

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR STATEMENT OF QUALIFICATIONS**

**October 3, 2018
(Construction Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in **construction engineering, contract specifications, critical path method (CPM) construction scheduling, and contract administration**. The contract type shall be a general engineering related contract to be performed on an on-call basis. The scope of work will include, but will not be limited to, the items of work described below. The method of payment shall be cost plus fixed fee. The fixed fee ceiling shall be determined using the direct labor multiplied by 2.35 times the fee percentage (Fixed Fee Ceiling = Direct Labor x 2.35 x Fee Percentage). Due to the uncertainty of (1) the schedule, and (2) the number of work crews needed for the project, payment of the fixed fee will be based on the actual labor costs rather than the estimated labor costs used for the basis of the agreement.

Items may be withdrawn if anticipated funding does not become available.

Item No. 1

Scope of Work may include, but is not limited to:

- Evaluating current TDOT construction contract proposal development processes
- Streamlining current processes by eliminating redundancy and developing a work flow path
- Documenting a step-by-step procedure for all processes required in the development, award, and administration of construction proposal contracts
- Reviewing current specifications, policies, and programs for accuracy and consistency
- Reviewing the pay item number system
- Developing a pay item number database
- Assisting with specification reviews, updates, plans reviews, and mitigation of contract administration issues
- Updating the TDOT Construction Inspection Guide as needed
- Updating Alternative Contracting manuals as needed
- Provide training of TDOT Construction Practices to employees
- Provide training to employees in project scheduling, including, but not limited to, review of CPM schedules
- Provide additional related services as requested by the TDOT Construction Division

Schedule:

The contract term shall run for a period of five (5) years and all services must be completed within this contract term, except to the extent that additional time may be needed, as approved by TDOT, to complete a previously issued work order. New work orders will be issued only within the first two years. The maximum total contract dollar amount that may be awarded under the contract is \$5,000,000.

Deliverables:

All documentation (see technical requirements below) associated with the construction engineering services for the project shall be submitted to TDOT as needed.

Firms may request consideration by submitting a letter of interest. These may be submitted to:

**Ms. Lori Lange, P.E.
Construction Division Director
Suite 700, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236**

**Or electronically by email to:
Laura.Doss@tn.gov**

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of construction engineering and inspection services. These include, but are not limited to: TDOT's [Standard Specifications](#), TDOT's [Construction Circular Letters](#), TDOT's [Standard Operating Procedures](#), TDOT's [Field Operations Training](#), [Construction Special Provisions](#), [National Pollutant Discharge Elimination System \(NPDES\) Permit](#), [Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration](#), [Contractor Employee Safety and Health Program](#), TDOT's [Design-Build Standard Guidance](#), and TDOT Policy 355-01 (Approval of Construction Change Orders and Force Account Work).

All letters of interest must be received on or before **4:00 p.m. (Central Time) October 17, 2018**. For additional details regarding these projects, please contact Ms. Laura Doss at (615) 532-7445 or by email at Laura.Doss@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Letters of Interest. Additional information, including an example proposal ([DT-0330, Part II \(Contract Specific Qualifications\)](#)) can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo/design-contract-qualifications.html>. Interested firms without internet access may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov. Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. **Please include a valid email address and phone number for the Engineer point-of-contact.**

Evaluation Process

Phase I Evaluation

The Department will evaluate the **current prequalification statements** on file for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. Please note: New or updated prequalification forms must be received **before the deadline** for letters of interest. The criteria that will be considered in Phase I are:

- i. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes)
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes)
- iii. Previous TDOT Construction Administration experience
- iv. Prequalification Type: UNLIMITED

Phase II Evaluation

For firms submitting proposals (Part II of the DT-0330 form), the criteria that will be considered are:

Criteria and Relative Weights		
i.	Team capability and work experience (Section C, F, & G of Part II of the DT-0330 form).	45 %
ii.	Staff qualification and availability (Section H: Staffing/Experience Matrix).	35 %
iii.	Technical approach (as explained in Section I of Part II of the DT-0330 form).	10 %
iv.	Workload capacity; including amount of work under contract with the Construction Division.	5 %
v.	Past performance evaluations on Construction Division Projects, if available.	5 %

Following Phase II evaluation, the three* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where only two qualified consultants respond with proposals, the Department may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

Phase III Evaluation

From the list of firms determined by the CEC to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference .

Post Selection

TDOT's Construction Division will then negotiate with the firm(s) deemed to be most highly qualified in rank order. Before the invitation of a cost proposal is made, a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking will be established with the prospective consultant. This may be done by conference, phone, or correspondence as determined by the Construction Division. Instructions will be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age, and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or women-owned firms are encouraged to respond to all advertisements by TDOT. For more information on DBE certification, please contact the Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

John C. Schroer
Commissioner

JCS/LL/LAD