

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

December 1, 2014

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 Service” may include 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://www.tdot.state.tn.us/ConsultantInfo/Forms.htm>).

Individual consultants 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), Tuesday, December 30, 2014.**

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://www.tdot.state.tn.us/consultantinfo.htm> . 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 and the Uniform Relocation Assistance and Real Properties Acquisition Policies Act, 42 U.S.C. § 4601, et seq.
- d) Evaluations on prior TDOT projects, if available.

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

JS:JH