



TENNESSEE DEPARTMENT OF TRANSPORTATION  
**Request for Proposals**

*Progressive Design Build  
(PDB) Services*

**James Robertson Parkway Reconstruction**

From Victory Memorial Bridge to 1st Street

From 1st Street to Interstate Drive

Davidson County, Tennessee

Project Identification Number (PIN): **136436.00**

State Project Number: **19S006-L1-010 (Local)** and **19S006-S1-010 (State)**

PDB Contract **PD2601**

**January 2026**

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# 1 PROJECT AND PROCUREMENT INFORMATION

The Tennessee Department of Transportation (TDOT) is procuring a design-build team (DBT) for the James Robertson Parkway (JRP) Reconstruction project (the Project), following the processes and practices detailed in the following Request for Proposal (RFP) and TDOT's *Progressive Design-Build (PDB) Standard Guidance Document*.

Proposing teams interested in submitting a proposal to TDOT are requested to submit a response to this RFP for procuring PDB preliminary design/preconstruction services, with TDOT having the option of executing a final design/construction contract to complete the Project.

If TDOT subsequently accepts the DBT's guaranteed maximum price (GMP) and awards a final design/construction contract, the DBT's scope is to complete the final design and construct the Project (or a portion thereof) within the GMP. If the Project cannot be delivered within the allocated budget or a GMP cannot be agreed to, TDOT retains the option to:

- Cancel the Project;
- Reduce the scope;
- Complete final design with the DBT's designer or another design consultant and proceed with construction of the Project through a low-bid process; or
- Use the DBT's design-consultant's work product, or part of it, to proceed with construction of the Project through a design-build process.

Final construction activities are not to begin until TDOT has accepted a GMP, and a final design/construction contract has been executed.

TDOT may consider early work packages to complete initial Project tasks with the understanding that any early work is not a guarantee of selection for final design/construction. Early phases must be independent and severable from the final design/construction package, with a well-defined end point.

Contractors or joint ventures interested in proposing on this Project are referred to as the "Proposer" or "Proposers" throughout the RFP.

## 1.1 Project Description

### 1.1.1 Project Limits

**Project Limits/Location:** State Route 6 (JRP) from Victory Memorial Bridge to 1<sup>st</sup> Street and from 1<sup>st</sup> Street to Interstate Drive (PIN 136436.00)

Built in 1951 to connect downtown Nashville with the East Bank, the existing JRP viaduct accommodates approximately 17,300 average daily traffic (with 9 percent trucks).

### 1.1.2 Project Information

This Project includes:

- Demolition of the existing JRP viaduct structure and removal of associated roadway and drainage infrastructure within the Project limits.
- Reconstruct the JRP roadway from the Victory Memorial Bridge to Interstate Drive (just west of I-24).
- Installing necessary drainage improvements, including construction of a regional stormwater trunkline running under JRP to a discharge point into the Cumberland River.

- Coordinating or completing removal and/or relocation of utilities within or adjacent to the JRP right-of-way.
- Reconstruction of the roadway infrastructure to include new pavement, signage, roadway approaches, and necessary tie-in work within the Project limits.
- Traffic control during the demolition and construction work.

**Area Utilities:**

- AT&T
- Colonial Pipeline
- Comcast (Xfinity)
- Crown Castle
- Google Network
- Lumen (formerly CenturyLink & Level 3)
- Metro Water and Sewer (MWS)
- Nashville Electric Service (NES)
- Piedmont Gas (formerly Nashville Gas)
- Tennessee Valley Authority (TVA)
- Windstream Communications
- XO Communications
- Zayo

**Railroad:** CSX (Railroad)

**Proposed Level of Design:** TDOT is completing the field 3D survey and simplified functional design plans for the Project. Current reference documents are available on the Project website at:

<https://www.tn.gov/content/tn/tdot/alternative-delivery/pdb/pd2601.html>.

**Project Construction Funding:** The funding source for the preconstruction agreement is State funding, and the funding source for the final design/construction contract is local, State, **and/or** Federal funding.

**Anticipated Constraints, Considerations, and Unique Project Context:**

- Coordination with critical stakeholders, including work adjacent to the East Bank development project and the new Tennessee Titans stadium.
- Prolonged, full closure of JRP.
- A significantly urbanized area with numerous high-profile utilities, businesses, and special events throughout the Project limits.

**Environmental Clearance Status:** TDOT is completing a categorical exclusion for the Project, with an expected clearance in 2026.

It is important to note that, at this time, the proposed Project remains in the environmental review and permitting process. Final environmental approvals and related requirements have not yet been clearly identified and secured. The no-build/no-action alternative is always considered in the environmental

process, and it is possible that the no-build/no-action alternative may be adopted. Nothing contained in this RFP, including any description of the Project, is intended to modify, limit, or otherwise constrain the on-going environmental review and permitting for this Project or other projects within or around the Project area or to commit TDOT or any other entity to undertake any action with respect to the Project, including any procurement for the final design and construction of the Project.

## **1.2 Project Goals**

The Project and use of the PDB delivery method are intended to achieve the following goals.

- Deliver on a final design and construction schedule that achieves Project substantial completion no later than November 2028.
- Leverage the PDB process by advancing strategic work packages, design and construction efficiencies, and full-team collaboration to maximize the Project budget and enhance Project value.
- Manage closures along JRP to minimize disruptions, maintain downtown access, and reduce impacts on the traveling public, utilities, businesses, and other properties.
- Coordinate with adjacent construction projects and help TDOT provide thoughtful outreach and engagement of area stakeholders when aligning schedules, resolving conflicts, and maintaining community trust.

## **1.3 Project Coordination**

TDOT's primary point of contact for this Project is:

Miller Bernhardt  
Miller.Bernhardt@tn.gov  
Alternative Delivery, Region 3  
6601 Centennial Blvd, Bld: A  
Nashville, TN 37209

If awarded an agreement or contract, the DBT is expected to partner with the following:

1. TDOT Project Management Team, including TDOT's Owner Representative (HNTB and American Structurepoint)
2. Independent Cost Estimator (ICE): TBD
3. TDOT Civil Rights Office
4. Stakeholder/Stakeholder Groups:
  - Federal Highway Administration (FHWA)
  - Metropolitan Nashville and Davidson County
  - Nashville Department of Transportation (NDOT)
  - East Bank Authority
  - Tennessee Titans, LLC
  - Area police, fire departments, and emergency service providers
  - Tennessee Department of Environment and Conservation (TDEC)

- Local hospitals, businesses, and commercial developments
- Impacted Railroad and utilities listed in Section 1.1.2

## 1.4 Project Cost

The following are the current estimates for both the preliminary design/preconstruction and the final design/construction phases, subject to change if TDOT determines and as the Project advances.

### 1.4.1 Preliminary Design/Preconstruction Cost

TDOT has preliminarily estimated the DBT's preliminary design/preconstruction professional services agreement to be \$2,500,000. TDOT and the DBT are to negotiate the preliminary design/preconstruction services amount based on the DBT's scope of services/work, initially detailed in Section 4.

Monthly payments are paid as work progresses.

### 1.4.2 Estimated Final Design/Construction Cost

TDOT has preliminarily estimated the Project's final design/construction cost to be \$75,000,000.

## 1.5 Project Schedule

The following are the current schedules for both the preliminary design/preconstruction and final design/construction phases, subject to change if TDOT determines and as the Project advances.

