



**STATE OF TENNESSEE**  
**DEPARTMENT OF TRANSPORTATION**  
**ALTERNATIVE DELIVERY DIVISION**  
REGION 3  
6601 CENTENNIAL BLVD  
NASHVILLE, TENNESSEE 37243

**BUTCH ELEY**  
DEPUTY GOVERNOR &  
COMMISSIONER OF TRANSPORTATION

**BILL LEE**  
GOVERNOR

**May 9, 2025**

**Re:     ADDENDUM #1**  
**Contract No. DB2502**  
**County: Smith**

To Whom it May Concern:

This addendum revises the RFQ sections as detailed below. Attached are the revised sheets.

- Section 1.8: Updated list of ineligible companies for this procurement.
- Section 2.5.2: Revised point 3. to show Form C.
- Section 2.5.3.2: Revised section to show Form B and revised years to 15.
- Section 2.5.3.3:
  - 1. Removed requirement for Design-Builder's Project Manager to require a PE License.
  - 4. Revised requirements for Design-Builder's Safety Manager.
- Section 4.2:
  - Provided additional details for anticipated utility coordination efforts on project.
  - Revised requirements for Erosion Prevention and Sediment Control Inspector.
  - Revised requirements for Environmental Lead.

The Proposer must acknowledge this addendum as indicated in Section 2.5.2 (3) by acknowledging the addendum on Form C (attached).

Sincerely,

Miller Bernhardt, PE  
TDOT Manager  
Alternative Delivery – Region 3



# TENNESSEE DEPARTMENT OF TRANSPORTATION

## **Design-Build**

## **Request for Qualifications**

### **Interstate 40**

**Truck Parking and Bridges Replacement over the Caney Fork River**

**Smith County, Tennessee**

Project Identification Number (PIN): **131552.01**

State Project Number: **80I040-F0-009, 80I040-F1-009, 80I040-S1-006, 80I040-F2-009, 80I040-F1-009**

Federal Project Number: **NH-I-40-5(161)**

DB Contract# **DB2502**

**April 2025**

**Addendum #1: May 9, 2025**

(i) the role of a person or firm was limited to the provision of preliminary design, reports, or similar “low level” documents that may be incorporated into the RFP but did not include assistance in the development of instructions to design-builders or evaluation criteria; or (ii) all documents and reports delivered to TDOT by the person or firm are made available to all potential design-builders.

Further, if a person or firm has participated in preparing the NEPA or TEER document for the Project, such person or firm shall not be allowed to respond to the RFQ or RFP for the Project if (i) the NEPA or TEER document for the Project is not complete prior to the date on which the RFQ or RFP has been advertised; or (ii) the person or firm has any continuing decision-making responsibilities with respect to the NEPA or TEER process for the Project after the date on which the RFQ or RFP has been advertised.

As such, the Proposer is prohibited from teaming with, receiving any advice from, or discussing any aspect relating to the Project or the procurement of the Project with any person or entity with an organizational conflict of interest, including:

1. HMB Professional Engineers, LLC, Horrocks, LLC, DRMP, Inc., Civil & Environmental Consultants, Inc., UES, LLC, **HNTB, Inc., Rummel, Klepper, and Kahl, LLP and**
2. Affiliates (including parent companies, subsidiary companies, Persons under common ownership, JV members and partners, and other financially liable parties for a Person) of any of the above.

Such persons and entities are also prohibited from participating on a Proposer team as a contractor, subcontractor, consultant, or subconsultant.

The Proposer is to provide information concerning organizational conflicts of interest and disclose all relevant facts concerning any past, present, or currently planned interests that may present an organizational conflict of interest, as further detailed in Section 2.5.2 below.

The Proposer is to state how its interests or those of any of its team members, consultants, contractors, or subcontractors, including the interests of any chief executives, directors, or Key Individuals thereof, may result in, or could be viewed as, an organizational conflict of interest.

By submitting its SOQ, the Proposer agrees that, if an organizational conflict of interest is thereafter discovered, the Proposer must make an immediate and full written disclosure to TDOT that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest that the Proposer knew, or should have known about, but failed to disclose is determined to exist during the procurement process, TDOT may, in its sole discretion, disqualify the Proposer. If an organizational conflict of interest that the Proposer knew, or should have known about, but failed to disclose exists, and the Proposer has entered into a contract for the Project, TDOT may, in its sole discretion, terminate the contract. In either case, TDOT reserves all legal rights and remedies.

Proposers are also advised that the TDOT's guidelines in this RFQ are intended to augment applicable federal and state law, including federal organizational conflict of interest laws and rules, TDOT Rule 1680-05-04-.07(5), and the laws and rules relating to the National Environmental Policy Act. Such applicable law also applies to Proposer teams and teaming and may preclude certain firms and their entities from participating on a Proposer team.

