



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ALTERNATIVE DELIVERY DIVISION

REGION 1
7345 REGION LANE
KNOXVILLE, TENNESSEE 37914

BUTCH ELEY
DEPUTY GOVERNOR &
COMMISSIONER OF TRANSPORTATION

BILL LEE
GOVERNOR

November 13, 2024

**Re: ADDENDUM #1
Contract No. DB2401
County: Washington**

To Whom it May Concern:

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

- Section 1.3 – Revised the procurement schedule to extend the deadline for Proposer submittal of ATCs and for Department response to the ATCs received.
- Section 3.1.1 – Revised the number of pages to respond for a Proposer to respond to Section 3.2.
- Section 3.2.2 and 3.3 – Clarified the response requirements to allow the Proposer to respond in free form to each section prompts.
- Section 3.2.2.4 – Relocated the Form B project descriptions to the end of the “qualification section” and revised the Form B requirements as noted in the revised sheets.
- Book 1 Forms – Provided native files of the forms on the Project website
 - Revised Form ATC to match requirements in Section 2.2
 - Deleted Response Categories II-IV as these forms were inadvertently included with the RFP release
 - Revised Form B to delete the inconsistency in year reference

You must acknowledge this addendum and all the receipts of any addenda to RFP by acknowledging the addendum on Form C.

Sincerely,

Amber Warren
TDOT Project Manager
Alternative Delivery – Region 1



TENNESSEE DEPARTMENT OF TRANSPORTATION

Design-Build RFP

Book 1 Instructions to Proposer (ITP)

State Route 353 (Bailey Bridge Road)

Bridge over Nolichucky River, LM 0.44

Washington County, Tennessee

Project Identification Number (PIN): **135866.08**

State Project Number: **N/A**

Federal Project Number: **90S353-M1-005**

Contract# **DB2401**

November 2024

Addendum #1

The design-builder is to select materials and methods specified for construction to minimize the initial construction cost and long-term maintenance cost to the State of Tennessee. Non-typical construction materials and methods must be approved in writing by TDOT as defined in Section 1.5.4.2.

For all innovative or alternative materials or equipment proposed, the design-builder must verify, submit, and obtain approval for any new or innovative materials or equipment proposed during the Project's design and construction phases.

1.2 Project Goals

The Project is intended to achieve the following goals:

1. Restore the river crossing impacted from flooding due to Hurricane Helene and ensure traffic operations and safety on State Route 353 (Bailey Bridge Road) within the Project limits.
2. Deliver the construction schedule and obtain substantial completion no later than May 22, 2026.
3. Minimize impacts to ROW and environmental features and maximize safety of workers.

1.3 Procurement Schedule/Submittal Deadlines

The following procurement schedule and submittal deadlines are set out below. TDOT will not consider any submittal received after the deadlines stated below.

Event/Submittal	Date/Time
Mandatory Pre-Proposal Meeting – Region 1 Auditorium (7345 Region Lane Knoxville, TN 37914)	10/29/2024 1:00 pm EDT
Advertising of RFP	11/4/2024
Deadline for submittal of Form QR <u>and</u> , requests for QPL determination, and alternate technical concepts (ATCs)	11/15/2024 no later than 3:30 pm CST
<u>Deadline for submittal of alternate technical concepts (ATCs) on Form ATC</u>	<u>11/20/2024</u> <u>no later than 3:30 pm CST</u>
Deadline for TDOT's last response on Form QR, requests for QPL determination, and alternate technical concepts (ATCs) determination	11/26/2024
Issuance of last addendum	11/26/2024
Volume I (Cover Letter and Qualifications), Volume II (Technical Proposal), Volume III (Technical Appendices), and Price Proposal Due Date	12/10/2024 no later than 10:00 am CST
Notice of Best Evaluated Design-Builder	12/13/2024
Anticipated award of design-build contract (or rejection of all Proposals)	On or before 12/20/2024
Anticipated issuance of initial notice to proceed	On or before 1/17/2025

1.4 General Design-Builder Project Obligations

If awarded, the Design-Builder's obligations generally include the following, all of which are more specifically described in the Contract Documents.

3 PROPOSAL SUBMITTAL INSTRUCTIONS

The Proposal consists of two parts: 1) the Technical Proposal and 2) Price Proposal. By submitting a Price Proposal and executing the signature sheets contained in the RFP, the Proposer acknowledges that it understands the procurement process, submittal requirements, and evaluation criteria contained in this **RFP Book 1 (ITP)**.

3.1 Submission and Format Requirements

3.1.1 Technical Proposal

The Proposer is to deliver the Technical Proposal in a sealed container within a mailing package that is clearly identified, labeled, and addressed as follows:

- Recipient is the TDOT primary point of contact at the address listed in Section 1.5;
- Return address is to include the Proposer's name, contact person's name, mailing address; and
- Contents are to be labeled as "State Route 353 (Bailey Bridge Road) Bridge over Nolichucky River, LM 0.44 DB2401" and "Design-Build Technical Proposal -- Procurement Sensitive Information".