### 1.5.1 Preliminary Design/Preconstruction Schedule

The preliminary design/preconstruction phase is anticipated to start in Spring 2026 and extend through Summer 2027.

### 1.5.2 Final Design/Construction Schedule

Inclusive of potential early work, the Project's final design/construction phase is anticipated to start in Summer 2026 with substantial completion of all work by November 2028.

## 1.6 Project Design Data and Standards

All related Project work is to conform to all applicable State and federal regulations and recognized industry, safety, environmental, and design standards. TDOT projects are to generally conform with TDOT and FHWA design criteria. The TDOT Project Manager is to resolve any perceived conflicts in criteria or standards.

The DBT is to obtain and apply all currently adopted references, including TDOT standards and specifications, manuals, and software for both its design and construction work.

### 1.6.1 Standard Specifications and Drawings

The most current versions of TDOT's *Standard Specifications for Road and Bridge Construction*, *Standard Drawings*, the Project Delivery Network (PDN), and any supplemental specifications or Project-specific drawings/plans, where applicable, are to control the design and construction of the Project.

### 1.6.2 Project Computer Software Requirements

The DBT is to use the most recent TDOT-adopted software, including:

- **Estimating:** Microsoft Excel for final submittal, in addition to the DBT's bidding software

- **Scheduling:** Primavera P6 Project Manager
- **Specifications:** Microsoft Office
- **Plan submittal (for eplans):** ProjectWise
- **Design and Survey (DTM):** Open Roads Designer

### 1.6.3 Construction Materials and Products Not on the QPL

In accordance with [TDOT's Materials and Tests SOP 1-9](#) (*Material Exceptions for Alternative Delivery Project*) during the preliminary design/preconstruction phase, the DBT may request to use an innovative or alternative product in lieu of a product on TDOT's qualified product list (QPL). For all requests, the DBT is to provide:

- Explanation of intent to use alternate materials/products
- Type of material or product not meeting current specifications or procedures
  - Difference of materials/products proposed
  - Benefit of proposed materials/products
- History of material/product (list of projects using, date of usage, quantity, etc.)
- Manufacturer's certification and recommendation of placement/usage
- Submittal of contract documentation:
  - Standard/alternate drawings, plans, specifications, mix designs (using local materials to the extent possible), etc., documenting how the materials/product is to be used on the Project.
  - Proposed Quality Control Plan for use on the Project (see part 2 of the SOP for requirements)
  - Proposed method of acceptance (see part 3 of the SOP for requirements)

TDOT may reject any request without recourse by the DBT. TDOT has no obligation but to review the product and shall not be liable for failure to accept or act upon any request. TDOT shall be the sole judge of the acceptance or rejection of a product.

## 1.7 Required Availability or Changes of Key Personnel

By listing "Key Personnel" in the Proposal, the Proposer agrees to make the listed personnel available to complete work for both the preliminary design/preconstruction and final design/construction phases, at whatever level and capacity the Project requires.

Modifications to the Proposer's team or the Key Personnel and other personnel listed in the Proposal are only allowed by TDOT as requested by the Proposer in writing. TDOT may revoke an awarded agreement or contract if any Key Personnel is removed, replaced, or added to without TDOT's written approval.

TDOT does not approve requests for modification without justification. Examples of justification could include death of a team member, changes in employment status, bankruptcy, inability to perform, or organizational conflict of interest. Additionally, the written request must document that the proposed removal, replacement, or addition is equal to or better than the Key Personnel provided in the Proposal.

To secure TDOT's approval, the DBT is to provide a written request to the TDOT Project Manager that includes:

1. The nature and reason for the desired change, and
2. A statement of how the change is to meet the required qualifications for the position/responsibility.

In its discretion, TDOT may use the criteria specified in this RFP and the qualifications submitted by the Proposer to evaluate all requests.

## **1.8 Nondiscrimination in Contracting**

The DBT is required to follow Federal Equal Employment Opportunity (EEO) policies.

The Proposer/DBT agrees that no person is to be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of any contract or in the employment practices of the Proposer/DBT on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State constitutional, or statutory law.

The Proposer/DBT is to, upon request, show proof of such nondiscrimination and post in conspicuous places, available to all employees and applicants, all notices of nondiscrimination.

## **1.9 Reserved**

## **1.10 Organizational Conflicts and Ineligible Firms**

It is TDOT's policy that any person or firm under contract or previously under contract with TDOT to prepare the Project's procurement documents, preliminary plans, planning reports, or other development products is not allowed to participate in any capacity on a Proposer team. 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. HNTB Corporation;
2. American Structurepoint, Inc.;
3. Gresham Smith and Partners;
4. HMB Professional Engineers;
5. Terracon Consultants, Inc.;
6. Horrocks Engineering;
7. Contract Land Services;
8. Kimley-Horn and Associates, Inc.;
9. Avenue Consultants, Inc.;
10. HDR Engineer, Inc.; and
11. Affiliates (including parent companies, subsidiary companies, Persons under common ownership, joint venture (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. 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 Personnel thereof, may result in, or could be viewed as, an organizational conflict of interest.

By submitting its Proposal, 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 an agreement/contract as the DBT for the Project, TDOT may, in its sole discretion, terminate the agreement/contract. In any case, TDOT reserves all legal rights and remedies.

Proposers are also advised that the TDOT's guidelines in this RFP are intended to augment applicable federal and State law, including federal organizational conflict of interest laws and rules, in addition to the laws and rules relating to the National Environmental Policy Act (NEPA). Such applicable law also applies to Proposer teams and teaming and may preclude certain firms and their entities from participating on a Proposer team.

## **1.11 Prohibited Communications and Contingency Fee**

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

1. Any member of TDOT, including members of the Selection Committee;
2. USDOT/FHWA and other federal regulatory agencies, including USFWS, USCG, and USACE;
3. The area utilities, Railroad, and stakeholders listed in Section 1.3; and
4. Any TDOT advisors, contractors, or consultants involved with the procurement (including those referenced in Section 1.10), except for communications expressly permitted by the RFP, or except as approved in writing in advance by TDOT, in its sole discretion.

The foregoing restriction does not, however, preclude or restrict communications regarding matters unrelated to the RFP, agreement/contract, or procurement process or to limit participation in public meetings or any public or Proposer meeting related to the RFP.

Any Proposer engaging in such prohibited communications shall be ineligible for selection as the DBT under this RFP.

Additionally, any person, firm, or entity submitting a Proposal and competing for an agreement or contract is also prohibited from offering or paying a contingency fee of any type that is directly tied to specific actions or work designed to help the Proposer obtain an agreement or contract through this RFP process.

As included in Appendix C, each Proposer and the selected DBT are to complete an affidavit certifying compliance with this requirement before being awarded any agreement or contract, notably:

- No person, firm, or entity participating in the submission of the Proposal has communicated, with any member of the selection committee, or with any employee or official of the Department, concerning the review or evaluation of any Proposal, except that a Proposer may communicate with those Department employees who are specifically listed in the RFP as appropriate points of contact and in accordance with procedures established in the RFP that allow Proposers to communicate with entities such as utilities and permit agencies;
- No person, firm, or entity participating in the submission of the Proposal has offered or paid, or will offer or pay, a contingency fee of any type that is directly tied to specific actions or work designed to help the Proposer obtain an agreement or contract through this RFP process; and
- No person, firm, or entity participating in the submission of the Proposal has received any compensation for assisting TDOT in preparing this RFP.

