



**NOTICE TO PROFESSIONAL ENVIRONMENTAL SERVICES FIRMS  
REGARDING A REQUEST FOR LETTERS OF INTEREST (LOI)**

**Hazardous Materials Studies Services  
(Environmental Division)**

**December 1, 2022**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain consulting firms to provide on-call professional Hazardous Materials services.

The Division intends to award five (5) contracts, each of which will have an initial amount of \$1,500,000 and a maximum ceiling of \$2,000,000. The initial contract amount may be increased, as needed, via an appropriately executed amendment, but in no event shall a contract ceiling exceed the amount shown for the Maximum Ceiling for the relevant discipline.

The contract term will be three (3) years. Each contract will be effective as of April 1, 2023 and will terminate March 31, 2026.

The method of payment for each work order issued under a contract will be cost plus fixed fee.

**Scope of Work:**

The scope of work to be addressed in each response must include:

- Preparation of work plans and reports for hazardous materials environmental site investigations, asbestos building and bridge surveys, UST removals, remedial actions, and well installations and abandonments
- Performance of hazardous material services, including site investigations and remedial actions at contaminated or potentially contaminated sites, including asbestos abatement, according to federal and state requirements.

**Evaluation Process:**

**Phase I – Letter of Interest**

The Department will evaluate those firms submitting a LOI and choose several firms who would make viable candidates from which to invite proposals and presentations.

All firms must be prequalified or have a completed prequalification form filed with the Department prior to the deadline for the LOI acceptance listed in the above schedule. Prequalification procedures, an example LOI, a list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at

<https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms may also obtain this information by contacting Ms. Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

All LOIs must be delivered by email with electronically signed documents to [TDOT.Env.BusinessServices@tn.gov](mailto:TDOT.Env.BusinessServices@tn.gov) on or before **4:00 p.m. (Central Time), January 6, 2023**. Any LOI information received after the noted deadline will not be considered. The LOI can be addressed as follows:

**VIA ELECTRONIC SUBMITTAL** ([TDOT.Env.BusinessServices@tn.gov](mailto:TDOT.Env.BusinessServices@tn.gov))

**Ms. Susannah Kniazewycz, Director  
TDOT Environmental Division  
James K. Polk Building, Suite 900  
505 Deaderick Street  
Nashville, Tennessee 37243**

Each Phase I submittal must:

- be provided as a single .pdf file
- include a one- to two-page LOI that includes the name, telephone number, and a valid email address for the firm's point of contact
- include a one- to three-page attachment that:
  - briefly addresses how the firm meets the Phase 1 Evaluation criteria, and
  - indicates if any sub-consultants are anticipated to perform a portion of the work. The LOI should not specifically identify sub-consultant(s), but rather indicate the scope of services anticipated to be completed by sub-consultant(s).  
*Subconsultants must be prequalified by TDOT to perform any portion of project work.*

### Phase I Evaluation Criteria

To be considered, a prospective firm must provide documentation demonstrating that it meets all the following minimum criteria:

- Have at least one in house staff member that is a senior, licensed, professional geologist in Tennessee;
- Have at least one AHERA-trained in house staff member qualified to oversee asbestos surveys and abatement; and
- Have successfully completed within the last five years at least four each of the following studies: Phase I Environmental Site Assessment; Phase II Environmental Site Assessment; UST equipment and soil removal actions (or similar); asbestos inspections (structures and/or bridges), oversight of asbestos abatements (structures only), and well installation and abandonments.

Following Phase I evaluation, the firms deemed to be viable candidates will be asked to submit proposals for Phase II evaluation.

### **Phase II – Request for Proposal**

Firms invited to submit Phase II proposals will provide a Form DT-0330 Part II along with responses to discipline-specific supplemental questions. Proposal format requirements, supplemental questions, delivery address and deadlines will be included in the notification sent to the firms selected from Phase I. The Department will evaluate the submitted DT-0330 Part II Form, including the responses to supplemental questions, based on the relevant criteria described below.

#### **Phase II Evaluation Criteria**

Criteria	Weight
<ul style="list-style-type: none"><li>• Project management and staff experience, qualifications, and availability</li></ul>	50%
<ul style="list-style-type: none"><li>• Demonstrated experience providing hazardous materials related services for TDOT and/or other clients (written and signed evaluation forms for completed projects may be used for current firms if available)</li></ul>	50%

Following Phase II evaluation, a minimum of seven (7) \* 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 fewer than seven (7) 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 – Final Selection**

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. Contracts will be awarded to the five firms selected by the Commissioner.

#### **Work Order Issuance Criteria**

Individual work order assignments will be made based 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; and
- Specialized expertise specific to the work order.

**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.html>.

For additional details regarding the services requested in this notice, please contact Mike Cook at 615-253-9917 or by email to [TDOT.Env.BusinessServices@tn.gov](mailto:TDOT.Env.BusinessServices@tn.gov).