

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

**April 6, 2018  
(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, utility relocation coordination and training*** as described below. The scope of work will include, but not be limited to:

- a. Provide recommendations regarding constructability pertaining to the utility relocation process for high risk projects identified by department personnel through project development and construction.
- b. On selected new start projects, provide location plan studies prior to or during preliminary plans development, assisting with line and grade determinations to improve constructability.
- c. Proactively manage, and recommend resolutions for, utility related construction conflicts, assuring all applicable departmental and regulatory policies and procedures are adhered to at the appropriate time in the project (development and construction).
- d. Verify "A" and "B" date packages submitted by utilities have been mitigated for location conflicts, ensuring all utilities are included in package submittals.
- e. Advise regarding temporary relocations, phasing and construction methods in order to minimize impact to project schedules.
- f. Provide relocation estimate review and, schedule review, and participate in due process meetings in order to mitigate risk during construction.
- g. Assess feasibility of schedules and constructability of the project.
- h. Provide in-depth analysis regarding proposed utility changes for supporting documentation in construction.
- i. Provide three-dimensional review of utility conflicts as requested, utilizing department design software.
- j. Assist the utilities, design firms, and department in ensuring that all necessary development activities are completed prior to construction, including de-confliction, permits, easements, etc.
- k. Provide training for department staff regarding work performed pursuant to all work order assignments described in scope of work (a.) – (j.).

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.

Items may be withdrawn if anticipated funding does not become available.

**Item No. 1**

**Project Description and Location:**

On-call utility coordination services on various project development and construction projects, Region 1. (One contract)

**Item No. 2**

**Project Description and Location:**

On-call utility coordination services on various project development and construction projects, Region 2. (One contract)

**Item No. 3**

**Project Description and Location:**

On-call utility coordination services on various project development and construction projects, Region 3. (One contract)

**Item No. 4**

**Project Description and Location:**

On-call utility coordination services on various project development and construction projects, Region 4. (One contract)

**Schedule and Ceiling:**

The contract term shall run for a period of five (5) years, beginning on August 1, 2018, and ending July 31, 2023, 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 only be issued within the first two years, beginning on August 1, 2018, and ending on July 31, 2020. The maximum total contract dollar amount that may be awarded under each contract is \$500,000.

**Deliverables:**

All documentation (see technical requirements below) associated with the construction engineering, utility relocation coordination and training 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 these services. These include, but are not limited to: *TDOT's Standard Design and Right of Way Division Policies, Procedures, Guidebook and Manuals, TDOT's Standard Specifications, TDOT's Construction Circular Letters, TDOT's Standard Operating Procedures, TDOT's Field Operations Training, TDOT's 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 to:

**Ms. Lori Lange, P.E.**  
**Construction Division Director**  
**Suite 700, James K. Polk Building**  
**505 Deaderick Street**  
**Nashville, Tennessee 37243-0236**

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

All letters of interest must be received on or before **4:00 p.m. (Central Time) April 25, 2018**. A letter of interest can include multiple items. For additional details regarding these projects, please contact Ms. Laura Larkins at (615) 532-7445 or by email at [Laura.Larkins@tn.gov](mailto:Laura.Larkins@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: <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. 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 per region, 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 (construction CEI and utilities):  
Experience Categories (Part I of DT-330 form) – annual average revenue for last 5 years in relevant Profile Codes; U04 Utility Coordination prequalification
- ii. Staff capabilities of prime consultant:  
Employees by Disciplines (Part I of DT-330 form) – Local office staff in relevant Function Codes
- iii. Project Manager’s experience relative to the Scope of Work
- iv. Prequalification 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.	Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form).	50 %
ii.	Staff qualification and availability (Section H: Staffing/Certification Matrix).	15 %
iii.	Technical approach (as explained in Section H of Part II of the DT-0330 form).	10 %
iv.	Workload capacity, including amount of work under contract with the Construction Division.	10 %
v.	Past performance evaluations on Construction Division Utility Coordination Projects, if available.	15 %

Following Phase II evaluation, the three\* firms deemed most qualified for each region 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 for any region, 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 region. The Department will negotiate with the firm(s) deemed to be most highly qualified for each region in rank order.

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/>.

John C. Schroer  
Commissioner

JCS/LL/LAL