## **1.12 Prequalification and Licenses**

Each Proposer, including any Proposer submitting a Proposal as a joint venture, must be prequalified with the Construction Division as provided in Tennessee Code Annotated (TCA) 54-5-117. The list of prequalified contractors may be found at: <https://www.tn.gov/tdot/tdot-construction-division/construction-contractor-prequalification.html>

Additionally, the Proposer's lead engineering/design firm(s) and any consultant providing services on the Project, either as part of a Proposer team or in a subconsultant role to the Proposer, must be pre-qualified or have a completed prequalification form filed with TDOT. Any subconsultant shall be prequalified by TDOT to perform the specific tasks required. Prequalification procedures, example letter of interest, list of prequalified firms and DBEs, TDOT's standard procurement policy, and additional information, including the Prequalification Form (DT-0330, Part 1), can be found at: Consultant Information (tn.gov). A pending prequalification status will be acceptable.

Any person, firm, or entity that is not currently prequalified must submit the appropriate application for prequalification (as listed in the preceding two paragraphs) by the Proposal submittal due date listed in Section 2.1.

A Tennessee contractor's license is not required to submit a Proposal or to be considered for award of a preliminary design/preconstruction phase agreement; however, a Tennessee contractor's license is required prior to the execution of any agreement/contract for preliminary design/preconstruction services or to complete the final design and construct the Project.

TDOT requires all contractors and subcontractors that are domestic or foreign Corporations, Limited Liability Companies, Limited Partnerships, or Limited Liability Partnerships to be in good standing with the Secretary of State. This includes being duly incorporated, authorized to transact business, and in compliance with other requirements as detailed by the Secretary of State. Proposers should contact the Secretary of State with any questions at (615) 741-2286 or visit: <https://sos.tn.gov/businesses>

TDOT will not execute any agreement, contract, or approve a subcontract with contractors that are domestic or foreign Corporations, Limited Liability Companies, Limited Partnerships, or Limited Liability Partnerships who are not in good standing with the Secretary of State (i.e., have a valid Certificate of Existence/Authorization).

### **1.13 Performance and Payment Bonds**

The Proposer is to provide a letter from a surety company indicating that the Proposer is capable of obtaining Payment and Performance Bonds covering the Project for at least \$80,000,000.

The surety submitting the letter must be a surety company or companies licensed by the State of Tennessee and listed in the current United States Department of the Treasury's "List of Certified Companies" (Circular 570). The surety must be listed or approved to write a bond in an amount equal to or greater than the amount listed above, and letters indicating "unlimited" bonding/security capability are not acceptable.

Approved performance and payment bonds are required 10 business days prior to execution of a contract for final design/construction work. The final value of the bonds is to be equal to the amount of the GMP or early final design/construction work.

### **1.14 Preliminary Design/Preconstruction Insurance Requirements**

Within 14 days after notification of the selection, and before entering into a preliminary design/preconstruction agreement, the selected Proposer is to provide proof of adequate and appropriate general liability insurance in a coverage amount not less than \$1,000,000 per occurrence and \$300,000 per claim. The selected Proposer's policy shall name the State of Tennessee as an additional insured.

The DBT is to provide additional insurance certifications as defined in the preliminary design/preconstruction professional services agreement.

Proof of insurance coverage for the subsequent final design/construction work is detailed in the final design/construction contract and is required 10 business days prior to execution of a contract for final design/construction work.

### **1.15 Required Percentage of Construction Work to be Self-Performed**

The DBT must perform work valued at not less than thirty percent (30%) of the negotiated construction cost for the Project, excluding specialty items and any costs accrued for preliminary design/preconstruction services, with its own staff. Specialty items are those services or items that are not usually furnished by the DBT performing the particular type of service contained in this RFP and are to be defined in the final design/construction contract.

### **1.16 Award of a Final Design/Construction Contract**

TDOT intends to award an agreement/contract for PDB preliminary design/preconstruction services to the selected Proposer. When the design of construction package(s) has been sufficiently developed by the DBT, the DBT prepares and submits a GMP proposal for the subject work package. If the GMP proposal is accepted, TDOT compiles and executes with the DBT a final design/construction contract to complete the final design and construction for the noted work package.

Although the Proposer selected through this RFP is to be awarded an agreement/contract for preliminary design/preconstruction services and may perform final design/construction services for this Project through certain work packages, the DBT is not guaranteed to receive a contract to finish the design and/or perform any additional final design/construction work if services are terminated before or at the completion of the preliminary design/preconstruction phase.

Although a GMP proposal may be prepared and submitted for each work package, TDOT reserves the right, at any time, to terminate the GMP proposal process and either: (i) complete the final design with the DBT's

designer or another design consultant and prepare the Construction Documents (PS&E package) for advertisement under standard, low-bid procurement procedures, or (ii) use the DBT designer's work product, or part of it, to proceed with construction of the Project through the procurement of a design-build contract. TDOT also reserves the right not to award any part or all of the final design/construction phase services and to bid/award some or all of the final design/construction work separately. If TDOT chooses to advertise this Project under the low-bid process authorized under TCA Title 54, Chapter 5, or the design-build process authorized in TCA 54-1-119, TDOT may determine, in its sole discretion, that the DBT **may be** permitted to submit a bid for the final design/construction phase or a proposal for the design-build contract as a prime contractor or subcontractor.

All evaluations of any initial estimate submittal and the GMP proposal are to be open book. TDOT shall have access to all estimate and GMP proposal documents, design files, specifications, quotations, takeoffs, and other preliminary design/preconstruction or final design/construction cost estimates during evaluation of the submitted early estimates or GMP proposal.

### **1.16.1 Fee Requirements**

As part of the initial estimate and GMP process, the DBT and ICE independently develop a fee to be applied to the DBT's final design/construction phase GMP proposal(s), including for any early work packages, based on its cost to do the work. The fee is a percentage, carried out to four decimal points (e.g., 0.0000%).

The fee percentage is to include all profit, general and administrative ("G&A") costs, and regional and home office overhead, and non-reimbursable costs as defined in Appendix B. As requested by TDOT, the fee percentage breakdown is to show all components used in establishing the percentage. Any fee summary submitted as part of the estimate and GMP process must include the line items detailed in Appendix B.

The fee percentage is not to change regardless of the final, negotiated amount of the GMP for the final design/construction phase, including any early work packages.

### **1.17 Cost of Proposal Preparation**

TDOT does not reimburse a Proposer for any costs related to its Proposal preparation, required documentation, interviews, presentations, discussions, or any other related activities. These costs are the sole responsibility of the Proposer.

### **1.18 Disposition of Proposals**

Proposals become the property of TDOT and are disposed of according to TDOT policies. Proposals are treated as confidential documents until TDOT issues a written notice of award to the Proposer.

TDOT reserves the right, in its sole discretion, to cancel this RFP, issue a new RFP, or reject any and all Proposals.

### **1.19 Ownership of the Documents**

All bids, plans, manuscripts, specifications, data, maps, etc., prepared by or obtained by the DBT as a result of working under a preconstruction agreement or final design/construction contract shall be delivered to and become the property of TDOT.