## **1.9 Prohibited Communications and Contingency Fee**

Commencing with the issuance of this RFQ and continuing until the earliest of (i) award and execution of a contract, (ii) rejection of all SOQs or Proposals by TDOT, or (iii) cancellation of the procurement, no Proposer or representative thereof is to have any communications regarding the RFQ, the forthcoming RFP or contract, or the procurement process described herein with:

## 2.5 SOQ Package Content Requirements

A Proposer is to include the following in its SOQ response to this RFQ in both a Volume I (see Section 2.5.1 and 2.5.2) and Volume II (see Section 2.5.3 and 2.5.4). Each volume is to include a cover/title page.

### 2.5.1 Introductory Letter/Statement of Interest (SOI) (Volume I)

A Proposer is to address its Letter/Statement of Interest (SOI) to the addressee and address listed in Section 1.3.

The Proposer's SOI is not to exceed one (1) page in length and is to include:

- The Project name and DB Contract # (the four-digit number on the RFP cover page);
- A brief overview of the Proposer's interest in the Project;
- Statement that the Proposer is pre-qualified with TDOT, with the Proposer's pre-qualification expiration date, or that the Proposer has filed an application for pre-qualification with the TDOT Construction and Design Divisions in accordance with the timing listed in Section 1.10;
- A confirmation statement of the commitment for Key Individuals and Major Participants identified in the submittal to the extent necessary to meet TDOT's quality and schedule expectations;
- Certification that the information and data submitted in the letter and the related attachments are true and complete to the best knowledge of the individual signing the letter; and
- Name, telephone number, and email address of the individual to contact regarding the SOQ submittal (i.e., the Proposer's single point of contact) and the name telephone number, and email address of the lead contact from the design team.

### 2.5.2 Mandatory SOI Attachments (Volume I)

The Proposer is to organize, label, and attach the following information immediately following its SOI. There are no page limit requirements in response to this section.

1. **Form A** that details the business name, address, business type (e.g., corporation, partnership, or joint venture), business information, and roles of the Proposer and each Major Participant.
  - a) Authorized representatives of the Proposer's organization must sign Form A.
  - b) If the Proposer is a joint venture, all joint venture members must sign Form A.
  - c) Each joint venture member must certify the truth and correctness of the contents of the SOQ.
2. A copy of the **prequalification listing** showing all the firms required by Section 1.10.
3. **Form B C** that acknowledges receipt of all clarifications and addenda received by number and date.
4. **Legal structure:**
  - a) if the Proposer's organization has already been formed to include complete copies of the organizational documents that allow, or would allow by the time of contract award, the Proposer/Design-Builder and Major Participants to conduct business in the State of Tennessee.
  - b) If the Design-Builder organization has not yet been formed, the Proposer is to provide a brief description of the proposed legal structure or draft copies of the underlying agreements.
5. **Identification of any organizational conflicts of interests** required per TDOT Rule 1680-05-04-.07(5) that discloses the following:

- i) *The undersigned hereby certifies that, to the best of his or her knowledge and belief, no interest exists that is required to be disclosed in this Conflict of Interest Disclosure Statement.*
6. **Surety letter** stating that the Proposer is capable of obtaining a Performance and Payment Bond to meet the requirements and for at least the amount listed in Section 1.11.
7. Any information concerning any **bankruptcy or receivership of the Proposer**, or of any firm which is a member thereof, including information concerning any work completed by a surety.
8. Certification that the Proposer, or of any firm which is a member thereof, has **not been debarred by, defaulted from, and/or entered into any voluntary exclusion agreement** in lieu of debarment with, any federal, state, or local government agency, within the past five (5) years. Provide information concerning any suspension or temporary disqualification from bidding on any federal, state, or local government contract.
9. Certification that the Proposer, or any person or firm which is a member thereof, **has not defaulted** on a federal, state, or local government contract within the past five (5) years.

### 2.5.3 Statement of Qualifications (SOQ) Content (Volume II)

The SOQ must include the following sections under this Section 2.5.3, which the DBRC evaluates using the shortlisting criteria detailed in Section 3.1. This volume II of the SOQ package is to not exceed **20 pages** in total when answering the prompts in Section 2.5.3.1 through Section 2.5.3.3.

#### 2.5.3.1 ORGANIZATION

Provide a brief description of the Proposer's project team, including:

- How the proposed Key Individuals meet the Project goals and foster a professional and collaborative team environment with TDOT and the identified stakeholders.
- A graphic organization chart, complete with working titles, for all the Proposer team members listed in Section 2.5.3.2 and the Key Individuals listed in Section 2.5.3.3 below.
- Specific responsibilities of each team member or firm, notably if the Proposer's team is a joint venture or association.

