- d. Qualifications and availability of drill crew staff that will be responsible for performing subsurface geotechnical testing and sampling.
- e. Soils and materials laboratory staff and testing accreditations.
- f. Qualifications and availability of CAD professional.
- g. Demonstrated ability to meet schedules, without compromising sound engineering practice.
- h. Evaluations on prior TDOT projects, if available.
- i. Size of project and limited or unlimited prequalification status.
- j. Amount of work currently under contract with TDOT.
- k. Whether the consultant can perform the work efficiently without compromising sound professional practices.

- I. Other factors, including interviews and demonstrations, as approved by the Assistant Chief Engineer of Operations.

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

John C. Schroer
Commissioner

JCS/RJ