

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

**October 6, 2021
(Construction Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm to provide expertise in ***construction engineering, contract specifications, critical path method (CPM) construction scheduling, road user cost analysis, and contract administration***. One (1) contract may be awarded. The contract type shall be a general engineering related contract to be performed on an on-call basis. The scope of work will include, but will not be limited to, the items of work described below. The method of payment shall be cost plus fixed fee. The fixed fee will be based on the actual labor costs rather than the estimated labor costs used for the basis of the agreement.

Items may be withdrawn if anticipated funding does not become available.

Item No. 1

Project Description:

Provide General Engineering Services for the Headquarters Construction Division.

Scope of Work may include, but is not limited to:

- Evaluating current TDOT construction contract proposal development processes
- Streamlining current processes and developing a workflow path
- Reviewing current specifications, policies, and programs for accuracy and consistency
- Assisting with specification reviews, updates, plans reviews, and mitigation of contract administration issues
- Updating the TDOT Construction Inspection Guide as needed
- Updating Alternative Contracting manuals as needed
- Provide training of TDOT Construction Practices to employees
- Provide CPM related services and training to employees in project scheduling, including, but not limited to, review of CPM schedules
- Provide project completion time analysis
- Road user cost analysis
- Conduct cost estimation, cost estimation modeling, and cost analysis
- Provide additional related services as requested by the TDOT Construction Division

Schedule:

The contract term shall run for a period of five (5) years and all services must be completed within this contract term, except to the extent that additional time may be needed, as approved by TDOT, to complete a previously issued work order. New work orders will be issued only within the first three years. The maximum total contract dollar amount that may be awarded under the contract is \$5,000,000.

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 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](#), and TDOT Policy 355-01 (Approval of Construction Change Orders and Force Account Work).

Firms may request consideration by submitting a letter of interest. 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) October 26, 2021**. 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 C08, C15, and C18)
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in Function Codes 12, 16, 18, 53, 56, 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 (Section C, D, E, F, & G of Part II of the DT-0330 form).	15 %
ii.	Past work experience in the required disciplines (Section E, F, & G of Part II of the DT-0330 form).	10%
iii.	Past work experience with TDOT construction specifications, procedures, and documents (Section E, F, & G of Part II of the DT-0330 form).	10%
iv.	Relevancy of prior projects (Section E, F, & G of Part II of the DT-0330 form).	5%
v.	Staff qualification and availability (Section I: Staffing/Certification Matrix)	35 %
vi.	Technical approach (as explained in Section I of Part II of the DT-0330 form).	15 %
vii.	Workload capacity; including amount of work under contract with the Construction Division.	5 %
viii.	Past performance evaluations on Construction Division Projects, if available.	5 %

Following Phase II evaluation, at least three (3)* 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 (2) 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 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/>.

Clay Bright
Commissioner

CB/BE/LD