

**NOTICE TO CONSULTANT ENGINEERING FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**Local Programs Development Office
Program Development and Administration Division**

September 6, 2018

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of a professional engineering firm to perform engineering oversight and project management services on various projects for the Local Programs Development Office as needed on a continuing contractual basis.

The selected firm will be required to perform engineering oversight and project management services on various projects funded under programs administered by the Local Programs Development Office, including but not limited to the Transportation Alternatives Program, Congestion Mitigation and Air Quality (CMAQ) Program, State and federal bridge programs, Surface Transportation Block Grant Program (STBG), Multimodal Access Grant, and Safe Routes to School Program. The types of projects may include, but are not limited to:

1. Pedestrian and Bicycle Facility Projects
2. Landscaping and Scenic Beautification Projects
3. Historic Transportation Building, Structure or Facility Projects
4. Rail Corridor Preservation Projects
5. Scenic or Historic Highway Program Projects
6. Historic Preservation Projects
7. Archaeological Planning and Research Projects
8. Environmental Mitigation Projects
9. Intermodal Port Facility Projects

Qualified firms may submit letters of interest on the following disciplines:

1. Environmental Document Review Responsibilities
2. Design Review Responsibilities
3. Pre-Construction Responsibilities
4. Construction Engineering Inspection (CEI) Oversight Responsibilities
5. Overall Project Management
6. Training and Certification Classes (Construction Engineering and Inspection Classes – schedule classes and teach)
7. Maintaining and Updating Guidelines and Internet Material

The method of payment shall be cost plus fixed fee. Due to the uncertainty of (1) the project development schedule, and (2) the number of projects assigned, 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 agreements.

Schedule and Ceiling

The contract shall have a term of five (5) years, and all services must be completed within the contract term, except as additional time may be needed to complete any existing work orders. New work orders

will only be issued during the first three (3) years of the contract. The initial maximum total contract dollar amount that may be awarded under each contract to each firm is \$2,000,000. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,500,000.

There is no guarantee that work orders will be issued on the contract as the determination of use of the contract will be workload driven and based on available funding.

Deliverables

All documentation (see technical requirements below) associated with the transportation engineering services for the project shall be submitted to TDOT as required. Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of transportation engineering services. These include, but are not limited to:

AASHTO Policy on Geometric Design of Highways and Streets (Green Book), Manual on Uniform Traffic Control Devices, TDOT's Standard Specifications, TDOT's Construction Circular Letters, TDOT Design Standards and Guidelines, PROWAG, and Local Government Guidelines.

Firms wishing consideration for these services may submit a letter of interest to:

Ms. Whitney Britt
Local Programs Development Office
Program Development and Administration Division
James K. Polk Building, Suite 600
505 Deaderick Street
Nashville, Tennessee 37243-0334
(or electronically at Whitney.Britt@tn.gov)

All letters of interest must be received on or before **5:00 p.m. (CST) Wednesday, September 19, 2018**. The letter of interest shall not specifically identify sub-consultant(s), but must indicate the scope of services anticipated to be completed by any sub-consultants and not the prime. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. For additional details regarding the services requested in this notice, please contact Ms. Whitney Britt at 615-253-1387 or by email at Whitney.Britt@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with TDOT by the deadline for the Letters of Interest. Firms interested in pre-qualifying with TDOT shall submit the appropriate prequalification forms to Ms. Christine Smotherman at (615) 741-4460 or by email at Christine.Smotherman@tn.gov. Additional information regarding prequalification procedures, example letters of interest, list of pre-qualified firms and Disadvantaged Business Enterprises (DBEs), the Department's "Standard Procurement Policy for Engineering and Technical Services", including the Prequalification Form (DT-0330, Part 1), and additional information can be found at <https://www.tn.gov/Department/business-redirect/consultantinfo.html>.

Phase I Evaluation

TDOT will evaluate the **current pre-qualification statements** on file for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals

and/or presentations. New or updated pre-qualification forms must be received **before** the deadline for letters of interest. The factors that will be considered in evaluation of proposals are:

- Prior experience with similar types of work with TDOT Local Programs
- Staff capabilities as a prime consultant
- Past consultant evaluations
- Prequalification type with TDOT

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:

Criteria and Relative Weights	
Ability and relevant expertise of the firm's personnel to be used in performing the services	30%
Evaluation of projects with similar aspects	30%
Qualification and availability of staff (especially Project Managers)	20%
Demonstrated ability to meet schedules without compromising sound engineering practice	10%
Innovative approaches with similar projects and problems	10%

Phase III Evaluation

The three firms deemed most qualified by the Consultant Selection Committee (CSC) based on the Phase II evaluation will be recommended to the Commissioner in alphabetical order for Phase III evaluation. The Commissioner will rank the firms in order of preference.

Equal Opportunity Commitment

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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.

John C. Schroer
Commissioner
JCS/wb