



**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST
(Project Management Division)**

**I-24 from East of Browns Ferry Rd. to near I-124 (US-27) (IA), PIN 124072.03
Hamilton County**

**October 5, 2022
Revised October 18, 2022**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms for project-specific environmental and design-related services as described below. The method of payment shall be cost plus fixed fee. The fixed fee shall be determined in accordance with the formula described in TDOT's Policy 301-01, Standard Procurement, Management, and Administration of Engineering and Design Related Services. Items may be withdrawn if anticipated funding does not become available.

Firms may request consideration by submitting a letter of interest to Mr. Jeff Blevins, P.E., Region 2 Innovative Delivery. All letters of interest must be delivered by email with electronically signed documents to jeff.blevins@tn.gov on or before **4:00 P.M. (Central Time), Wednesday Friday, October 28, 2022**. 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.

Prequalification forms and procedures, lists of prequalified firms and Disadvantaged Business Enterprise (DBE) firms, TDOT's standard procurement policy, and additional information can be found at <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms may obtain this information by calling Ms. Chris Smotherman at (615) 741-4460 or by email at Christine.Smotherman@tn.gov. Firms interested in prequalifying with the Department of Transportation shall submit appropriate prequalification forms to Ms. Smotherman. They must be listed as prequalified by 4:00 P.M. (Central Time) on the due date for the letter of interest package.

Project Description

- Segment three of a three-segment corridor along I-24, which extends from near the I-59 interchange to near US-27, PIN 124072.00. This segment extends from East of Browns Ferry Road to near I-124 (US-27) (IA), PIN 124072.03.

- Addition of one (1) travel lane in each direction to increase the total number of lanes to six (6) along this section of I-24. The proposed typical section will include three (3) twelve (12) foot travel lanes in each direction, twelve (12) foot inside shoulders and twelve (12) foot outside shoulders.
- Replacement of two (2) sets of side-by-side bridges. Addition of retaining walls along corridor as needed.
- Drainage, ITS improvements, additional right-of-way and coordination with Georgia DOT is anticipated.
- The project's primary purpose is to provide present and future congestion relief.

The Department intends to deliver this project for construction through TDOT's Construction Manager/General Contractor (CM/GC) delivery process <https://www.tn.gov/tdot/pm/alt-del/construction-manager-general-contractor--cm-gc-.html>.

Scope of Work

This engineering consultant services for this project will involve the development of line and grade for entire corridor from near I-59 interchange to near US-27 (PIN 124072.00). The environmental services will include the development of environmental studies, NEPA documentation for PIN 124072.00, ROW and Construction NEPA Reevaluation for PIN 124072.03, development of stream and wetland mitigation plan, and preparation of environmental permit applications/permits. The design-related services will include development of Preliminary, Right of Way and Construction Plans, including structural design and geotechnical investigation, for segment from East of Browns Ferry Rd to near US-27 (PIN 124072.03). Firms/Project Teams will need to be familiar with and capable of completing and overseeing the following, including but not limited to:

- Highway Design Major – to include Interstate & Interchange Design;
- Environmental Studies, including cultural resources, air, noise, hazmat, and ecology;
- NEPA documentation;
- Stream and wetland mitigation plans;
- Environmental permit applications/permits;
- Traffic Operation Studies;
- Traffic Operation Design;
- Traffic Control Plans;
- Interstate signing and marking;
- Bridge and Hydraulic Design;
- Retaining/Noise Walls;
- Surveying and Subsurface Utility Engineering (SUE);
- Utility Coordination;
- Assistance with Railroad Coordination;
- ITS and Lighting;
- Geotechnical Engineering;

- Public Involvement;
- Cost Estimating;
- Project Management (including Risk Analysis); and
- Design Services during construction (Limited).

TDOT reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces.

The Department will provide the survey, the technical study, and the existing roadway and bridge plans as available. For additional details regarding the scope of work, please contact Mr. Jeff Blevins at (423) 510-1218 or by e-mail at jeff.blevins@tn.gov.

Selection Process

Letter of Interest and Proposal Package Schedule

Schedule of Activities	Date	Time (C.T.)
Request for letters of interest posted	October 5, 2022	4:00 PM
Letter of interest submission	October 28, 2022	4:00 PM
Notify short-listed firms	November 16, 2022*	4:00 PM
Proposal submittal	December 21, 2022*	4:00 PM
Interview Phase II	Week of January 30, 2023*	8:00 AM- 5:00 PM
Post final selection	On or Before March 1, 2023*	4:00 PM

*These are anticipated dates only and are subject to change.

Phase I – Letter of Interest

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 presentations.

The letter of interest must not exceed five (5) single-sided pages 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. 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. All letter of interest packages must be delivered by email with electronically signed documents to jeff.blevins@tn.gov.

