



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

ALTERNATIVE DELIVERY DIVISION

REGION 4
300 BENCHMARK PLACE
JACKSON, TENNESSEE 38301

BUTCH ELEY
DEPUTY GOVERNOR &
COMMISSIONER OF TRANSPORTATION

BILL LEE
GOVERNOR

June 30, 2025

**Re: ADDENDUM #1
 Contract No. DB2506
 Counties: Haywood and Lauderdale**

To Whom it May Concern:

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

- Section 1.13: Included a proposal stipend amount available to all shortlisted proposers that submit a responsive, but unsuccessful proposal (in the next stage of the procurement process).
- Section 2.5.2: Revised the section references related to the COI disclosures.
- Section 2.5.3 and Section 3: Increased the SOQ page limit from 12 pages to 15 pages.

The Proposer must acknowledge this addendum as indicated in Section 2.5.2 (3) by acknowledging the addendum on Form C (attached). The native files for the RFQ forms (including Form C) are included in the *Reference Material* folder on the Project website here:

https://www.tdot.tn.gov/Applications/Documents?pathName=%5CConstruction%5CDesign_Build%5CDB2506

Sincerely,

Derek Link
TDOT Project Manager
Alternative Delivery – Region 4

Form C
Receipt of Addenda/Clarifications

Project & DB Contract #: Timber Bridge Bundle One (DB2506) _____
Proposer Name: _____
Date: _____

The undersigned acknowledges receipt of the addenda to the RFP 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 Proposal package to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with response to this RFP.

Signature: _____	Print Name: _____
Date: _____	Title: _____



TENNESSEE DEPARTMENT OF TRANSPORTATION

Design-Build

Request for Qualifications

Timber Bridge Bundle One

Haywood and Lauderdale Counties, Tennessee

Project Identification Number (PIN): **136185.00**

State Project Number: **R4SVAR-S1-049**

DB Contract# **2506**

Final RFQ: May 2025

Addendum No. 1: June 30, 2025

The RFP is to include additional bonding, insurance, and indemnification provisions.

1.12 Required Percentage of Construction Work

The design-builder must self-perform work valued at not less than 30% of the total work, excluding specialty items.

1.13 Cost of SOQ Preparation and Stipend

No stipends are paid for submitting SOQ packages. TDOT does not reimburse a Proposer for any costs related to its SOQ, required documentation, presentations, discussions, or any other related activities. These costs are the sole responsibility of the Proposer.

As further detailed in the RFP, TDOT plans to provide a stipend of seventy-five thousand dollars (\$75,000.00) to each shortlisted Proposer that provides a responsive, but unsuccessful Proposal.

1.14 Disposition of SOQs

SOQs become the property of TDOT and are disposed of according to TDOT policies. SOQs are treated as confidential documents until TDOT awards the contract.

TDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, or reject any or all SOQs. This RFQ does not commit TDOT to enter into a design-build contract or proceed with the procurement of the Project.

- i) This includes preparation of TDOT reports, surveys, preliminary plans, and similar low-level documents that may be incorporated into the RFQ.
- ii) All documents and reports must be identified and assurances made that the information was delivered to a TDOT representative and to whom.
- b) The Proposer, including any person or firm participating in the Proposer's team, must disclose:
 - i) Any current contractual relationships with TDOT, including identification of the TDOT contract number and project manager;
 - ii) Present or planned contractual or employment relationships with any current TDOT employee;
 - iii) Current relationships between members of the Proposer's team on any other TDOT project, including identification of the TDOT contract number and project manager; and
 - iv) Any other circumstances that might be considered to create a financial interest in the contract for the Project by any current TDOT employee if the Proposer is awarded the contract.

The design-builder must also disclose any current contractual relationships where the Proposer is a joint venture.

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 on Form COI, 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 on Form COI through the qualification (RFQ) and proposal (RFP) phases of the Project.
- e) Participation by a Principal Participant or lead designer on multiple teams under this RFQ shall be deemed an organizational conflict of interest disqualifying affected design-builders.

If no conflict of interest or items of note listed in this Section ~~2.5.23-2-8~~, item 52, exist, the Proposer shall note "not applicable" on noted sections in Form COI and execute the certification accordingly.

- 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 **twelve fifteen (152) pages** in total when answering the prompts in Section 2.5.3.1 through Section 2.5.3.4.

2.5.3.1 ORGANIZATION

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

- How the proposed Key Personnel 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/firms and the Key Personnel 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 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) Form B** project descriptions highlighting the lead engineering firm and all Major Participants.

2.5.3.3 KEY PERSONNEL QUALIFICATIONS (CAPABILITY TO PERFORM)

Provide individual biographies for the following Key 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.

3 EVALUATION CRITERIA AND SHORTLISTING

The method to shortlist qualified Proposers considers the following shortlist criteria and assigned, weighted multipliers (i.e., the RFQ scoring matrix) to arrive at an aggregate (total) score and shortlist recommendation for all responsive Proposers.

Statement of Qualification (SOQ) Package	Weighting/Scoring	Section Reference/Comment
Introductory Letter/Statement of Interest (Volume I) ¹	Not scored	Section 2.5.1; 1 page maximum
Mandatory SOI Attachments (Volume I) ¹	Pass/Fail	Section 2.5.2; no page limits
SOQ (Volume II)	Maximum 100 Points	Section 2.5.3; (152-page maximum)
Organization	10 of 100 points	
Proposer Team Experience (Past Performance)	45 of 100 points	
Key Personnel Qualifications (Capability to Perform)	35 of 100 points	
Unique Technical Qualifications	10 of 100 points	
SOQ Attachments (Volume II)	Informative to scoring the Volume II evaluation factors	Section 2.5.4; (Resumes + 5-page limit)

¹ No evaluation points will be assigned for this information; **however, the SOQ may be rejected as non-responsive if the required information is not attached/provided, is missing requested information, or contains information demonstrating that the Proposer is ineligible to be awarded the Contract.**

3.1 Evaluation Criteria for Shortlisting

Each Design-Build Review Committee (DBRC) member individually reviews and evaluates each responsive SOQ, assigning a rating for each sub-factor listed in Section 2.5.3 according to the descriptions below.

Note: The primary focus of the evaluation is on the Proposer's qualifications compared to the listed requirements of Section 2.5.3 and how its approach meets or exceeds the project goals listed in Section 1.2.

Excellent (95 to 100 point)	The SOQ demonstrates a complete understanding of the subject and qualifications that significantly exceed the stated requirements and objectives of the scoring category. The SOQ communicates an outstanding level of quality. The Proposer's qualifications are exceptional. The SOQ shows no weaknesses or deficiencies for this scoring category.
Good (80 to 94 points)	The SOQ demonstrates a strong understanding of the subject and qualifications that generally exceed the scoring category. The SOQ communicates a high level of quality. The SOQ shows few weaknesses or deficiencies for this scoring category.
Acceptable (60 to 79 points)	The SOQ demonstrates a general understanding of the subject and qualifications show some weaknesses/deficiencies regarding the requirements and objectives. The SOQ communicates an average level of quality and meets (but does not exceed) the stated requirements of the RFQ.
Poor (below 60 points)	The SOQ has demonstrated a minimal understanding of the subject and contains numerous weaknesses and deficiencies in its qualifications. The SOQ demonstrates little or no level of quality or value. The Proposer's qualifications raise questions about the Proposer's ability to successfully meet the Project goals or deliver the Project's scope on time and on budget.