

**NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR  
LETTERS OF INTEREST (Construction Division)  
August 17, 2015**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms for services as described below:

Firms may request consideration by submitting a letter of interest to **Ms. Lia Obaid, P.E., Assistant Director of Construction, Construction Division, Suite 700, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-1402**. All letters of interest must be received by the Construction Division on or before **4:00 p.m. (Central Time) Tuesday, September 8, 2015**. The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultant. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.

**Purpose & Need:** The replacement of the two Poplar Avenue Bridges and the Norfolk Southern Railroad Bridge. The Park Avenue Bridge immediately south of the railroad is also in need of rehabilitation.

Additional items within this purpose & need are:

- Improved vertical and horizontal clearance along I-240 at the bridge crossings to meet current standards
- Complete the planned widening of I-240 that was not constructed under the I-240 widening project
- Minimizes the construction time and impacts the motoring public, area businesses and residents while replacing the bridges using Accelerated Bridge Construction (ABC) techniques and or conventional techniques
- Minimize impacts to NS Railroad and replace the 56-year old structure
- Staffing and resources allocation shall be adequate to have construction plans and specifications ready for construction by March 2017 without sacrificing quality.
- The I-240 CM/GC Technical Study is posted on <http://www.tn.gov/tdot/section/tdot-construction-division>

**Scope of Work:** The scope of work may include some or all of the following:

- The performance of field surveys, design, geotechnical, utility/railroad coordination, drainage studies, and other engineering services for roadway design projects. The project under this contract shall be completed and submitted to the Department in accordance with the TDOT Survey Manual, TDOT Roadway Design Guidelines, and the Roadway Design Division's computer aided drafting standards.
- Detail structural services will include, but not limited to, structural analysis and design, site investigations, surveying, bridge, tunnel and ancillary structures inspection, automated systems, technical services, and preparing detailed contract plans for replacement projects.

For additional details regarding the scope of work, please contact Ms. Lia Obaid at (615) 532-7522 or by e-mail at [Lia.obaid@tn.gov](mailto:Lia.obaid@tn.gov).

Prequalification forms and procedures, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at <http://www.tn.gov/tdot/topic/business-consultants>. Interested firms may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or by email at [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

Firms interested in prequalifying with the Department of Transportation shall submit appropriate prequalification forms to **Mr. Freddy Miller**, Assistant Civil Engineering Director, Design Division, suite 1200 James K. Polk Building, 505 Deaderick Street, Nashville, TN 37243-1402. They must be listed as prequalified by 4:00 PM, Central Time on the due date for the letter of interest package.

The Department will evaluate the current Prequalification Statements on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and/or presentations.

The letter of interest package must include a "Title Page" and "Table of Contents." The following section describes specific information that must be included in the letter of interest:

- (a) An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to two (2) pages. This introductory letter shall be signed by the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:
  - (1) An expression of the Firm's interest in being selected for the project.
  - (2) Identification of all the Sub-Consultant firms the Consultant will utilize.
  - (3) A confirmation statement of the commitment for Key Personnel, Major Participants, and Organization identified in the submittal to the extent necessary to meet TDOT's quality and schedule expectations.

TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.

- (b) Provide a general description of the experience on projects of similar scope and complexity that the Consultant and each Major Participant has managed, designed, and/or constructed. Up to four (4) projects shall be submitted. The firm may provide a single project description. Highlight experience relevant to the Project that the Consultant/ Major Participants have gained in the last five (5) years. Cite projects of similar size and scope to that anticipated for the Project.
- (c) The business name, address, business type (e.g., corporation or partnership), business information, and roles of the Consultant and each Major Participant.
- (d) Provide, at a conceptual level, your understanding of and your approach to successfully delivering the project by meeting or exceeding the established project goals. The objective is to identify an understanding of the management, technical innovation, environmental compliance, maintenance of traffic, scheduling, issues, and risks, as well as the understanding of how the Construction Manager/ General Contractor (CM/GC) process will contribute to the success of the Project, meeting TDOT's goals, and relationships of the team.
- (e) Provide a brief, written description of significant functional relationships among participants and how the proposed organization will function as an integrated consultant. Provide your understanding of and approach to budget, schedule, design, construction, and quality management approach.
- (f) A copy of the prequalification listing showing all the firms. In Appendix A

- (g) TDOT will send all Project-related communications to the contact person during the procurement process.

The letter of interest shall be organized into the following five (5) separate sections and appendix properly identified and referenced with bottom center page numbers:

- (a) Section 1 – Introduction
- (b) Section 2 – Consultant Experience
- (c) Section 3 – Key Personnel and Organization
- (d) Section 4 – Project Understanding and Approach
- (e) Section 5 – Project Management and Approach
- (f) Appendix A – Company Brochures, Evaluations, Resumes, and other Information

The letter of interest must not exceed 20 single-sided pages (including the “Title Page” and “Table of Contents” but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5” by 11” paper. Charts, exhibits, and other illustrative and graphical information may be on 11” by 17” paper but must be folded to 8.5” by 11”, which will be counted as one (1) sheet and must be limited to five (5) sheets. If a letter of interest contains more than 20 pages, only material on the first pages allowed under the limit will be considered. All printing, except for the front cover of the letter of interest and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

Each Consultant Firm must provide TDOT with one original bound copy (signed in blue ink) and five (5) bound copies of the letter of interest and one (1) electronic copy (in Adobe .pdf format) on CD. Due to the ease of disassembly, binder clips, other forms of paper clips or three-ring binders are not acceptable. Each copy must be identified on its front cover, in the upper right-hand corner, as “Copy \_\_\_ of 5 Copies.”

The factors that will be considered in the evaluation of proposals are:

- a. Ability and relevant expertise of the firm’s personnel to be used in performing the service.
- b. Past experience in the required disciplines with TDOT and/or other clients.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practices.
- e. Evaluations on prior TDOT projects, if available.
- f. Size of project and limited or unlimited prequalification status. (**NOTE:** Prime consultant must have “unlimited” prequalification status for these services.)
- g. Amount of work under contract with TDOT, if applicable.
- h. Whether the firm can perform the work efficiently without compromising sound professional practices.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, sex, creed, age, disability, or national origin.

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 the Department of Transportation. For 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.tn.gov/tdot/topic/small-business>.

John C. Schroer  
Commissioner

JCS/LMO/