The Proposal may be sent by United States mail or private carrier (e.g., Federal Express, United Postal Service), or be hand-delivered to the address shown in Section 1.5.

All narrative sections in the Technical Proposal are to be Arial font with a minimum font size of 11-points. The Proposer may use smaller font sizes for charts, diagrams, graphs, and tables.

The Proposer is to organize its Technical Proposal into three volumes in the order listed in this Section 3.1.1.

- **Technical Proposal: Volume I (Cover Letter, Qualifications, Forms, and Evidence of Authority)** – Responses under Volume I shall be limited to a maximum of ~~nine~~ seven (97) pages for the cover letter and qualification information. The Proposer is to place the required forms after a tab labeled "Forms."
- **Technical Proposal: Volume II (Technical Approach)** – Responses under Volume II shall be limited to a maximum of fifteen (15) pages, not including cover/title page or section dividers. All other information submitted in Volume II is to be counted in calculating page count.
- **Technical Proposal: Volume III (Technical Proposal Appendices)** – There is *no page limit* on the information required to be submitted under Volume III (Technical Approach Appendices). The Proposer is to include a tab for each major section described in Section 3.4.

Technical Proposal pages shall be 8-½ inch x 11-inch white paper. Drawings or sketches shall be submitted on 11-inch x 17-inch and/or 8 ½-inch x 11-inch white paper. The Proposal CPM schedule plots shall be on 8-½-inch x 11-inch or 11-inch x 17-inch paper. Double-sided pages shall be used except for pre-printed information, such as corporate brochures, and the original copy of all signed forms, which are to be single-sided. Where page limits are required, each 8 ½-inch by 11-inch page counts as one (1) page towards any assigned page limits; each 11-inch by 17-inch page counts as two (2) pages towards any assigned page limits.

The Technical Proposal should present information clearly and concisely. Text or other information that is difficult to read may be disregarded, potentially resulting in either a lowered score or rejection of the Proposal as non-responsive.

The Proposer is to submit one (1) original of its Technical Proposal, labeling the original Technical Proposals "ORIGINAL". Additionally, one (1) electronic copy of the Technical Proposal shall be submitted on a

USB/flash drive in Adobe.pdf format that is searchable and organized consistent with the order detailed in this Section 3.

3.1.2 Price Proposal

The Proposer is to submit its Price Proposal using internet bidding with an electronic bid bond. The Proposer **shall not** submit a hardcopy of its Price Proposal. The internet bid and electronic bid bond executed by the Proposer and its surety is considered a complete Price Proposal to be printed at the time of the public opening.

TDOT posts letters recognizing RFP addenda/amendments to the electronic bidding file on the Alternative Delivery or internet bidding with electronic bid bond website. The Proposer is to acknowledge addenda by completing the Technical Proposal Signature Page (Form TPSP) and including the form in Volume I. Also, by submitting the EBS bid file within a Proposer's Price Proposal, the Proposer is acknowledging all addenda associated with the Price Proposal. It is the Proposer's responsibility to notify all affected manufacturers, suppliers, and subcontractors of any change. Failure to acknowledge receipt of addenda or to apply any applicable amendments to the electronic bidding file is grounds for rejection. The electronic bid "A" shall be the Total Bid Amount using any incorporated ATCs.

3.1.3 Forms

The forms referenced in this **RFP Book 1 (ITP)** and **RFP Book 2 (Design-Build Contract)** can be downloaded from Alternative Delivery website.

3.2 Technical Proposal Volume I (Cover Letter, Qualifications, Forms, and Evidence of Authority)

3.2.1 Cover Letter

The Proposer is to provide a cover letter (a maximum of two pages) that includes:

- The Proposer's desire to be considered for the Project;
- The official names and roles of all Principal Participants, the lead designer, and the Project Manager; and
- A single point of contact and the address and telephone and email address to which communications should be directed.

An authorized representative of the Proposer's organization is to sign the cover letter. If the Proposer is not yet a legal entity or is a joint venture or general partnership, authorized representatives from all Principal Participants are to sign the letter.

Additionally, if the Proposer requests to add, delete, or substitute a Principal Participant, or substitute its lead designer or any Key Personnel that it identifies, the Proposer must follow the procedures and submit the information required under this RFP.

3.2.2 Qualifications

This section of Volume I must include the following sections under this Section 3.2.2. This section is to not exceed ~~seven-five (57)~~ pages in total when answering the prompts in Section 3.2.2.1 through Section 3.2.2.34. The Proposer may respond in free form following the order of the sections listed below.

