

**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 Architectural and Engineering services related to general aviation services 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 general aviation services.

Scope of Work

On-Call Contract for Aviation Related Professional Architectural and Engineering Services

Two (2) consultants will be selected to assist the TDOT Aeronautics Division by providing general aviation professional 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 contract administration, resident project representative inspection, independent fee estimates, unmanned aerial system/other advanced air mobility and creation of reporting tools as a prime in the past ten (10) 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 four (4)* 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 four 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

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; and
- Specialized expertise specific to the work order.

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 – On-Call General Aviation Professional Engineering Services

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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 on-call general aviation engineering services contracts 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

- BVLOS: Beyond Visual Line of Sight
- CA: Contract Administration
- FAA: Federal Aviation Administration
- PAVER: Pavement application developed by the Department of Defense
- RPR: Resident Project Representative
- TAD: TDOT Aeronautics Division
- UAS: Unmanned Aerial Systems

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:

- Conduct surveys and site studies:
 - o Soil investigations, including core sampling, laboratory tests, related analyses, and reports;
 - o Land surveys and topographic maps;
 - o Field and/or construction surveys;
 - o Photogrammetry surveys.
- Create airfield plans and contracting documentation development:
 - o Create plans that would be stamped by the appropriate Architect, Engineer or Surveyor associated to work and any associated documentation like contract specifications, itemized quantities, etc.;
 - o Assist with bid lettings in the creation of bid templates and documents that contractors would need to submit to TAD.
- Conduct Airfield CA and/or On-Site RPR Services:
 - o Examples of work being conducted by the State on behalf of others:
 - Airfield Pavement and Marking Maintenance Contract;
 - Manage contractor work schedule, pay requests, communication with airport points-of-contact and other administrative work associated with crack seal, seal coat, remarking, etc. work that is conducted by the contractor.
 - Vegetation Removal and other minor maintenance activities of other public use airfields.
 - o Administrating and/or inspecting work conducted by a TAD contractor as a TAD Representative and ensuring compliance/completion of work by the contractor:
 - Conduct weekly meetings with the contractor and TAD when project is in active phase;
 - Inspect project to ensure application rates, work being completed, etc. is within scope;

Attachment A – Potential Scope of Services

Aeronautics Division – On-Call General Aviation Professional Engineering Services

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- Document work and change order needs;
 - Create monthly payment requests for the contractor that would be processed by TAD.
- Conduct Independent Fee Estimates:
 - o Develop cost proposals as requested.
 - If Federal Funds are utilized for professional consultant services for a proposed project at an airport, TAD evaluates the validity of the proposal by obtaining a 3rd party cost estimate utilizing TAD's on-call consultant.
- Review completed work from TAD or other consultants on behalf of TAD:
 - o Reports or analysis completed internally or with another consultant may require the need to:
 - QA/QC to validate approach and results;
 - Understand impacts to internal and external stakeholders.
- Advise policy and investigation recommendations, including:
 - o Funding recommendations;
 - o Regulatory changes;
 - o Additional recommended studies.
- Assist with advancing TAD's UAS program and other Advanced Air Mobility initiatives:
 - o Create an Advance Air Mobility Framework:
 - Analyze benefits to TDOT's network with use of Advance Air Mobility and economic benefit to local communities and state;
 - Investigate Vertiports and possible implementation associated to commercial and public use;
 - Investigate use of electrification of airports for EV aircraft;
 - Analyze infrastructure needs and funding support concerning UAS for BVLOS commerce;
 - Document and publish information to internal and external customers.
- Provide assistance on development of reporting tools (e.g., Microsoft PowerBI).
- Provide other general aviation related services as needed.