

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

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

April 27, 2018

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of six (6) on-call professional engineering consulting firms to perform ***transportation engineering services*** on various small projects for the Local Programs Development Office, as needed, on a continuing contractual basis as described below.

The chosen firms will be expected to provide on-call transportation engineering services on various Local Programs Development Office projects. The chosen firms will work directly with the TDOT and various local governments across the state.

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

1. Pedestrian and bicycle facilities and other transportation alternatives type projects
2. Resurfacing
3. Signalization and Intelligent Transportation Systems type projects
4. Bridge repair or replacement
5. Intersection improvements projects
6. Non-construction/service projects

The scope of work for these projects may include, but will not be limited to:

- a. Needs assessments
- b. Feasibility studies
- c. Location studies
- d. Technical reports
- e. Environmental document preparation
- f. Transportation investment reports
- g. Bridge replacement studies
- h. ADA transition plans
- i. Traffic studies
- j. Construction engineering, and inspection (CEI)
- k. Preliminary engineering services
- l. Final design services
- m. Right-of-way services
- n. Project oversight
- o. Permit assessments

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

The selected firms will be required to perform transportation engineering 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, and Surface Transportation Block Grant (STBG) Program.

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) Friday, May 18, 2018**. A letter of interest can include one or multiple disciplines. Please note in the letter which discipline(s) you are interested in. The letter of interest shall not specifically identify sub-

consultant(s), but rather indicate the scope of services anticipated to be completed by any sub-consultants. 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 in Required Disciplines
- Staff Capabilities as a Prime Consultant
- Past Consultant Evaluations
- Prequalification Type

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	10%
Demonstrated ability to meet schedules without compromising sound engineering practice	20%
Amount of work under contract with TDOT and/or local governments	10%

Following Phase II evaluation, the ten firms deemed most qualified by the Consultant Selection Committee (CSC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

Phase III Evaluation

Work Order Selection Process

Individual work order assignments will be made based on the following criteria:

1. Consultant availability to perform the work and meet deadlines.
2. Qualifications of the consultant to perform the work specific to the work order.
3. Specialized expertise specific to the work order (as stated in Section H of Part II of the DT-0330 form).
4. Ability and relevant expertise of the firm's personnel to be used in performing the service.

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/kg