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

The letter of interest must include:

- a) An introductory letter shall be addressed to Mr. Jeff Blevins, P.E., Region 2 Innovative Delivery. The introductory letter shall be limited to one (1) page. This introductory letter shall be signed by the contact person for the lead consultant firm and should include the following:
 - 1) The contact person's address, telephone and fax numbers, and e-mail address; and
 - 2) An expression of the firm's interest in being selected for the Project.
- b) The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultant and identify all of the sub-consultant firms the lead consultant firm will utilize for these services. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.
- c) A general description of the experience on projects of similar scope and complexity that the lead consultant firm has managed or designed. Up to four (4) projects may be submitted; however, the firm may provide a single project description. Highlight experience relevant to the project that the consultant has gained in the last five (5) years.

In Appendix A, include a copy of each firm's prequalification listing showing that the firm is prequalified to perform the specific service required

Evaluation Criteria – Phase I

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. TDOT Consultant Selection Policy 301-01 can be found at: https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/consultant-information/policy/Policy%20301-01%20Signed%20by%20Commissioner%20Bright_July%2015,%202020.pdf)
- g) Whether the firm can perform the work efficiently without compromising sound professional practices.

Phase II – Proposal and Interview

General Requirements

The Proposal package must not exceed 20 single-sided pages (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 and will be counted as one (1) sheet and must be limited to five (5) sheets. If a Proposal package 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 Proposal package and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

All proposals must be delivered by email with electronically signed documents to jeff.blevins@tn.gov.

The Proposal must include a “Title Page” and “Table of Contents” which do not count toward the 20-page maximum. The following sections describe specific information that must be included in the Proposal package:

Section I: Introduction

An introductory letter shall be addressed to Mr. Jeff Blevins, P.E., Region 2 Innovative Delivery. 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:

- a) An expression of the firm’s interest in being selected for the Project;
- b) Identification of all the sub-consultant firms the lead consultant firm will utilize; and
- c) A confirmation statement of the commitment to use the sub-consultant(s) and key staff personnel identified in the submittal.

Section II: Consultant Experience

This section shall provide a general description of the experience on projects of similar scope and complexity that the lead consultant and each sub-consultant has managed, designed, provided specialized services, and/or constructed. Up to four (4) projects may be submitted; however, the firm may choose to provide a single project description. Experience relevant to the Project or projects being discussed that the consultant/sub-consultant has gained during the last five (5) years should be highlighted. Project should highlight the disciplines list under the Scope of Work section. Cite projects of similar size and scope to that of the advertised Project. Discuss experience in the required disciplines as well as any CM/GC and/or Design/Build experience.

Section III: Key Personnel and Organization

This section shall address the qualifications of key staff personnel included in the Project team. This section should explain the firm's ability to meet accelerated schedules and to respond to unanticipated changes without compromising sound engineering practices. Staff's unique qualification to meet the requirements of this proposal should also be discussed. Resumes for key staff members may contain up to four (4) projects and shall be included in the Appendix.

Section IV: Project Understanding and Approach

This section shall provide, at a conceptual level, the consultant's understanding of the design elements and approach to successfully deliver the Project by meeting or exceeding the established Project goals. Also, this section shall include recent evaluation information on TDOT projects, if available. Information on the size of the project and whether it required unlimited status is necessary.

Section V: Project Management and Approach

The objective of this section 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 CM/GC process will contribute to the success of the Project, meeting TDOT's goals, and relationships of the team.

Section VI: Appendix

The appendix may contain additional information including but not limited to the TDOT prequalification letter, company brochures, staff resumes, evaluations, other information.

Interview (60 minutes)

The oral interview will be a mandatory part of the selection process. The structure of the oral interview will be as follows:

Presentation (20 minutes)

Summarize the proposal and describe the consultant's ideas and unique resources. This is the part of the interview where the proposer needs to communicate to the selection panel why it should be chosen. What strategies and abilities does the proposer bring to this Project that makes it the best candidate? Limit the presentation to the most critical points of the proposal and focus on what your team can bring to the table and why.

Question and Answer Session with the Selection Panel (40 minutes)

The questions asked in this session will include both standard questions for all proposers and specific questions relative to each proposer's proposal and presentation. The interview presentation and question/answer scoring will be based on the following criteria:

- a) Project Understanding.
- b) Project Approach and Innovations.
- c) Project Management.
- d) Communication Skills.

Evaluation Criteria – Phase II

Proposal package (50 points):

The Proposal package 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 (5 pts)
- b) Section 2 – Consultant Experience (15 pts)
- c) Section 3 – Key Personnel and Organization (15 pts)
- d) Section 4 – Project Understanding and Approach (10 pts)
- e) Section 5 – Project Management and Approach (5 pts)

Presentation and Question & Answer with Selection Panel (50 points)

- 1) Presentation & Communication Skills (5 points)
- 2) Project Understanding (5 points)
- 3) Project Approach and Innovations (15 points)
- 4) Project Management. (15 points)
- 5) Question & Answer (10 points)

Following Phase II evaluation, the three* 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 only two 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 – Final Selection

From the list of firms determined by the Consultant Evaluation Committee to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms.

The Department will 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 will be established with the prospective consultant.

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

Howard H. Eley
Commissioner