3.2.2.1 ORGANIZATION

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

- How the proposed Major Participants and Key Personnel meet the Project goals and foster a professional and collaborative team environment with TDOT and the identified stakeholders.
- Specific responsibilities of each team member or firm, notably if the Proposer's team is a joint venture or association.
- A list of the estimated percentages for each Major Participant.

~~3.2.2.2 PROPOSER TEAM EXPERIENCE (PAST PERFORMANCE)~~

~~Provide relevant project descriptions on Form 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) Form 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.~~

~~3.2.2.3~~ 2.2.2 LEVEL "1" PERSONNEL QUALIFICATIONS (CAPABILITY TO PERFORM)

Provide individual biographies for the following Level "1" Personnel that meet the minimum qualifications listed below:

- Design-BUILDER Project Manager
- Design Manager
- Construction Manager
- Safety Manager
- Quality Manager

Each Key Personnel 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 Personnel Responsibilities and Qualifications:

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

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;

Note: By listing “Major Participants” and “Key Personnel” in the Proposal, the Proposer agrees to make the listed team members and firms available to complete the work, at whatever level and capacity the Project requires. Major Participants and Key Personnel identified in the Proposal are not to be modified during the RFP procurement process without written approval of TDOT. TDOT may revoke an awarded contract if any Key Personnel or Major Participant is removed, replaced, or added to without TDOT’s written approval.

3.2.2.43.2.2.3 UNIQUE TECHNICAL QUALIFICATIONS

Based on the Proposer’s understanding of the unique features for this project, describe the Proposer’s unique technical competence to perform the work necessary for Project success. Include only additional technical or specialized qualifications not covered elsewhere in the Proposal.

3.2.2.53.2.2.4 PROPOSER TEAM EXPERIENCE (PAST PERFORMANCE)

Provide relevant project descriptions on **Form 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)** 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. The Proposer may also provide up to four (4) additional Form B project descriptions of on-going/current projects. For each additional project description, the Proposer shall describe its remaining work to complete the project on Form B.

Each Form B shall only be one (1) page. The Form B project descriptions will **not** count against the page limit for this Section 3.2.2.

3.2.3 Forms

The Proposer is to include the following completed/executed forms in the order listed below in Volume I:

- Form A – the business name, address, business type (e.g., corporation, partnership, or joint venture), business information, and roles of the Proposer and each Major Participant.
 - Authorized representatives of the Proposer’s organization must sign Form A.
 - If the Proposer is a joint venture, all joint venture members must sign Form A.
 - Each joint venture member must certify the truth and correctness of the contents of the Proposal.
- Form TPSP – Technical Proposal Signature Page (**Note:** If the Proposer is a joint venture or partnership, each joint venture or partner must sign Form TPSP);
- Form C – Receipt of Addendum/Clarification;
- Form QR – RFP Question Request (include the most current Form QR with all TDOT answers);
- Form AT – Attestation regarding Personnel Used in Contract Performance; and
- Form LC – Lobbying Certification (submit a blank form if not applicable).

3.2.4 Evidence of Corporate Existence; Certificate of Authority

The Proposer is to submit the following (as applicable):

- A Certificate of Good Standing issued by the Proposer’s state of residence; or
- For entities not in the State of Tennessee, a Certificate of Authority to transact business in Tennessee.

The foregoing is provided as a minimum requirement and shall not constitute a limitation on the disclosure obligations.

- c. For any fact, relationship, or circumstance disclosed in response to this Section, the Proposer must identify steps that have been or will be taken to avoid, neutralize, or mitigate any organizational conflicts of interest.
- d. In cases where Major Participants on different Proposers/Design-Builder organizations belong to the same parent company or are affiliated with it, each Proposer/Design-Builder must describe how the participants will avoid conflicts of interest.
- e. Participation by a Principal Participant or lead designer on multiple teams under this RFP shall be deemed an organizational conflict of interest disqualifying affected design-builders.

At the end of this section, the Proposer must include the following statement and provide signature, print name, and title.

- 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, other than as disclosed above.*

If no conflict of interest or items of note listed in this Section 3.2.8, item 2, exist, the Proposer shall include the following statement in this section and provide signature, print name, and title.

- ii) *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.*

9. 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.
10. 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.
11. 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.

3.3 Technical Proposal Volume II (Technical Approach)

The Proposer's Technical Approach (Volume II) is to consist of three sections in response to this RFP and the Project's goals, scope of work, and Reference Documents provided by TDOT. The Proposer may respond in free form following the order of the sections listed below.

- Project Management Approach (see Section 3.3.1)
- Design Approach (see Section 3.3.2)
- Construction Approach (see Section 3.3.3)

3.3.1 Project Management Approach

The Proposer's project management approach is to include, at a minimum, a description of the specific processes and rationale related to: