

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

**August 25, 2022
(Construction 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, and materials testing. The method of payment shall be cost plus fixed fee. 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.

The services shall include, but not be limited to, one (1) full-time Construction Manager and one (1) Lead Inspector with sole responsibility to the project. The full-time Construction Manager will serve as the Department's single point of contact and will be responsible for ensuring an appropriate level of inspection for all phases and aspects of the project. The Construction Manager shall have a minimum of fifteen (15) years of heavy highway construction experience with demonstrated senior level competencies. The Lead Inspector will be responsible for coordination and oversight during active construction ensuring proper documentation, materials management, problem solving, and other tasks as needed directing consultant staff. The Lead Inspector shall have a minimum of ten (10) years of experience of progressive responsibility on similar construction projects such as heavy highway construction, bridge/structures, and paving. Processing of submittals, managing of documents and workflow adhering to TDOT Design-Build Standard Guidance is the responsibility of the engineering consulting firm.

Items may be withdrawn if anticipated funding does not become available.

Item No. 1

Project Description and Location:

Provide Project Specific CEI services for a Design Build project for the I-75 Interchange at I-24 Phase 2, Interchange Modification; Hamilton County.

Schedule:

The earliest construction is anticipated to begin is spring 2023. The project completion date is tentatively set for Fall 2026. CEI services will 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 one (1) month. The time period for all corrections needed by regional final records and regional materials and tests is six (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.

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), and TDOT [Design-Build Standard Guidance](#).

No members of the consulting firm, its subsidiaries, its affiliates, and sub-consultants shall be selected for CEI services on a design-build project if they are a part of the **awarded** design-build team. Any consultant firm that was selected for procurement development of the RFP and functional plans is ineligible to submit for CEI services on the design-build project as a prime or sub-consultant. Firms performing preliminary studies and reports that had no direct role in development of the RFP document are eligible to submit.

Firms may request consideration by submitting a letter of interest. One or more items may be listed on one letter. These may be submitted to:

Mr. Brian Egan, P.E.
Construction Division Director
Suite 700, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236

Or electronically by email to:
Laura.Doss@tn.gov

All letters of interest must be received on or before **4:00 p.m. (Central Time) September 15, 2022**. For additional details regarding these projects, please contact Ms. Laura Doss at (615) 532-7445 or by email at 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 Letters of Interest. Additional information, including the Prequalification Form ([DT-0330, Part 1](#)), and an example letter of interest can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo/currentads.html>. Interested firms without internet access may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or 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 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 would make 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 Profile Codes B02, C15, E14, I04, and U04)

- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in Function Codes 12, 15, 16, 48, and 60)*
- iii. Qualification Type: UNLIMITED

* Local office will be determined by company letterhead from Letter of Interest. Only staff from this office will be considered in Phase I scoring.

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		
i.	Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form).	15 %
ii.	Past work experience in the required disciplines, including experience in Design-Build contracting (Section E, F, & G of Part II of the DT-0330 form).	15 %
iii.	Size of prior projects (Sections E, F, & G of Part II of the DT-0330 form).	5 %
iv.	Staff qualification and availability* (Section I: Staffing/Certification Matrix).	35 %
v.	Technical approach (as explained in Section I of Part II of the DT-0330 form).	20 %
vi.	Workload capacity; including amount of work under contract with the Construction Division.	5 %
vii.	Past performance evaluations on Construction Division Projects, if available.	5 %

*If a person is working full time on another contract with HQ Construction, they are not considered available and should not be included in the staffing matrix. Inclusion of an employee who is working full time on another project will result in no points being given for this criterion (iv).

Following Phase II evaluation, the three* firms deemed most qualified by the Consultant Selection Committee (CSC) 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 CSC 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 .

Post Selection

TDOT’s Construction 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 Construction 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/>.

Butch Eley
Commissioner

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