

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

**October 30, 2017  
(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, surveying, and materials testing. The method of payment shall be cost plus fixed fee. The fixed fee ceiling shall be determined using the direct labor multiplied by 2.35 times the fee percentage (Fixed Fee Ceiling = Direct Labor x 2.35 x Fee Percentage). 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Items may be withdrawn if anticipated funding does not become available.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:**

Provide Project Specific CEI services for SR-14 from East of Old Covington Pike to SR-385 (Paul Barrett PKWY), Widen to 5-Lane Section on existing alignment; Shelby County.

**Schedule:**

The earliest letting for the respective construction contract is 12/8/2017. CEI services will be needed during the 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 1 month. The time period for all corrections needed by regional final records and regional materials and tests is 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.

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:

**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)

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

All letters of interest must be received on or before **4:00 p.m. (Central Time) November 14, 2017**. 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](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 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 relevant Profile Codes)
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes)
- 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.	Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form).	45 %
ii.	Staff qualification and availability (Section H: Staffing/Certification Matrix).	35 %
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.	5 %
v.	Past performance evaluations on Construction Division Projects, if available.	5 %

Following Phase II evaluation, the three\* 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 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/>.

John C. Schroer  
Commissioner

JCS/WWR/JPS