

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

**OCTOBER 5, 2023**

**MATERIALS AND TESTS DIVISION / GEOTECHNICAL ENGINEERING SECTION**

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 herein.

A total of twelve (12) contracts shall be awarded, three (3) per each TDOT region. The initial contract amount will be set at \$1,500,000. 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 July 1, 2024, or the contract execution date, whichever is later, and shall terminate on July 31, 2029, except to the extent necessary to allow completion of previously issued work orders. Furthermore, no new work orders shall be issued after July 31, 2028.

The contracts shall be issued under the following item numbers:

**Item No. 1**

Geotechnical engineering services for various TDOT projects on a continuing five (5) year contractual basis, Region 1. (3 contracts)

**Item No. 2**

Geotechnical engineering services for various TDOT projects on a continuing five (5) year contractual basis, Region 2. (3 contracts)

**Item No. 3**

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

**Item No. 4**

Geotechnical engineering services for various TDOT projects on a continuing five (5) year contractual basis, Region 4. (3 contracts)

**Scope of Services**

The scope of work may include but not be limited to:

- Geotechnical studies and engineering related primarily to geotechnical site exploration reports for roadways, interchanges, bridges, and earth retaining structures;
- Geotechnical subsurface exploration / drilling;

- Geophysical testing;
- Soils and materials laboratory testing;
- Development of geotechnical drawings for construction plans;
- Emergency maintenance / construction issues; and
- Retaining wall design.

### **Schedule**

A schedule will be established for each work order issued under the contract.

### **Work Orders**

Individual work order assignments will be made on qualifications-based criteria that may include, but are not limited to:

- Consultant availability to perform the work;
- Qualifications of the consultant to perform the work specific to the work order;
- Specialized expertise specific to the work order; and
- Evaluations on prior work orders assigned under current contract.

### **Deliverables**

All documentation associated with each work order shall be submitted to the TDOT-Geotechnical Engineering Section (GES) as detailed in the work order. All documents shall be submitted electronically, and all plans sheets shall be signed and certified using a verified digital signature. All laboratory soil testing shall be performed by an AASHTO Accredited Laboratory in each individual test being performed.

### **Technical Requirements**

Technical requirements in applicable standards, guidelines, and policies must be satisfied in the performance of engineering services. These include, but are not limited to: TDOT's Design Guidelines, TDOT's Instructional Bulletins, TDOT's Standard Drawings and TDOT's Geotechnical Guidelines.

### **Letter of Interest**

Prequalified firms may request consideration by submitting a letter of interest. ***The letter of interest must include the following information: point of contact, telephone number, and valid email address.*** Firms not prequalified with the Department shall complete and submit the appropriate prequalification forms to the Department before or concurrently with their letters of interest.

Letters of interest may be submitted to:

**Ms. Heather Purdy, P.E.**

**Materials and Tests Division**

**1<sup>st</sup> Floor, 6601 Centennial Boulevard**

**Nashville, Tennessee 37243**

**Or electronically by email to:**

[TDOT.Geotech@tn.gov](mailto:TDOT.Geotech@tn.gov)

All letters of interest must be received by the Materials and Tests Division on or before **10:00 A.M. (Central Time) Thursday, October 26, 2023**. Please refer to the “Item number(s)” 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 sub-consultant(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 sub-consultant 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 by the deadline above. (See Prequalification Procedures at <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>.)

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. <https://www.tn.gov/content/tn/tdot/business-redirect/consultantinfo/consultantinfo-forms.html>.

Interested firms also may 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).

### **Phase I Evaluation**

The Department will evaluate the current prequalification statements (DT-330 Part I) on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. Please note, new or updated prequalification forms must be received by the deadline for letters of interest. The factors that will be considered will include:

- Work experience in the required disciplines: Profile of firm’s experience in relevant profile codes;

- Staff capabilities of the prime consultant: Employees by Disciplines (Local office staff in relevant function codes); and
- Qualification Type: UNLIMITED

### **Phase II Evaluation**

For firms submitting proposals (Part II of the DT-330 form) during Phase II evaluation, the Department will consider the following criteria:

- Past experience in the required disciplines (Section E, F, & G of Part II of the DT-0330 form) – 40%;
- Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form) – 25%;
- Credentials, staff qualifications, and certifications (Section E of Part II of the DT-0330 form) – 25%;
- Workload capacity, including amount of active work under contract with TDOT, if any – 5%; and
- Evaluations on prior TDOT roadway projects, if available – 5%.

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

\* In instances where four or fewer 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 Consultant Evaluation Committee (CEC) to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference. Three (3) contracts will be awarded to the top firms for each TDOT Region.

### **Equal Opportunity Commitment**

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/tdot/civil-rights/small-business-development-program/small-business-development-program-dbe-faqs.html>

Butch Eley  
TDOT Commissioner