

**NOTICE TO CONSULTANT RIGHT-OF-WAY
UTILITY COORDINATION SERVICES FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST
(RIGHT-OF-WAY DIVISION)**

April 24, 2015

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of professional engineering firms for the performance of utility coordination services on a continuing contractual basis. 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 lump sum.

The services may include all or parts of the following: provide utility design, coordination, and inspection services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems. These services would include but not be limited to: the preparation of utility relocation cost estimates; the review and analysis of submitted utility relocation estimates; maintaining data pertaining to average regional utility relocation and engineering costs; the preparation of the TDOT Utility plans for contract assembled from the utility submitted relocation plans; providing a review and analysis of utility relocation plans, estimates, work schedules and specifications submitted; providing utility coordination and/or inspection for utility relocations or utility installations; provide utility workshop/training support as necessary; and providing Subsurface Utility Engineering (SUE) design, if needed.

The consulting firm must be pre-qualified by submittal of Form DT-0330 Part 1 and have it approved before being considered for a contract. The DT-0330 Forms and other helpful information can be found at: <http://www.tdot.state.tn.us/ConsultantInfo/Forms.htm>

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)**

All letters of interest must be received on or before **4:00 P.M. (Central Time), Friday, May 22, 2015**. The letter of interest shall 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 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: www.tdot.state.tn.us/consultantinfo.htm. Interested consultants without internet access may obtain this information by contacting Ms. Chris Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov

The Department will evaluate the current DT-0330 Part 1 Pre-Qualification Statements on file for those submitting letters of interest and choose several consultants who would make viable candidates from which to invite to submit DT-0330 Part 2 demonstrating understanding of the Scope of Work. The factors that will be considered in the Department's evaluation process shall include but not be limited to:

- a. Ability and relevant expertise of the firm's personnel to be used in performing the service.
- b. Past experience in the required disciplines (utilities) with TDOT and other clients;
- c. Project Manager's experience relevant to the Scope of Work;
- d. Qualification and availability of staff;
- e. Demonstrated ability to meet schedules;
- f. Evaluations on prior performance on TDOT projects, or other state DOT's for relevant projects, and;
- g. Amount of work under contract with TDOT.
- h. Past Experience in Subsurface Utility Engineering as prescribed in the American Society of Civil Engineers *CI/ASCE 38-02 Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data*.

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.tdot.state.tn.us/civil-rights/smallbusiness/> .

John Schroer
Commissioner