## 2 PROPOSAL AND INTERVIEW INSTRUCTIONS

All Proposers are required to meet the following Proposal submittal requirements, and TDOT retains the right to waive any minor irregularity or modify any requirement should it be judged to be in the best interest of TDOT or the State.

### 2.1 Key Events Schedule

All Proposers are required to meet the following meeting and submittal dates as part of the procurement process. Failure to meet certain deadlines may result in the Proposal being considered non-responsive and rejected.

Public Notice Phase	Date
Advertisement of the RFP	January 8, 2026
Submit Request and Agenda (including proposed questions) for Optional One-on-One Meetings	January 14, 2026 11:00 am CST
Mandatory Pre-Proposal Meeting	January 21, 2026 9:00 am CST
<b>Optional</b> One-on-One Meetings	January 21, 2026
Last Submission of Questions/Requested Clarifications	January 28, 2026 11:00 am CST
Final RFP Addendum	February 4, 2026

Selection Phase	Date
Proposal Submittal Due Date	February 18, 2026 11:00 am CST
Selection Committee Meetings (Interviews)	March 2026
Proposer Notification of Selection	March 2026
Preconstruction Agreement Approval/Execution	April 2026

### 2.2 Pre-Proposal Meetings

#### 2.2.1 Mandatory Pre-Proposal Meeting

A **mandatory** pre-proposal meeting is to be held at the following location at the date and time listed in Section 2.1.

Region 3 Auditorium  
6601 Centennial Blvd.  
Nashville, TN, 37243

This meeting introduces all potential Proposers to the PDB delivery method, provides an overall Project introduction, and enables the potential Proposers to ask and for TDOT to answer questions about the Project, the procurement process, or PDB delivery method.

The TDOT Project Management Team, including the TDOT Project Manager, plans to be present at this meeting. Failure of a Proposer to attend the meeting will result in elimination of that Proposer from consideration, and TDOT will reject any Proposal submitted by that Proposer.

TDOT plans to respond, orally or in writing, to all Proposer's questions raised at the meeting. In the event TDOT determines that formal answers or a change to the RFP, specifications, or agreement/contract terms are needed, TDOT is to issue formal written clarifications or addenda in accordance with the terms of this RFP.

### **2.2.2 Optional One-on-One Meetings**

TDOT is providing an opportunity for a Proposer to request individual, thirty-minute (30-minute), one-on-one meetings to be held at the following location at the date and time listed in Section 2.1.

Region 3 Auditorium  
6601 Centennial Blvd.  
Nashville, TN, 37243

The meetings are **optional** and **in-person** for any potential Proposer to ask and for TDOT to answer questions about the Project, the procurement process/RFP, or PDB delivery method. To request a one-on-one meeting, the Proposer is to submit its request and an agenda listing its proposed questions by the date and time listed in Section 2.1. TDOT is to notify the Proposer of its individual meeting time after all requests have been received.

## **2.3 Questions and Changes to the RFP**

TDOT reserves the right to make changes to the RFP at any time and for any reason, and all changes to the RFP prior to the receipt of Proposals are to be made by an addendum to the RFP, which is to be available to all Proposers on the Project website listed in Section 1.1. Following submission and receipt of the Proposals, TDOT is to convey/communicate any changes to the RFP in writing to those Proposers that have submitted a Proposal. Proposers are not to rely on any oral or informal written responses regarding this RFP, unless issued in writing as an addendum by TDOT.

Proposers may submit questions, request clarification, or request a change to the RFP by submitting a written request on Form D (see Appendix C and available on the Project website) to [Miller.Bernhardt@tn.gov](mailto:Miller.Bernhardt@tn.gov). When doing so, the Proposer is to reference the Project name and PDB Contract # (the number on the RFP cover page and footer) in the subject line. The request is to specify the provision and section of the RFP in question, and, if a change is requested, contain an explanation for the requested change. TDOT will not respond to questions or change requests received later than the date of last submission of questions/requested clarifications listed in Section 2.1.

TDOT may post (for all Proposers) any or all answers to Proposer questions (without any Proposer identification). TDOT evaluates all questions or requests submitted and reserves the right to determine whether to respond or accept the requested change.

## **2.4 Submission and Format Requirements**

To submit a Proposal, a Proposer must submit an electronic copy (in searchable PDF format with bookmarks) of its Proposal to [Miller.Bernhardt@tn.gov](mailto:Miller.Bernhardt@tn.gov). If the file(s) is over 20MB in size, the Proposer is to send a file transfer link to the listed email address. The submittal of Proposal materials must be sent prior to

the time and date for the Proposal submittal due date listed in Section 2.1. A Proposer may only submit one Proposal in response to this RFP.

The Proposal must adhere to the following naming convention:

- For the Proposal PDF file: Enter proposer name\_PD2601\_JRP\_Reconstruct\_Proposal

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

Where page limits are required, all 8.5" by 11" pages count as one (1) page towards any assigned page limits, and all 11" by 17" pages count as two (2) pages towards any assigned page limits.

## **2.5 Proposal Content Requirements**

A Proposer is to include the following in its Proposal response to this RFP. The Proposal is to include a cover/title page as its first page.

### **2.5.1 Introductory Letter/Statement of Interest (SOI)**

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 PDB Contract # (the number on the RFP cover page and footer).
- 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 Design and Construction divisions in accordance with the requirements and timing noted in Section 1.12.
- A confirmation statement of the commitment for Key Personnel 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 is true and complete to the best knowledge of the individual signing the letter.
- Name, telephone number, and email address of the individual to contact regarding the Proposal submittal.

### **2.5.2 Mandatory SOI Attachments**

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. Surety letter stating that the Proposer can obtain a Performance and Payment Bond to meet the requirements and for at least the amount listed in Section 1.13.
2. 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.
3. 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.

4. Certification that the Proposer, or of any firm which is a member thereof, has not defaulted on a federal, State, or local government contract within the past five (5) years.
5. Acknowledgement of all issued RFP addenda, as issued (see TDOT Form C with the issued addendum).
6. The relevant Acknowledgment and Attestation Form as provided in Appendix C. The Proposer only has to execute the form that is consistent with how the Proposer is organized.
7. An affidavit(s) signed by the Proposer, on the form provided in Appendix C, certifying that the Proposer, and its member firms (if any), agents, subcontractors, and employees are in compliance with the requirements of the TCA and Section 1.11.
8. The Proposer's design and preconstruction hourly/unit rates and documentation as required on the Hourly/Unit Rate form provided in Appendix C.
9. A completed Certificate of Final Indirect Costs, on the form provided in Appendix C.

### **2.5.3 Proposal**

The Proposal must include the following sections, which the Selection Committee evaluates using the scoring criteria detailed in Section 3.1. This section of the Proposal is to not exceed twenty (20) pages.

#### **2.5.3.1 PROJECT TEAM QUALIFICATIONS**

**Subfactor #1:** Provide a brief description of the Proposer's project team, including:

- How the proposed firms and 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 clear lines of authority and working titles for all Proposer firms and the Key Personnel listed in subfactor #2 below. The chart is to also include the Proposer's Safety Manager and Quality Manager.
- Specific responsibilities of each team member or firm, notably if the Proposer's team is a joint venture (JV) or association.