#### 2.5.3.2 PROPOSER TEAM EXPERIENCE (PAST PERFORMANCE)

Provide relevant project descriptions on **Form G B** of the Proposer's highway transportation experience in delivering projects of similar size, scope, and complexity.

The Proposer is to provide a **minimum of four (4)** and up to **ten (10) Form G B** project descriptions that have been completed in the last 15 years, including at least **two (2)** highlighting the lead engineering firm and all Major Participants.

#### 2.5.3.3 KEY INDIVIDUAL QUALIFICATIONS (CAPABILITY TO PERFORM)

Provide individual biographies for the following Key Individuals that meet the minimum qualifications listed below:

- Design-BUILDER Project Manager
- Design Manager
- Construction Manager

- Safety Manager
- Quality Manager

Each Key Individual biography is to minimally address:

- Role and responsibilities under both the design and construction phases;
- Education, licenses, and/or certifications;
- Number of years of total experience, including number of years of experience on similar projects;
- Qualifications and relevant experience, including unique knowledge of the Project;
- Commitment of time and availability for both the design and construction phases; and
- Length of time with the firm or Proposer team.

Minimum Key Individual Responsibilities and Qualifications:

The following provides Key Individual roles, brief job responsibilities, and minimum qualifications for the listed staff assigned to the Project.

1. *Design-Builder's Project Manager* shall:

- a) Be responsible for overall design, construction, quality management, and contract administration for the Project, and must be available on the construction site as necessary for the duration of the Project;
- b) Have full responsibility for the prosecution of the work and shall have authority to bind the Design-Builder on all matters relating to the Project after award;
- c) Act as agent and be a single point of contact in all matters on behalf of Design-Builder after award;
- d) Have the authority to stop all work that does not meet the standards, specification, or criteria established for the Project;
- e) Be responsible for adherence to all environmental document and permit requirements and commitments if found on the Project;
- ~~f) Be a registered professional engineer in the State of Tennessee; and~~
- g) Have at least seven (7) years of experience managing on projects of similar scope and size.

2. *Design Manager* shall:

- a) Be responsible for ensuring that the overall Project design is completed and design criteria requirements are met;
- b) Work under the direct supervision of the Design-Builder's Project Manager;
- c) Must not be assigned any other duties or responsibilities on the Project, and must be available whenever major design activities are being performed;
- d) Be a registered professional engineer in the State of Tennessee; and
- e) Have at least seven (7) years of recent experience in managing the design phase on projects of similar scope and size.

3. *Construction Manager* shall:
  - a) Be on-site whenever any construction activities are being performed;
  - b) Be responsible to manage the Design-Builder's workmanship inspections, implement quality planning, and oversee the Design-Builder's construction quality control;
  - c) Not be assigned any other duties or responsibilities on the Project; and
  - d) Have at least seven (7) years of recent experience managing the construction phase on projects of similar scope and size.
4. *Safety Manager* shall:
  - a) Be on-site **when critical** construction activities are being performed **and available for questions that arise throughout construction activities;**
  - b) Be responsible for overseeing all safety procedures and protocols for the Design-Builder and related subcontractor's work;
  - ~~c) Not be assigned any other duties or responsibilities on the Project; and~~
  - d) Have at least five (5) years of recent experience overseeing safety on projects of similar scope and size.
  - e) This position can be performed as a part-time position on the design-build team.**
5. *Quality Manager* shall:
  - a) Be responsible for managing the Design-Builder's quality planning efforts and for overseeing the Design-Builder's design and construction quality control activities (including leading quality assurance efforts);
  - b) Not be assigned any other duties or responsibilities on the Project; and
  - c) Have at least five (5) years of recent experience overseeing quality for either the design or construction phases on projects of similar scope and size.

#### 2.5.4 SOQ Attachments (Volume II)

The Proposer is to organize, label, and attach the following information immediately following the SOQ.

**NOTE:** The following is **not** counted as part of the page limit for a Proposer's SOQ response to the prompts requested under Section 2.5.3.

1. Include resumes and references for all listed Key Individuals in Section 2.5.3.3.
  - a) The resume for the Design-Builder's Project Manager is not to exceed two (2) pages.
  - b) The resumes for all other Key Individuals are not to not exceed one (1) page.
2. Include supplemental materials, not to exceed ten (10) pages, such as a list of awards, additional project information to supplement what is included on the **Form C** project descriptions, letters of recommendations, or additional photos or exhibits.

