

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

**June 9, 2016**

**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. The method of payment shall be cost plus net fee or lump sum.

Firms may request consideration by submitting a letter of interest to **Mrs. Jennifer Lloyd, P.E., Civil Engineering Director, Roadway Design Division, Suite 1300, 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 **4:00 p.m. (Central Time) Wednesday, June 29, 2016**. 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 subconsultants. Subconsultants shall be 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.**

The Department will evaluate the current Prequalification Statements on file for those firms 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 the 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. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practices.
- e. Evaluations on prior TDOT projects, if available.
- f. Size of project and limited or unlimited prequalification status.
- g. Amount of work under contract with TDOT, if applicable.
- h. Whether the firm can perform the work efficiently without compromising sound professional practices.

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 \$500,000 each. The contract ceiling may be increased, as needed, but in no event shall the contract exceed \$3,000,000.

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 <http://www.tn.gov/tdot/topic/consultantinfo>. Interested firms may also obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or by email at [Christine.Smotherman@tn.gov](mailto: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://tn.gov/tdot/topic/small-business>.

## Roadway Design Division

### Item list for Advertisement June 9, 2016

Item #	County	Route	Description	Length (mi.)	Scope of Work
1	Statewide	Various	See notes below for required scope of services.	n/a	On-Call Contracts for Photogrammetric and Mapping Services
2	Statewide	Various	See notes below for required scope of services.	n/a	On-Call Contracts for Field Surveys

**Item 1: 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. Ron Taylor at (615)741-2875 or by email at [Ronnie.Taylor@tn.gov](mailto:Ronnie.Taylor@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
- d. Other related services supporting the production of maps including Light Distancing and Ranging (LiDAR) and other remote sensing services.

**Item 2: 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. 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](mailto:Melissa.Portell@tn.gov).

John C. Schroer  
Commissioner

JCS/JL/AR/AP