**Subfactor #2:** Provide individual biographies ("bios") for the following Key Personnel (see Section 2.5.4 for requirements to include resume as part of the Proposal attachments):

- Project Manager
- Construction Manager
- Design Manager
- Lead Cost Estimator
- Utility Design/Construction Coordinator
- Up to two other persons that the Proposer considers key to the success of the Project's preliminary design/preconstruction phase and/or final design/construction phase

Each Key Personnel bio is to address:

- Role and responsibilities under both the preliminary design/preconstruction and final design/construction phases.
- Qualifications and relevant experience, including experience working with TDOT (if any).

- Commitment of time and availability for both the preliminary design/preconstruction and final design/construction phases.
- Length of time with the firm or Proposer team.

Provide the information in the next two bullets for the balance of team members filling primary roles (discipline leads and support staff) for the following disciplines: roadway design, structural design, drainage design, third-party management, scheduling, and maintenance of traffic.

- Describe the roles, responsibilities, and availability of team members.
- Describe how the team members' qualifications and experience will benefit the project.

**Subfactor #3:** Provide relevant project descriptions of the Proposer's experience with highway transportation, involved utility and Railroad coordination, and urban roadway reconstruction projects of similar size, scope, and complexity that include:

- The project/contract name, location, and description of services provided, including any implemented innovations that could be relevant to the Project.
- Overall project construction cost, including initial/estimated owner value, agreed-to GMP/price with the owner (if applicable), actual/final contract value, and reasons (as applicable) for the differences.
- Overall schedule of the project's design and construction phases, including initial/estimated date for completion, actual/final date for completion, and reasons (as applicable) for the difference.
- The noted Key Personnel assigned to the project and their specific roles on the project.
- Reference(s) from the owner (**Note:** all references are to include current email address and telephone number)

The Proposer is to provide a minimum of **four (4)** but no more than **six (6)** project descriptions that have been completed in the last eight (8) years, including at least two (2) projects highlighting the Proposer's lead designer experience. The Proposer may not rely on the construction experience of a subcontractor or other team member for the purpose of meeting this requirement.

**Subfactor #4:** Provide the following safety information for each construction firm under the Proposer's team covering the period 2020 to present:

- Experience modification rates (EMRs).
- List of any OSHA/TOSHA citations received, including the cause for the citation.
- List of any incidents that resulted in significant injury, loss of life, or major property damage.

### **2.5.3.2 PROJECT APPROACH**

**Subfactor #1:** Provide a project approach that includes:

- The Proposer's preliminary design/preconstruction schedule and plan for delivering discrete design submittals in concert with TDOT's Project Delivery Network (PDN) and the PDB pricing milestones (see Section 4 and Chapter 5 of the *PDB Standard Guidance Document* for what is required at each pricing milestone).
- The Proposer's final design/construction schedule detailed from GMP acceptance for the Project, or portion thereof, to completion of construction through substantial completion. The section is to include factors that may affect the Project's final design/construction schedule, such as

stakeholder constraints, utility work windows, seasonal work, differing work packages, and/or availability for material, equipment, and labor.

- How the Proposer intends to use the PDB process to support TDOT in advancing necessary right-of-way, Railroad, and environmental activities during the preliminary design/preconstruction phase.
- The Proposer's approach to engaging TDOT and collaborating with the larger DBT team when advancing technical solutions that optimize the design and construction schedule(s) and the Project's construction budget.
- The Proposer's approach to quality management during design and construction.

**Subfactor #2: Risks/Innovations, Stakeholder Coordination, and Acceleration**

- Risk management strategies for identifying, costing, and mitigating/eliminating Project risk or maximizing Project opportunities (e.g., innovations) through a formalized risk management process. This section is to include the Proposer's top five (5) risks, opportunities/innovations, and/or challenges that may impact the Project's schedule and budget, alongside potential mitigation strategies specific to each risk.
- The Proposer's approach to coordinating with area stakeholders (including utilities, adjacent projects, and other third-party entities listed in Section 1.1.2 and 1.3) during both the preconstruction and construction phases.
- The Proposer's approach to accelerating its design and construction work to meet (or exceed) the Project's substantial completion deadline. The approach is to include how the Proposer plans to package its work, apply specific means and methods, or introduce innovative concepts to achieve the Project goals.

**2.5.3.3 COST ESTIMATING APPROACH**

Provide a production-based, open-book cost estimating process that includes:

- A description of some of the key challenges that the Proposer has encountered with open-book cost estimating and how the Proposer intends to apply its experience and resources to overcome these challenges in working with TDOT to best manage expectations, eliminate misalignment, and avoid surprises.
- How the Proposer intends to use its cost model, any milestone submittal estimate, and the GMP to negotiate price and transparently share cost information so that the Proposer and TDOT (including its ICE) understand costing assumptions, methodologies, and tasks.
- How the Proposer plans to communicate key assumptions, backup, and/or quantities for each bid item and agreed to/defined risks or opportunities.

**2.5.4 Proposal Attachments**

The Proposer is to organize, label, and attach the following information immediately following the information listed in Section 2.5.3.

1. Resumes and references for all listed Key Personnel and Proposer value-added staff listed in Section 2.5.3.1. The resumes are not to exceed one (1) page each.
2. A sample estimate for the bid items listed below. The intent of this item is to demonstrate how the Proposer shows transparency through its cost estimating process. The Proposer is to clearly identify

individual costs via separate line items alongside all costing assumptions/basis that contribute to the total item cost (including direct and indirect costs and fee/markup). TDOT considers the values to be conceptual and does not evaluate or consider these values to be contractual.

The Proposer is to include a unit price and itemization of costs that sum to that unit price for the following sample bid items and quantities.

Bid Item	Unit of Measurement	Assumed Quantity
Removal of existing viaduct	Lump sum	1
Bridge deck concrete	Square yard	1,000

In discussing the Proposer’s cost model, the Proposer is to describe or provide an example of its approach to estimating Project bid items that include labor hours and dollars, temporary and permanent materials, equipment, trucking, etc.

3. A letter(s) from the Proposer’s insurance company verifying the Proposer’s EMRs for each year requested in Section 2.5.3.1, Subfactor 4.
4. Supplemental materials not to exceed two (2) pages, such as additional cost model examples, a list of awards, letters of recommendations, or additional photos, exhibits, or schedules.

## 2.6 Oral Interview Requirements

TDOT plans to conduct mandatory oral interviews for Proposers that have submitted a Proposal based on TDOT’s evaluation of the qualifications listed in Section 2.5.

TDOT plans to arrange the specific interview times and location, notifying the Proposer in advance of its time to interview. TDOT will schedule interview times on a random basis based on the number of Proposals received.

The structure of the oral interview is as follows, where the Selection Committee evaluates the interview responses using scoring criteria detailed in Section 3.2. At the time of the interview, the Proposer’s Project Manager and up to four (4) additional members must be present for all portions of the interview process. Failure of a Proposer to appear at the interview is considered non-responsive, and the Proposer will be eliminated from any further consideration.

### 2.6.1 Presentation

In no more than twenty (20) minutes, the Proposer is to:

- Summarize its Proposal,
- Describe any innovative ideas, unique resources, or specified strategies that make the Proposer the best candidate for the Project, and
- Communicate to the Selection Committee why it should be chosen.

### 2.6.2 Question and Answer Session

In no more than twenty (20) minutes, the Proposer is to answer both standard questions for all Proposers and specific questions related to the Proposer’s Proposal. The session may include questions on:

- Project understanding and approach to meet the Project’s goals and mitigate Project risks.