## 4 PROCUREMENT PROCESS: NEXT STEPS

The following section is for information only so that potential Proposers have the necessary detail to understand and prepare for the second phase of the procurement process, if the Proposer is shortlisted to advance to the Request for Proposal (RFP) stage. This section does not contain any requirements related to this RFQ or a Proposer's SOQ submittal.

TDOT reserves the right to modify any of the following for any reason and at any time, and any shortlisted Proposer must only rely on the actual RFP when and if it is issued.

### 4.1 Request for Proposal Structure

All shortlisted Proposers will be eligible to receive an RFP. While TDOT may make the RFP available to the public for informational purposes, only shortlisted Design-Builders will be allowed to submit a response to the RFP.

The RFP will be structured as follows:

- Book 1 (Instruction to Design-Builders)
- Book 2 (Design-Build Contract)
- Book 3 (Project Specific Information)

TDOT may share additional documents, plans, studies, or information as part of the Project's reference material for Proposer's use in better understanding the Project and preparing its Proposal. Any information to be released by TDOT is to be provided on the TDOT Alternative Delivery website.

### 4.2 Request for Proposal Content

At a minimum, the RFP will include the following content consistent with the requirements of T.C.A. § 54-1-119, TDOT Rule Chapter 1680-05-04, and good industry practice:

- Maximum time allowable for design and construction and requirements for developing a proposed schedule of work.
- A requirement that if the Design-Builder is a joint venture, each of the joint venture members will be jointly and severally liable for performance of the Design-Builder's obligations under the contract if awarded the Design-Build contract for the Project.
- Logistics for the Proposer preparing and TDOT reviewing any proposed alternative technical concepts (ATCs).
- Requirements for submitting a Proposer's two-part Proposal to include both a Technical Proposal and Price Proposal.
- The Technical Proposal and Price Proposal evaluation criteria and selection procedures.
- The formats and page limits for how to package the Proposal and all of the Proposal's contents.
- Identification and discussion for the following additional, second-tier Key Individuals:
  - Prequalified Utilities Design Engineering/Coordination Coordinator. **Note:** Any utility coordination firm seeking to be approved for this Project must be identified within the Proposal and be prequalified within the respective discipline or service type with the Professional Services Division ([Consultant Information \(tn.gov\)](https://www.tn.gov)) for each branch office participating on this Project prior to the Proposal due date. **At a minimum the design build**

team will be responsible for utility coordination for the following service types: U03 – Subsurface Utility Engineering (SUE), U04 – Electrical Distribution, U06 – Communications, U09 – Water, and U10 – Sewer/Sanitary Systems.

- Design Lead Engineer - Structures
- Design Lead Engineer - Roadway
- Design Lead Engineer – Geotechnical
- Design lead Engineer – Hydraulics
- Erosion Prevention and Sediment Control Inspector. **Note:** The design build team's Erosion Prevention and Sediment Control Inspector must be certified in TNEPSC Level 1 – Fundamentals of Erosion Prevention and Sediment Control for Construction Sites.
- Environmental Lead. **Note:** The design build team's Environmental lead must have a CPESC certification or a PE License.
- Project Scheduler

**Form B**  
**Summary of Comparable Contracts in Past Fifteen (15) Years**

1. Design-Builder/Company Name:	2. Name of Project: (DB2502)
3. Owner Contract No. or State Project No.:	4. Type (Check One): <input type="checkbox"/> Construction <input type="checkbox"/> Design-Build <input type="checkbox"/> Design
5. Name of Prime:	6. Company Role: (joint venture partner, subcontractor, etc.)
7. Owner (Name): _____ Address: _____ _____ Phone: _____ Contact Person: _____	8. Original Project Budget: \$ _____ Final Project Cost:\$ _____ Work Carried by Own Forces(%): _____
9. Original Project Schedule Milestones: _____ Project Completion Schedule Milestones: _____	
10. Project Description and Nature of Work Performed by Your Company:	

*[Please make additional copies of this form as needed.]*

**Form C**  
**Receipt of Addenda/Clarifications**

Design-Build Project: **1-40 Truck Parking Improvements and Bridge Replacements over the Caney Fork River, Smith County**

Design-Builder's Name: \_\_\_\_\_

The undersigned acknowledges receipt of the addenda to the RFQ as indicated below.

**ADDENDA**

Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____
Addendum/Clarification No.	_____	Dated	_____

FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA MAY CAUSE THE **SQQ** PACKAGE TO BE CONSIDERED NON-RESPONSIVE TO THE SOLICITATION. ACKNOWLEDGED RECEIPT OF EACH ADDENDUM MUST BE CLEARLY ESTABLISHED AND INCLUDED WITH RESPONSE TO THIS **RFQ**.

BY: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_