

**NOTICE TO AIRPORT CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**October 11, 2017  
(Aeronautics Division)**

The Tennessee Department of Transportation (TDOT) Aeronautics Division, an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide as-needed expertise in ***aviation planning and professional engineering services for airport improvement projects statewide*** as described below.

**Scope of Work**

**On-Call Contract for Planning and Professional Services**

Two (2) consultants will be selected to assist the TDOT Aeronautics Division by providing aviation planning and professional engineering services for design and construction administration/observation of airport development projects and land acquisition projects. Services may also include performing management services such as a program or project administration role typically performed by TDOT Aeronautics Division employees. A list of the potential scopes of service is included in Attachment 'A'.

**Contract Term, Maximum Contract Amount, and Method of Payment**

**Compensation Ceiling:** The initial maximum contract amount will be set at \$500,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$1,000,000.00.

**Proposed Contract Time: FIVE (5) YEARS,** except to the extent that additional time may be needed to complete a previously issued work order. New work orders will be issued only within the first three (3) years.

**Proposed Contract Payment Type: Fixed Lump SUM,** when the TDOT Aeronautics Division and airport consultant can fully define the scope, complexity, character and duration of effort at the time negotiations take place; or **Cost-Plus-a-Fixed-Fee (Not to Exceed (NTE)),** when the TDOT Aeronautics Division and consultant cannot fully define the scope, complexity, character or duration of effort at the time negotiations take place.

**Tentative Notice to Proceed Date:** February 1, 2018.

**Procedure for Awarding Task or Work Orders among Selected Consultants**

Each specific task or work order will be awarded through an additional qualifications-based selection procedure, which may include a formal RFP. Selection criteria may include technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, past performance, and potential for conflicts of interest. Costs will not serve as a basis for evaluation or award.

**Technical Requirements**

Applicable Federal and State statutes, regulations, rules, orders, standards, specifications, and policies must be satisfied in the performance of aviation planning and professional engineering services. These may include, but are not limited to, the following:

- Federal Requirements
  - Title 49, USC, subtitle VII et seq
  - 2 CFR
  - 14 CFR
  - 49 CFR
  - FAA Orders and Notices
  - FAA Advisory Circulars
  - FAA Policy and Guidance
- State of Tennessee Requirements
  - TCA Title 42 et seq
  - Tennessee Rule 1680-01-01 et seq
  - TDOT Policy 170-02

**Submittal Requirements**

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

**Mr. John-Paul Saalwaechter, P.E.**  
**Civil Engineering Manager**  
**607 Hangar Lane**  
**Nashville, TN 37217**

**Or electronically by email to:**  
[John.saalwaechter@tn.gov](mailto:John.saalwaechter@tn.gov)

All letters of interest must be received on or before **4:00 p.m. (Central Time) November 1, 2017**. For additional details regarding these projects, please contact Mr. John-Paul Saalwaechter at (615) 741-0780 or by email at [John.saalwaechter@tn.gov](mailto:John.saalwaechter@tn.gov).

All firms must be pre-qualified or have a completed prequalification form filed with TDOT by the deadline for Letters of Interest. Additional information, including the Prequalification Form (DT-0330, Part 1), and an example letter of interest 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 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 the 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**

The Department will evaluate the **current prequalification statements** on file for those submitting letters of interest and choose several firms who appear to be 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 (A05, A06)).
- ii. Specialized expertise in the field of aviation.
- iii. Qualification Type: UNLIMITED.

**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. Proposed Team member expertise (Sections C, D, & E of Part II of the DT-0330 form).	40 %
ii. Relevant project or work experience (Sections F & G of Part II of the DT-0330 form).	40 %
iii. Technical problem solving approach (as explained in Section H of Part II of the DT-0330 form).	20 %

Following Phase II evaluation, the three (3)\* 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 .

#### **Post Selection**

The TDOT Aeronautics Division will then enter into an agreement with the two (2) firms deemed to be most highly qualified based upon the Commissioner's ranking. Before work authorizations or invitation of cost proposals are made, a mutual understanding of the scope of work and all technical and administrative requirements of each proposed undertaking will be established with the prospective consultant. This may be accomplished by conference, phone, or correspondence as determined to be most appropriate by the Aeronautics Division. Instructions will be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

#### **Procurement Schedule**

- LOI submittal deadline - November 1, 2017 No Later Than 4:00 p.m. (Central Standard Time)
- Request for proposals – November 29, 2017\*
- Proposal submittal deadline – December 15, 2017\* No Later Than 4:00 p.m. (Central Standard Time)
- Final selection - January 19, 2018\*
- Notice to Proceed – February 1, 2018\*

\*Dates other than LOI submittal deadline are tentative and provided for information only.

#### **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: <http://www.tn.gov/tdot/topic/small-business>.

John C. Schroer  
Commissioner

JCS/MF/JPS

# Attachment A - Potential Scope of Services

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This scope of services is intentionally broad in order to have ready access to the services most needed by the Aeronautics Division. Typical services will support projects conducted under airport grant programs. Some services will be for the purpose of providing redundancy for key positions in the Aeronautics Division involved with the most crucial aspects of operations, such as grants management, financial oversight of public funds, and other such needs. Services may also include performing management services such as a program or project administration role typically performed by TDOT employees. Any services performed in management support roles shall comply with TDOT Policy 101-05 Personal and Organizational Conflicts of Interest in Procurements, Contract Administration and Program Administration.

