

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

**August 15, 2024  
(Preconstruction Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in *various engineering services* as described below. The method of payment shall be lump sum.

Items may be withdrawn if anticipated funding does not become available.

**Item No. 1**

**Project Description and Location:**

Provide roadway design, geotechnical, and traffic design services for new interchange on I-40 at Exit 408 and Connector Road from Dumplin Valley Road to SR-139 (PIN 133581.00), Modify Interchange; Sevier County.

**Schedule:**

The tentative plans and estimate turn-in date is 9/26/2029 with an earliest letting date of 12/7/2029. Plans development shall begin immediately after the contract is effective.

**Scope of Services:**

Shall include but not be limited to roadway, geotechnical and traffic design services as outlined in Stages 1-4 of the TDOT PDN. Design services will include the development of Line and Grade, Functional, Plan-In-Hand plans, PS&E package and related field review plans. Geotechnical services will include but may not be limited to site exploration, laboratory testing, engineering analysis and recommendations for roadway alignment and structures. Traffic Design services may include traffic signal design and/or lighting design.

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of this contract. These include, but are not limited to: TDOT's [Design Guidelines](#), TDOT's [Drainage Manual](#), TDOT's [Instructional Bulletins](#), TDOT's [Standard Drawings](#).

Firms may request consideration by submitting a letter of interest. All letters of interest must be submitted electronically (PDF format) to [John.Barrett@tn.gov](mailto:John.Barrett@tn.gov) with "I-40 interchange at Exit 408 LOI" in the subject line of the email.

All letters of interest must be received on or before **4:00 p.m. (Eastern Time) September 3, 2024**. For additional details regarding this project, please contact Mr. John Barrett at (865) 594-2484 or by email at [John.Barrett@tn.gov](mailto:John.Barrett@tn.gov).

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for letters of interest. 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. Any sub-consultant shall be one that is prequalified by TDOT to perform

the specific tasks required. Prequalification procedures, example letter of interest, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information, including the Prequalification Form (DT-0330, Part 1), can be found at: [Consultant Information \(tn.gov\)](http://www.tn.gov). 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** (DT-0330 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. The factors that will be considered in the Phase I evaluation will include:

- a) Work experience in the required disciplines (Profile of firm's experience in relevant profile codes: R13)
- b) Staff capabilities of the prime consultant: Employees by Disciplines (Local office staff in relevant function codes: 12, 60)
- c) 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:

<b>Criteria and Relative Weights</b>	
i. Team capability and work experience (Sections C, D, & E).	35 %
ii. Past work experience in the required disciplines (Sections F & G).	35 %
iii. Technical approach (as explained in Section I).	15%
iv. Active work under contract with TDOT for scope of work as defined in the advertisement, if applicable. (as explained in Section I)	5 %
v. Past performance evaluations on TDOT Roadway Projects, if available.	10 %

Section E shall be no more than 10 pages. Section F shall include no more than 10 projects. The proposal package shall contain no more than 30 pages including front and back cover. Section H will not count toward the 30-page limit.

Following Phase II evaluation, a number of firms no less than two\* greater than the number of contracts being awarded, and that are deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner for each Item listed above in alphabetical order for Phase III evaluation.

\* In instances where less than the minimum required number of 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**

TDOT will then negotiate with the firm(s) deemed to be most highly qualified in rank order. Before the invitation of a cost proposal is made, a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking will be established with the prospective consultant. This may be done by conference, phone, or correspondence as determined appropriate by TDOT. Instructions will be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

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:

<http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

Butch Eley  
Commissioner

HHE/DJ/JB