- Preliminary design/preconstruction and final design/construction approach, including the potential for innovation.
- Process or best practices for collaborating during both the design/preconstruction and final design/construction phases.
- Approach to working through pricing assumptions and differences.

### 3 EVALUATION CRITERIA AND SCORING

The method to select a DBT considers the following evaluation factors and assigned, weighted multipliers (i.e., the RFP scoring matrix) to arrive at an aggregate (total) score and selection of a Proposer.

Section	Weighting/Scoring	Section Reference/Comment
<b>Proposal</b>	<b>70% Overall Weight</b>	
Statement of Interest <sup>1</sup>	Not scored	Section 2.5.1; 1 page max
Mandatory Proposal Attachments <sup>1</sup>	Pass/Fail	Section 2.5.2; no page limits
Proposal	Max. 100 Points	Section 2.5.3; (20 pages max)
Eval. Factor #1: Project Team Qualification	35 of 100 points	
Subfactor #1: Proposer Project Team Description	10% <sup>2</sup>	
Subfactor #2: Key Personnel Biographies (Bios)	30%	
Subfactor #3: Project Descriptions	50%	
Subfactor #4: Safety Information	10%	
Eval. Factor #2: Project Approach	45 of 100 points	
Subfactor #1: Project Approach	50%	
Subfactor #2: Risks/Innovations, Stakeholder Coordination, and Acceleration	50%	
Eval. Factor #3: Cost Estimating Approach	20 of 100 points	
Proposal Attachments	Informative to scoring the above evaluation factors	Section 2.5.4; (Resumes + sample estimate + EMR letter + up to 2 pages of supplemental materials)
<b>Oral Interviews</b>	<b>30% Overall Weight</b>	
Presentation	40 of 100 points	Section 2.6.1
Questions & Answer Session	60 of 100 points	Section 2.6.2

<sup>1</sup> No evaluation points will be assigned for this information; **however, the Proposal may be rejected as non-responsive if the required information is not attached/provided.**

*Notably for the Proposer's design and preconstruction hourly/unit rates listed on the Hourly/Unit Rate form, TDOT determines if the hourly/unit rates are reasonable. **The Proposal may be rejected as non-responsive** if the required documentation is not provided, the Proposer includes incorrect rates or markups, the Proposer alters the form, or if TDOT determines the hourly/unit rates are not reasonable to market conditions for comparable services.*

<sup>2</sup> TDOT assigns weightings and Selection Committee members score each subfactor based on its percentage of the overall evaluation factor.

#### 3.1 Proposal Evaluation Criteria

Each Selection Committee member individually reviews and evaluates each responsive Proposal, assigning a rating for each factor or 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.

Rating	Description of the Rating
<b>Excellent</b>	The Proposal demonstrates a complete understanding of the subject and an approach that significantly exceeds the stated requirements and objectives of the scoring category. The Proposal communicates an outstanding level of quality. The Proposer's qualifications are exceptional. The Proposal shows no weaknesses or deficiencies for this scoring category.
<b>Good</b>	The Proposer demonstrates a strong understanding and has a strong approach to the scoring category. The Proposal communicates a high level of quality and exceeds the stated requirements of the RFP. The Proposal shows few weaknesses or deficiencies for this scoring category.
<b>Acceptable</b>	The Proposal demonstrates a general understanding of the Project and an approach containing some weaknesses/deficiencies regarding the Project's requirements and objectives. The Proposal communicates an average level of quality and meets (but does not exceed) the stated requirements of the RFP.
<b>Poor</b>	The Proposal has demonstrated a minimal understanding of the scoring category and contains numerous weaknesses and deficiencies. The Proposal 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.

### 3.2 Interview Evaluation Criteria

Using similar ratings and descriptions detailed in Section 3.1, the Selection Committee may score the ***presentation and questions/answer session*** of the interview based on:

- Understanding of the Project and the related Project goals and risk mitigation efforts
- Project approach, including proposed innovations
- Communication skills

### 3.3 Total Score and Selection Recommendation

TDOT applies the weighting factors to each factor and adds up the score of each Proposer. Per TCA requirements, upon completion of the scoring, the Proposers are ranked in order of the highest aggregate (total) score to the lowest aggregate score.

The Proposer who has the highest aggregate score is to be considered the first-tier Proposer. In addition, any Proposer who receives an aggregate score within five percent (5%) of the Proposer with the highest aggregate score also will be considered a first-tier Proposer.

The Proposals of the first-tier proposers are submitted in alphabetical order to the Commissioner without an evaluation ranking. The Commissioner may select a first-tier proposer, or the commissioner may reject all Proposals and proceed with the Project through another lawful method for procuring a construction services contract.

Award or rejection by the Commissioner will be based on qualifications, experience, best value, or any other combination of factors considered appropriate, and which are clearly specified in the solicitation documents.

## 4 SCOPE OF WORK FOR PDB PRELIMINARY DESIGN/ PRECONSTRUCTION SERVICES

The following initial scope of work reflects the current approach for the DBT to lead the preliminary design/preconstruction phase, understanding that the final scope of work is finalized based on discussions amongst the TDOT Project Manager, other TDOT staff, and the selected DBT.

### 4.1 General Project Management

The DBT is to provide the following as part of its general project management tasks:

- **Coordination:** The DBT Project Manager and assigned Key Personnel (Design Manager, Cost Estimator, and Construction Manager) are to meet weekly with the Project team, including the TDOT Project Manager.
- **Monthly Reports and Billings:** The reports and billing information required by TDOT.
- **General Reports and Submittals:** All reports and submittals must be reviewed and concurred with (or approved) by TDOT prior to content being used in a follow-up work effort.

### 4.2 Kickoff Workshop

The DBT (to include all agreed-to Key Personnel and Proposal listed additional staff personnel) is to attend and actively participate in a kickoff workshop in the Nashville area that includes:

- Introducing the Project, PDB delivery method, and the Project stakeholders.
- Overviewing the Project status and scope, goals, funding, preliminary design/preconstruction and final design/construction schedule, etc.
- Identifying Project risks, referencing the Proposal risk matrix when developing a formal risk management plan.
- Reviewing current design plans/concepts, specifications, and reports (as applicable).
- Scheduling the Project meetings, design submittals, estimate coordination meetings, and necessary milestone estimate tasks (e.g., constructability review, risk workshop, quantity reconciliation meeting, and reconciliation) for each milestone submittal.
- Establishing the Project Management Plan, including the Design Quality Management Plan and Communication and Document Control Plan.

### 4.3 Specific Scope of Work: Tasks, Meetings, and Deliverables

The DBT is required to complete all tasks, meetings, and deliverables for the project's preliminary design/preconstruction phase (to include scopes of work for preliminary design, price facilitation, and construction coordination) as generally described in the following sections. TDOT will negotiate the full scope of the preliminary design/preconstruction phase with the successful Proposer when finalizing the preconstruction agreement.

#### 4.3.1 Design Development Scope

The anticipated preliminary design and related preconstruction activities and tasks for the Project are based on TDOT's Project Delivery Network (PDN). TDOT has also provided an initial draft of these activities and tasks in the reference documents. The PDN can be accessed in its entirety at [Project Delivery Network \(PDN\) \(tn.gov\)](https://www.tn.gov/project-delivery-network) for reference.

