

NOTICE TO CONSULTANT ENGINEERS  
**REGARDING A REQUEST FOR PROPOSALS**  
**September 7, 2018**  
**(Traffic Operations 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 and inspection (CEI) services** as described below. The scope of work will include but will not be limited to construction engineering, inspection, surveying, and materials testing. 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Items may be withdrawn if anticipated funding does not become available.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**

**Project Description and Location:**

Provide Project Specific CEI services for I-24 Active Freeway Management Deployment Project (Between I-440 and SR -10) Davidson/Rutherford County.

**Construction Project Scope of Work**

The Consultant shall provide inspection and oversight for testing, verification, and validation for the I-24 Active Freeway Management Deployment Project. The Intelligent Transportation Systems (ITS) deployment on the project shall be performed in accordance with the System Engineering Analysis process developed for the project. In addition to roadway construction work, specialty ITS work is required (by the contractor) including Dedicated Short Range Communication (DSRC) equipment deployment and integration into the Nashville SmartWay ITS System and adjacent local signal agencies systems as indicated in the project plans and specifications.

TDOT's construction Contractor will be responsible for complete performance of the work tasks to include:

- Procurement of all equipment called for in the plans, specifications, and estimates;
- Configuration of all equipment to default setting prior to deployment;
- Field installation of all equipment;
- Local acceptance testing of all equipment;
- Installation/integration/testing of backhaul communications;
- Submission of required FCC information for licensing; and.
- System Integration work to include the following:
  - Device configuration and testing of all DSRC elements except for the traffic signal controller;
  - Network configuration and testing of all DSRC elements except for the traffic signal controller;
  - Coordination with TDOT, TDOT's representative and/or local signal agency;
  - Coordinate with TDOT and/or local signal agency to implement security requirements;
  - Acceptance testing – subsystem and final system tests;
  - Development of MAP Files; and
  - Loading of the DSRC application on the Road Side Units.

The System Engineering Analysis Report is available through the following website link:

<https://www.tn.gov/tdot/intelligent-transportation-systems.html>

**Schedule:**

The earliest letting for the first of the respective construction contracts is 10/05/2018. While the completion date has yet to be determined, CEI services will begin prior to the contractor's Notice-to-Proceed, occur during the entire course of construction, and continue into the project close-out and final records phases. The time period from

Completion Notice for documentation submittal to final records is 1 month. The time period for all corrections needed by regional final records and regional materials and tests is 6 weeks.

**Deliverables:**

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

Firms may request consideration by submitting one electronic copy of Part II of Form DT-0330 (no hardcopies necessary) to [Said.elsaid@tn.gov](mailto:Said.elsaid@tn.gov) or to:

**Brad Freeze, P.E.**  
**Traffic Operations Division Director**  
**Suite 1800, James K. Polk Building**  
**505 Deaderick Street**  
**Nashville, Tennessee 37243-0236**

The form is also available on the internet at: <https://www.tn.gov/tdot/business-redirect/consultantinfo/design-contract-qualifications.html>. Please make sure to include a staffing chart indicating the identities and responsibilities of key employees (including any subcontractors) who may be assigned. A model staffing chart, including suggested and required certifications, is attached.

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 Policy 355-01 (Approval of Construction Change Orders and Force Account Work), approved industry standards, and National Transportation Communications for ITS Protocols (NTCIP).

All proposals must be received on or before **4:00 p.m. (Central Time) September 21, 2018**. For additional details regarding these projects, please contact Said El Said at (615) 253-0053 or by email at [Said.elsaid@tn.gov](mailto:Said.elsaid@tn.gov).

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the proposal. Additional information, including the Prequalification Form (DT-0330, Part 1), can be found at: <http://www.tdot.state.tn.us/ConsultantInfo.htm>. Interested firms without internet access may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). The proposal shall identify any sub-consultant(s) and indicate the scope of services anticipated to be completed by any sub-consultants. Identified sub-consultants will be evaluated using the same criteria identified below for the prime consultant. The 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 point-of-contact.

**Evaluation Process**

**Phase I Evaluation**

This phase will be skipped due to time limitations.

**Phase II Evaluation**

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

<b>Criteria and Relative Weights</b>		
i.	Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form).	45 %
ii.	Staff qualification and availability (Section H: Staffing/Certification Matrix).	35 %
iii.	Technical approach (as explained in Section H of Part II of the DT-0330 form).	15 %
iv.	Past performance evaluations on projects, if available.	5 %

Following Phase II evaluation, the three\* firms deemed most qualified by the Consultant Selection 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 for each item .

**Contract Negotiation**

TDOT’s Traffic Operations 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 appropriate by the Traffic Operations 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/BF/SS

# TDOT CEI I-24 Staffing/Certification Matrix



**TDOT**  
Department of Transportation

**Number of personnel for each discipline**

Years of Experience Necessary

10 HR OSHA Construction Safety

TDEC Level 1

TDEC Level 2

P.E.

R.L.S

TDOT HMA Certified Roadway Inspector

TDOT Concrete Plant Technician

TDOT Asphalt Plant Technician

TDOT Concrete Field Technician

CPESC

TDOT Hazardous Materials Technician/ACI Grade I

Work Zone Soils & Aggregate Technician

Work Zone Traffic Control/Flagging

Team Member/Task	1	15+	R	S	S	S									S		R
<b>Project/Construction Manager</b>	1	15+	R	S	S	S									S		R
Employee Name																	
<b>Admin Support</b>	1	2+															
Employee Name																	
<b>Senior Inspector</b>	1	10+	R	R				S	S	S	R	S			S		R
Employee Name																	
<b>Construction Inspectors</b>	4	5+	R	S				S*	S	S	S*	S*			S		R
Employee Name																	
Employee Name																	
Employee Name																	
Employee Name																	
<b>EPSC Inspectors</b>	1	2+	R	R	S												
Employee Name																	
<b>Asph./Conc. Plant Inspectors</b>	1	2+	R						R	R							
Employee Name																	
<b>Survey Crew</b>	1	2+	R					S									R
Employee Name																	

Friday, September 7, 2018

R	Required for the team member
S	Will be considered in the Scoring
S*	If any inspector performs this work; certification is required