

**NOTICE TO AIRPORT CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**February 15, 2023
(Aeronautics Division)**

The Tennessee Department of Transportation (TDOT), Aeronautics Division, intends to procure engineering services related to asset management to perform transportation asset management studies and related analysis on an on-call basis. The general scope of services to be performed is described in the Scope of Work section below and is set out in more detail in Attachment A. Respondents should have the capability and capacity to perform a wide range of asset management duties.

Scope of Work

On-Call Contract for Asset Management Services

One (1) consultant will be selected to assist the TDOT Aeronautics Division by providing aviation asset management services. Services may also include performing management services such as a program or project administration role typically performed by TDOT Aeronautics Division employees. A detailed scope of service is included in Attachment 'A'.

Compensation Ceiling: The initial maximum contract amount will be set at One Million Dollars and no cents (\$1,000,000). The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed Two Million Dollars and no cents (\$2,000,000.00)

Maximum Contract Term: Five (5) Years; new work orders will be issued only within the first four (4) years.

Proposed Contract Payment Type: Fixed Lump SUM; or Cost-Plus-a-Fixed-Fee (Not to Exceed (NTE)).

Tentative Notice to Proceed Date: June 16, 2023

Technical Requirements

Applicable Federal and State statutes, regulations, rules, orders, standards, specifications, and policies must be satisfied in the performance of aviation professional engineering services. These may include, but are not limited to, the following:

- Federal Requirements
 - Title 49, USC, Subtitle VII, Aviation Programs
 - 2 CFR, Grants and Agreements
 - Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
 - 14 CFR, Aviation and Space
 - Part 48, Registration and Marking Requirements for Small Unmanned Aircraft
 - Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace
 - Part 89, Remote Identification of Unmanned Aircraft
 - Part 107, Small Unmanned Aircraft Systems
 - Part 156, State Block Grant Pilot Program
 - 49 CFR, Transportation
 - Part 24, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs
 - Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs
 - FAA Orders and Notices
 - FAA Advisory Circulars
 - FAA Policy and Guidance
- State of Tennessee Requirements
 - T.C.A. Title 42, Aeronautics
 - TDOT Rule 1680-01-02
 - TDOT Policy 170-02

- TDOT Policy 170-03

Submittal Requirements

Firms may request consideration by submitting a letter of interest (LOI). These may be submitted to:

**Mr. Christopher Starr, P.E.
Civil Engineering Manager
7335 Centennial Boulevard
Nashville, TN 37209**

Or electronically by email to:
Christopher.Starr@tn.gov

All letters of interest must be received on or before **4:00 p.m. (Central Time) March 1, 2023**. For additional details regarding these projects, please contact Mr. Christopher Starr at (931) 222-9878 or by email at Christopher.Starr@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with TDOT by the deadline for Letters of Interest. Additional information, including the Prequalification Form (DT-0330, Part 1), and an example letter of interest can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms without internet access may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov. 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-consultants. The sub-consultant shall be one that is prequalified by the 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.**

Evaluation Process

Phase I Evaluation

The Department will evaluate the **current prequalification statements** on file for those submitting letters of interest and choose several firms who appear to be viable candidates, from which to invite proposals. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. The criteria that will be considered are:

- i. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes (A05 – Airports; Nav aids; Airport Lighting; Aircraft Fueling, A06 – Airports; Terminals and Hangars; Freight Handling)).
- ii. Specialized expertise in the field of aviation associated with asset collection, asset condition rating, asset financial planning, data analytics, reporting tools, etc. in the past five (5) years.
- iii. Qualification Type: UNLIMITED.

Phase II Evaluation

For firms submitting proposals (Part II of the DT-0330 form) during Phase II evaluation, the criteria that will be considered are:

Criteria and Relative Weights	
i. Proposed Team member expertise (Sections C, D, & E of Part II of the DT-0330 form).	40 %
ii. Relevant project or work experience (Sections F & G of Part II of the DT-0330 form).	40 %
iii. Technical approach (as explained in Section I of Part II of the DT-0330 form).	20 %

Following Phase II evaluation, the three (3)* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where only two qualified consultants respond with proposals, the Department may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

Phase III Evaluation

From the list of firms determined by the CEC to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference for each item .

Post Selection

Negotiation of cost will be conducted on a work order basis where a mutual understanding of the scope of work and all technical and administrative requirements of each proposed undertaking will be established with the prospective consultant.

Procurement Schedule

*Dates other than LOI submittal deadline are tentative and provided for information only.

- LOI submittal deadline – March 1, 2023, No later Than 4:00 p.m. (Central Time)
- Request for proposals – March 31, 2023*
- Proposal submittal deadline – April 15, 2023* No later Than 4:00 p.m. (Central Time)
- Final selection - May 26, 2023*
- Notice to Proceed – June 16, 2023*

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: <https://www.tn.gov/content/tn/tdot/civil-rights.html>.

Butch Eley
Commissioner

BE/JPS/CS

Attachment A – Potential Scope of Services

Aeronautics Division – Asset Management

TDOT

February 15, 2023

The following is a general summary of the types of potential tasks to be performed for the Tennessee Department of Transportation (TDOT), Aeronautics Division, under the aviation asset management contract to be awarded pursuant to this solicitation. The specific tasks to be performed by the Consultant will be established in each separate work order.

Acronyms

- FAA: Federal Aviation Administration
- PAVER: Pavement management application developed by the Department of Defense
- TAD: TDOT Aeronautics Division

Scope of Services

The Consultant shall perform the following services, at the direction of the State, on behalf of cities, counties, airport authorities, or other airport entities that are established by law:

- Create and/or update Airfield asset data in the State's ArcGIS Online database utilizing CAD files collected and other means from the State that follow FAA Advisory Circular 150/5300-18B standards, or as directed by TAD.
- Create a list of other airport assets other than pavements to monitor and any evidence of best practices being conducted by other States (Block Grant and non-Block Grant), Cities, Municipalities, etc.:
 - o Create features and characteristics that would be prevalent to collect by use of other tools outside of existing known information that should be available from CAD files and other means.
 - o Examples include, but are not limited to, terminals, hangars, airport lighting, airport signage, navigation system and lights, pavement striping, and fueling systems.
- Analyze other state aviation offices or airport authorities that have established maintenance contracting methods that allow for expedited small quantity repairs and/or preservation to airfield assets.
- Create airfield asset condition rating application documentation that would be used to conduct asset condition/work recommendation inspections by in-house or consultant staff.
- Create airfield asset trade-off analysis associated with remaining service life to support the TAD Priority Rating Model.
- Create airfield asset work recommendations and cost estimating.
- Create publishable documents associated with the State's airfield seal coat study.
- Assist with publishable reporting tools (e.g., Microsoft PowerBI, ESRI Tools, etc.)
 - o Database Examples:
 - PAVER
 - Microsoft Excel
 - Oracle Databases that can be exported as a datamart
 - TAD Asset Inventory is associated with ArcGIS Online and will be converted into an Oracle Database
- Review and comment on other documented work to evaluate for any omissions or errors.
- Additional asset management services as needed.