The DBT is expected to complete all related PDN activities and tasks for each relevant design stage, except for the following activities that are either not applicable to the Project or that TDOT will complete.

- **Third-party coordination:** TDOT is leading all ROW activities (from ROW engineering through acquisitions), initiating Railroad coordination that will be transitioned to the DBT upon notice to proceed for the preconstruction phase, and completing early notification for area utilities, of which the DBT will complete the utility coordination process (inclusive of preparing utility coordination plans, processes utility responses, coordinating utility-performed work, and completing any identified move-in-state work).
- **Environmental:** TDOT is preparing the Project’s environmental document, and the DBT will be responsible for obtaining all water quality and construction permits and completing all environmental feature mitigation.
- **Pavement:** TDOT will provide the DBT the Project’s pavement design.
- **Public outreach:** TDOT will complete all public outreach activities.
- **Active Transportation:** There is no scope related to active transportation on this Project.
- **Other:** TDOT is pursuing the floodplain certification and verifying the alignment and initial hydrology data related to the box culvert (in coordination with MWS).

#### 4.3.2 Price Facilitation and Construction Coordination Scope

Task	Work Product	Unit	Total Quantity	Timing (as applicable)				
				Line and Grade	Functional Design	Plan-in-Hand	GMP <sup>1</sup>	Other
1	Review as-builts, current design, and site conditions review	EA	1	-	-	-	-	Prior to kickoff
<b>Description:</b> The DBT to review all provided Project information, including previous project as-builts, current concept plans (informal review if available), and a site conditions review.								
Regular Meetings	2	Lead regular team meetings and task force meetings	EA	Various	-	-	-	Weekly
	<p><b>Description:</b> <i>The DBT (including members of the DBT’s design team) to lead team meetings with TDOT staff, TDOT’s owner representative, identified stakeholders, and the ICE to initially establish and continue to coordinate on Project details (e.g., scope, schedule, budget), design progression, construction means and methods, communication and document control protocols, third-party impacts, and other management and Project information. The DBT to include time to attend all regular/weekly task force meetings for the Project.</i></p> <p><i>The DBT (including members of the DBT’s design team) to complete meeting actions and follow-up assignments in a timely manner and in a format acceptable to TDOT (e.g., via a comment and resolution form, redlined drawings, written reports or memos, and/or electronic track changes to documents provided).</i></p>							
	3	Attend and participate in estimate coordination meetings	EA	Various	-	-	-	Every two weeks
<p><b>Description:</b> <i>The DBT (including members of the DBT’s design team) to attend and actively participate in each estimate coordination meeting among the DBT, TDOT, and the ICE to establish and refine estimate assumptions and methodologies, to schedule milestone meetings and estimate follow up, and to communicate changes in scope, quantities, or phasing—all to ensure a consistent foundation for each respective estimate submittal.</i></p> <p><i>The DBT (including members of the DBT’s design team) to complete meeting actions and follow-up assignments in a timely manner and in a format acceptable to TDOT (e.g., via a comment and resolution form, redlined drawings, written reports or memos, and/or electronic track changes to documents provided).</i></p>								

Task	Work Product	Unit	Total Quantity	Timing (as applicable)						
				Line and Grade	Functional Design	Plan-in-Hand	GMP <sup>1</sup>	Other		
Deliverables	4	Develop and update baseline construction schedule & phasing	EA	For each work package	✓	✓	TBD	✓	-	
	<p><b>Description:</b> <i>The DBT to develop the final design/construction phase's baseline schedule and phasing plan(s) for each work package. The DBT to revise its baseline schedule and phasing plan based on comments received and progression of the Project's design during each milestone estimate period.</i></p> <p><i>The schedule is to include the Project's final design/construction phase duration (including any early work packages), identifying key milestones, deliverables, and dependencies/logic, along with durations for procurement, shop drawing submittal and review, material submittals, construction work/management, and closeout.</i></p>									
	5	Develop and maintain an innovation tracking and report on performance	EA	For each work package	✓	✓	TBD	-	-	
	<p><b>Description:</b> <i>The DBT to develop, propose, and track opportunities and quantify benefits from Project innovations throughout the preliminary design/preconstruction phase, including proposing criteria to evaluate suggestions and select improvements that offer the best overall value in terms of cost, schedule, and quality improvements.</i></p> <p><i>The DBT to prepare, modify, and maintain an "innovation" register, which identifies the person and/or entity that proposed the idea, the value of the idea (in terms of cost, savings, risk reduction/mitigation, or schedule impact/benefit), and the ideas that were incorporated by the Project team into the final design documents. Minimally, update the matrix during each milestone estimate period.</i></p>									
	6	Develop Material Sourcing Plan	EA	1	-	-	-	-	Prior to Award	
<p><b>Description:</b> <i>The DBT to draft and finalize a material sourcing plan to apply during the final design/construction contract and for all construction activities (including any early work packages). The plan is to document material sources, access logistics, haul routes, haul requirements, and other related items. The plan is subject to TDOT approval and is to be finalized prior to awarding the final design/construction contract.</i></p>										
7	Develop Quality Management Plan	EA	1	-	-	-	-	Prior to Award		
<p><b>Description:</b> <i>The DBT to draft and finalize a quality management plan to apply during the final design/construction contract and for all construction activities (including for any early work packages). The plan is to document applicable references and definitions, general requirements that describe quality methods and workflow processes, management and staff responsibilities, and an approach to measure, analyze, and improve results or output. The plan is subject to TDOT approval and is to be finalized prior to awarding the final design/construction contract.</i></p>										

Task	Work Product	Unit	Total Quantity	Timing (as applicable)				
				Line and Grade	Functional Design	Plan-in-Hand	GMP <sup>1</sup>	Other
8	Develop Worker and Public Safety Plan	EA	1	-	-	-	-	Prior to Award
<p><b>Description:</b> The DBT to draft and finalize a worker and public safety plan to apply during the final design/construction contract and for all construction activities (including for any early work packages). The plan is to address safety means and methods for all contractor entities, TDOT staff, consultant/CEI staff, and the travelling public, including an approach to measure, analyze, and improve results or output. The plan is subject to TDOT approval and is to be finalized prior to awarding the final design/construction contract.</p>								
9	Develop Subcontracting Plan	EA	1	-	-	✓	✓	Draft prior to associated estimate
<p><b>Description:</b> The DBT to draft and finalize a Subcontracting Plan to apply during the final design/construction contract and for all construction activities (including for any early work packages). The plan is to address subcontracting process and selection criteria, a breakdown of work that the DBT intends to self-perform vs. what will be subcontracted, solicitation logs, bonding approach, summaries of quotes received and best-value determinations, outline of how the quotes are distributed into the various bid items, and progress tracking and analysis of subcontractor/vendor quotes between pricing milestones. The plan is subject to TDOT approval and is to be finalized prior to awarding a construction contract.</p>								
10	Provide constructability review comments on the plans	EA	For each work package	✓	✓	TBD	-	-
<p><b>Description:</b> The DBT to provide a constructability review of the plans, specifications, and related reports for the listed design milestone submittals.</p>								
11	Develop and submit estimate or GMP submittal/proposal (and backup)	EA	For each work package	✓	✓	TBD	✓	-
<p><b>Description:</b> To occur at the agreed-to point in the design process the project or portion thereof is ready to be priced for construction, the DBT to provide its estimate or GMP (as directed) for the construction work (and for any early work packages) on the bid/estimate form provided by TDOT or as agreed to by the team. The estimate/GMP submittal is to include all costing backup information, including estimate software output, known subcontractor bids/quotes, documentation to support estimate assumptions, etc.</p>								
12	Resubmit estimate/GMP (and backup)	EA	For each work package	✓	✓	TBD	✓	-
<p><b>Description:</b> After each estimate reconciliation meeting, the DBT to revise and resubmit its estimate or GMP (as directed) for the construction work (and any early work packages) on the bid/estimate form provided by TDOT or as agreed to by the team. The estimate resubmittal is to include all revised costing backup information, including estimate software output, known subcontractor bids/quotes, documentation to support estimate assumptions, etc.</p>								

