

**NOTICE TO CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR PROPOSALS**

**April 8, 2020**

**Amended April 14, 2020**

**(Office of Assistant Chief Engineer of Operations)**

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 **transportation project management, program implementation, and program management support services**. The contract type shall be a Multiphase Contract. This consultant contract will be based on a general scope of work with a maximum contract ceiling. Individual phases may be negotiated and the work authorized while future phases may wait until later in the contract period before completing negotiation and authorization. The method of payment shall be Lump sum, per phase. The prospective consulting firm will be invited to submit a cost proposal for the project phases as requested. This cost proposal is to be broken down by the various items of work as requested and supported by estimated labor requirements. Instructions shall be given regarding the documentation needed to justify the proposed compensation. Items may be withdrawn if anticipated funding does not become available.

The scope of work will include, but may not be limited to, the items of work described below:

**1. Review, draft, and provide professional engineering judgment regarding the Department's various standard specifications, drawings, and manuals:**

- Draft language and make recommendations for changes to the Department's Roadway Design Guidelines, 2015 Standard Specifications for Road and Bridge Construction, and other standard engineering documents as needed to effect improvements in the disciplines of Project Management, Project Development, and Organizational Structure, as further detailed below.

**2. Assist the Department in establishment of Project Management:**

- Establish the discipline of Project Management within the Department's Engineering Bureau. Define roles and responsibilities of project managers and technical staff, including engineers, in the execution of transportation projects. These projects include but are not limited to: roadway and bridge design and construction; resurfacing project design and construction; alternative delivery project design and construction; rockfall mitigation project design and construction.
- Formalize the Department's Project Management process. Components shall include, but not be limited to: Developing project scheduling guidance, including Critical Path Method (CPM) scheduling; creating construction cost estimating and budgeting tools consistent with TDOT's Roadway Design Guidelines and 2015 Standard Specifications for Road and Bridge Construction; creating project tracking templates to assist project managers in the execution of transportation projects.
- Assess existing PPRM review team findings. Develop a framework for a future PPRM replacement tool that allows project managers and engineers to establish and monitor project scopes, schedules, budgets, and quality.
- Develop a Project Management Manual for use by Department engineers and others in the design and construction of transportation projects.
- Identify training needs (both internal and external) to implement Project Management throughout the Department.

**3. Assist the Department in the evaluation of the Project Development process and develop strategies to maximize performance:**

- Review the Standard Technical Guidance for each functional area of the Department including, but not limited to: Programming, STID, Environmental, Survey and Design, Structures, R.O.W. & Utilities and the Alternative Delivery section of HQ Construction. Assess current project development activities in PPRM; place activities in the correct order to simplify the project delivery network, improve delivery efficiency, and automate the process.
- Evaluate the current QA/QC Processes for TDOT Transportation Engineering Projects as described above. Provide strategies for improvement and integration into Project Management Manual.
- Develop an automated tool that defines the activity, references, deliverables, associated tasks and QA/QC Process and is tied to the CPM schedule for the project.
- Review current Design-Build Standard Guidance and coordinate with HQ Construction's Alternative Delivery Section to update Design-Build Standard Guidance. Updates may include, but not be limited to: inclusion of CM/GC project delivery guidance, project scoping and risk management tools, project scheduling, construction cost estimating, and Construction Engineering and Inspection (CEI) requirements.
- Identify training needs (both internal and external) for implementation of suggested Project Development solutions.

**4. Assist the Department in evaluation of its Organizational Structure to integrate Project Management and develop strategies to increase efficiencies and maximize performance:**

- Provide analysis to optimize technical resources, policies, procedures, specifications and financial aspects for the development and implementation of strategic programs and projects including, but not limited to: Traditional Project Delivery, Alternative Project Delivery, Asset Management, and Project Management.
- Develop transition plans and identify Departmental capabilities that need to be developed or procured.
- Support the overall program management needs of the Chief Engineer, Assistant Chief Engineer(s), or their designee(s).
- Develop presentations, reports, and guidance documents as required.
- Provide ad hoc administrative support or other staffing requests determined by the Department.
- Assist the Department with evaluation of Top-to-Bottom initiative consistent with current Strategic Plan.

**Schedule:**

The work is expected to last approximately three (3) years.

**Deliverables:**

All documentation associated with the strategy development, program implementation, and program management support services for the project shall be submitted to TDOT as needed.

Firms may request consideration by submitting a **Statement of Qualifications** consisting of the following: **one electronic copy and one hard copy of Form DT-0330 Part II. Section E shall be no more than 8 pages. Section F shall include no more than 5 projects. Proposals shall contain no more than 25 pages including front and back cover. Section H will not count towards the 25 page limit.** These may be submitted to:

Ms. Laura Doss  
Suite 700, James K. Polk Building  
505 Deaderick Street  
Nashville, Tennessee 37243-0236

Or electronically by email to:  
[Laura.Doss@tn.gov](mailto:Laura.Doss@tn.gov)

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of this contract. These include, but are not limited to: TDOT's [Standard Specifications](#); TDOT's Roadway Design Guidelines; TDOT's Standard Design-Build Guidance; TDOT's Construction Inspection Guide; TDOT Structure's Division standard guidance documents, (SMOs); TDOT's Right-of-Way Manual; and TDOT's Transportation Asset Management Plan, (TAMP). ....

All Part II of the DT-0330 forms must be received on or before **4:00 p.m. (Central Time) Friday, April 24, 2020**. For additional details regarding this project, please contact Ms. Laura Doss at (615) 532-7445 or by email at [Laura.Doss@tn.gov](mailto: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 **Statement of Qualifications**. 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](mailto: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 note: New or updated prequalification forms must be received before the deadline for proposals. **Please include a valid email address and phone number for the Engineer 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), the criteria that will be considered are:

<b>Criteria and Relative Weights</b>		
i.	Team capability and work experience ( <b>Section C, F, &amp; G</b> of Part II of the DT-0330 form).	40 %
ii.	Staff qualification and availability ( <b>Section E: Resumes</b> ).	25 %
iii.	Technical approach (as explained in Section I of Part II of the DT-0330 form).	35 %

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 office of the Assistant Chief Engineer of Operations or its designee 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 Engineering Bureau. 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/>.

Clay Bright  
Commissioner

CB/WR/LD