Most potential projects fit into two categories. The first category involves planning services. The second category involves professional services for the design and construction administration/inspection of airport development projects and for land acquisition projects. Activities related to each category are described herein.

## Aviation Planning Services

This category includes studies under the broad headings of airport system and master planning, airport noise compatibility planning and environmental assessments and related studies. These studies include, but are not limited to, the following activities:

1. Design study to establish the framework and detailed work program.
2. Airport data collection and facility inventories.
3. Aeronautical activity forecasts and demand/capacity analyses.
4. Facility requirements determination.
5. Airfield modeling for capacity and delay.
6. Airport layout and terminal area plan development.
7. Airport noise studies under 14 CFR Parts 150 and 161.
8. Compatible land-use planning in the vicinity of airports.
9. Airport site selection studies.
10. Airport development schedules and cost estimates.
11. Airport financial planning and benefit cost analysis.
12. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
13. Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies in accordance with FAA Orders 5050.4 and 1050.1.
14. Preparation of or updating of airport layout plans.
15. Airspace analysis.
16. GIS data collection, entry, and analysis and other electronic graphical/mapping efforts.

## Architectural/Engineering Services for Airport Development Projects.

This category includes the basic A/E services normally required for airport development projects. It includes services generally of an architectural, civil, geotechnical, structural, environmental, mechanical, and electrical engineering nature. In addition, there may be some services outside those normally considered basic that are discussed under Special Services. The basic services are usually conducted in, but are not limited to, the five distinct and sequential phases summarized below:

## Preliminary Phase.

This phase includes those activities necessary for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:

1. Coordinating with the TDOT Aeronautics Division on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent and appropriate matters.
2. As applicable, coordinating projects with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.
3. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
5. Preparing project design criteria, modifications of standards and other bridging documents commonly used for alternative project delivery methods such as design-build contracting.

## Design Phase.

This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to, those below:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
2. Collecting engineering data and undertaking field investigations, performing geotechnical engineering studies, and performing architectural, engineering, and special environmental studies.
3. Developing modifications of standards to support alternative means and methods of construction.
4. Preparing necessary engineering reports and recommendations.
5. Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
6. Preparing Construction Safety and Phasing Plan (CSPP).
7. Printing and providing necessary copies of engineering drawings and contract specifications.

## Bidding and Negotiation Phase.

These activities include assisting the State in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents for development projects.

## Construction Phase.

This phase may include all basic services following award of a construction contract, including, but not limited to, the following activities:

1. Providing consultation and advice to the TDOT Aeronautics Division during all phases of construction.
2. Representing the TDOT Aeronautics Division at preconstruction conferences.
3. Conducting periodic construction observation of work in progress, documenting said observations and providing appropriate reports to the TDOT Aeronautics Division.
4. Reviewing and recommending acceptance, modification or rejection of shop and erection drawings submitted by contractors. The review process will ascertain compliance with design objectives and contract documents for the projects.
5. Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
6. Assisting in the negotiation of change orders and supplemental agreements.
7. Observing or reviewing performance tests required by specifications.

## Attachment A - Potential Scope of Services

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8. Ascertaining quantities of work satisfactorily completed and amounts owed to contractors; and assisting the TDOT Aeronautics Division in preparation of payment requests for reimbursable grant amounts.
9. Conducting final inspections, submitting punch-lists and filing a report of the completed project to the TDOT Aeronautics Division.
10. Reviewing operations and maintenance manuals.

### Project Closeout Phase.

This phase includes all basic services rendered after completion of the construction contract, including, but not limited to, the following activities:

1. Conducting final inspections, submitting punch-lists and filing a report of the completed project to the TDOT Aeronautics Division.
2. Providing record drawings.
3. Preparing a summary of material testing reports.
4. Preparing a summary of project change orders and supplemental agreements.
5. Preparing grant amendment requests and associated justification, if applicable.
6. Preparing final project reports including financial summary.
7. Obtaining release of liens from all contractors.
8. Collecting regulatory compliance statements, executed requests and records for elements such as Labor, Civil Rights and Environmental provisions.

### Special Services.

The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve a number of different disciplines and fields of expertise.

Some examples of special services that might be employed for airport projects include, but are not limited to, the following:

1. Soil investigations, including core sampling, laboratory tests, related analyses, and reports.
2. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
3. Land surveys and topographic maps.
4. Field and/or construction surveys.
5. Photogrammetry surveys.
6. Onsite construction observation and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
7. Special environmental studies and analyses.
8. Expert witness testimony in litigation involving specific projects.
9. Project feasibility studies.
10. Public information and community involvement surveys, studies, and activities.
11. Preparation of record drawings.
12. Assisting the TDOT Aeronautics Division in preparation of necessary applications for Federal grants.
13. Preparation of an as-built airport layout plan.
14. Preparation of property maps.
15. Preparation of quality control plans.
16. Preparation of a final report.

## Attachment A - Potential Scope of Services

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Some examples of special services that might be employed for management support include, but are not limited to, the following:

1. Aviation engineering education & outreach services.
2. General Division program support.
3. Project management staff augmentation.
4. Special Studies for Aviation.
5. Policy development.
6. Standards development.
7. Pavement design and evaluation.
8. Pavement management.