Task	Work Product	Unit	Total Quantity	Timing (as applicable)					
				Line and Grade	Functional Design	Plan-in-Hand	GMP <sup>1</sup>	Other	
13	Milestone Estimate Process								
13a	Lead constructability workshop	EA	For each work package	✓	✓	TBD	-	-	
<p><b>Description:</b> The DBT (including members of the DBT's design team) to lead the constructability workshop during each milestone estimate period, providing comments from its review during the workshop.</p> <p>The DBT (including members of the DBT's design team) to complete meeting actions and follow-up assignments in a timely manner and in a format acceptable to TDOT (e.g., via a comment and resolution form, redlined drawings, written reports or memos, and/or electronic track changes to documents provided).</p>									
13b	Attend risk management workshop	EA	For each work package; various	✓	✓	TBD	✓	Through-out	
<p><b>Description:</b> The DBT (including members of the DBT's design team) to participate in the risk management workshops during each milestone estimate period and throughout the preliminary design/preconstruction phase. For each meeting/workshop, the DBT (including members of the DBT's design team) to identify, quantify, document, and implement overall Project, TDOT management, design/preconstruction, and known construction risks and risk avoidance, reduction, and mitigation strategies, as well as monitor and provide written input into a Project risk register.</p> <p>Although the risk register is to be maintained by TDOT or TDOT designee, the DBT (including members of the DBT's design team) to participate in the preparation and updating of the risk register, and to continuously coordinate its assumptions regarding impacts to risk as the design progresses.</p> <p>The DBT (including members of the DBT's design team) to complete meeting actions and follow-up assignments in a timely manner and in a format acceptable to TDOT (e.g., revised risk worksheet).</p>									
13c	Lead quantity reconciliation meeting	EA	For each work package	✓	✓	TBD	✓	-	
<p><b>Description:</b> The DBT (including members of the DBT's design team) to lead the quantity reconciliation meetings during each milestone estimate period to compare quantity take-offs between the estimators and to agree upon a common set of quantities used as the basis for the price. For each meeting/workshop, the DBT to lead discussion of its work breakdown structure, items of work to price, units of measurement, and related quantities in coordination with TDOT and the ICE (if used).</p> <p>The DBT to complete meeting actions and follow-up assignments in a timely manner and in a format acceptable to TDOT (e.g., revised quantity worksheet).</p>									

Estimate and GMP Meetings and Participation

Task	Work Product	Unit	Total Quantity	Timing (as applicable)				
				Line and Grade	Functional Design	Plan-in-Hand	GMP <sup>1</sup>	Other
13d	Lead subcontractor and vendor selection meeting	EA	For each work package	✓	✓	TBD	✓	-
<p><b>Description:</b> <i>The DBT to lead a subcontractor and vendor selection meetings during noted milestone estimate periods and during the GMP submittal process. For each meeting/workshop, the DBT to lead discussion on subcontractor quotes, explaining how the quotes are distributed within the bid items, clarifying any support services required for each subcontractor or vendor, demonstrating that it has solicited the minimum number of quotes from the subcontractors/vendors (where feasible), and reviewing any relevant pricing exclusions from the quotes.</i></p> <p><i>During the meeting, the DBT is to provide TDOT and the ICE a list of subcontractors or vendors contacted to document the solicitation outreach efforts, including any subcontractors or vendors that were unresponsive.</i></p> <p><i>The DBT to complete meeting actions and follow-up assignments in a timely manner and in a format acceptable to TDOT.</i></p>								
13e	Attend estimate/GMP reconciliation meetings	EA	For each work package	✓	✓	TBD	✓	-
<p><b>Description:</b> <i>The DBT (including members of the DBT's design team) to attend and actively participate in an estimate reconciliation workshop during each milestone estimate period and during the GMP submittal process. The DBT to offer insight on its estimate/GMP assumptions and methodologies, schedule and phasing approach, and backup material in support of its costs.</i></p> <p><i>The DBT (including members of the DBT's design team) to complete meeting actions and follow-up assignments in a timely manner and in a format acceptable to TDOT (e.g., via a comment and resolution form, redlined drawings, written reports or memos, and/or electronic track changes to documents provided).</i></p>								

## **Appendix A: Sample PDB Services Contract**

A template/sample of the PDB preconstruction agreement is available on the Project website.

By submitting a Proposal, the Proposer acknowledges it has reviewed the PDB preconstruction agreement and agrees that the terms and conditions of the contract(s) are acceptable without reservation.

## Appendix B: Fee Percentage Inclusions and Exclusions

	<b>Costs <span style="color: red;">NOT</span> TO BE included in Fee Percentage</b>	<b>Costs <span style="color: green;">TO BE</span> included in Fee Percentage</b>
<b>Item</b>	<b>Costs for the categories below to be negotiated and included in the direct “Cost of the Work”</b>	<b>Other indirect and non-reimbursable costs to be included in the fee percentage are listed below</b>
E.1	Mobilization	Project Principal – all costs
E.2	Field supervision staff costs and expenses (e.g., Project Manager)	Cost Estimator services during final design/construction phase –all costs. (Note: Cost Estimator services during the preliminary design/preconstruction phase are reimbursable as included in the Preconstruction Services Fee)
E.3	Construction Manager/Superintendent	Project Manager relocation, housing, and subsistence costs.
E.4	All other on-site, construction management staff as approved by the Agency	Construction Manager/Superintendent relocation, housing, and subsistence costs.
E.5	On-site administrative staff, including clerical and secretarial staff	Additional staff relocation, housing, and subsistence cost.
E.6	All project direct costs related to Safety	Home, branch and regional office administrative support staff and all related costs
E.7	All project direct costs related to Quality Control	Home, branch and regional office safety support staff and all related costs
E.8	Project office costs for cleaning, set up/demobilization, maintenance, security, utilities, rent/lease, equipment, and furniture	Home, branch and regional office quality control support staff and all related costs
E.9	Materials and equipment handling, including shipping/transport to site and storage costs	Profit
E.10	Job site temporary toilet facilities and maintenance	
E.11	Construction rental equipment	
E.12	Actual cost of permits	
E.13	All project direct costs related to implementation of Agency-approved DBE program	
E.14	Construction equipment and vehicles at Proposer’s internal cost rate, including costs of maintenance and fuel	
E.15	All costs related to cell phones, radios, fax machines, pagers, computers, and software.	
E.16	All costs of capital and interest; licenses and taxes required by law.	
E.17	Miscellaneous project office costs, including but not limited to, drinking water, printing, reproduction, postage, delivery, and supplies	