



# **NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR LETTERS OF INTEREST for I-440 (Construction Division)**

**June 16, 2017**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms for services as described below:

Firms may request consideration by submitting a letter of interest to Ms. Lia Obaid, P.E., Assistant Director of Construction, Construction Division, Suite 700, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-1402. All proposal packages must be received by the Construction Division on or before **4:00 p.m. (Central Time) Friday, July 7, 2017.** The Proposal Package shall indicate the scope of services anticipated to be completed by any sub-consultant. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.

## **GENERAL**

Under policy Number 301-01, Competitive Negotiation procurement Procedure, The Department of Transportation (TDOT), Construction Division is issuing a Letter Of Interest for a Consultant who will serve as an **"Owner's Representative"** to represent the interests of the Tennessee Department of Transportation throughout the planning, preliminary engineering, procurement, and construction of a Design-Build Highway Project on I-440, Davidson County. Consultants will need to have a team with the knowledge, education, experience and capability to direct, complete and oversee all tasks related to the Design-Build project identified below. As more specifically described, the Consultant's team will need to provide Preliminary Engineering Services, Design-Build Procurement Services, Right of Way Acquisition Experience, Utility Coordination, and other services as required as the **Owner Representative** for the Design-Build project.

Further, the Consultant is expected to provide environmental experience to ensure compliance with the approved NEPA document.

**TDOT is seeking Letter of Interest from firms who wish to be considered to provide these services to TDOT as described herein.**

This letter Of Interest does not commit TDOT to award a contract, to pay any costs incurred in the preparation of a Statement of Qualifications, or to procure or contract for services. TDOT reserves the right, if it is in the best interest of TDOT to do so, to accept or reject any or all Letters of Interest received as a result of this request, to negotiate with any qualified responding firm or to modify or cancel in part or in its entirety this request for Letter Of Interest.

## **PRELIMINARY SCOPE OF SERVICES**

Firms interested in this project must be certified in TN, familiar with, and capable of completing and overseeing the following Standard Work Categories;

- Environmental Studies
- Traffic Operation Studies
- Traffic Operation Design
- Highway Design Major (complete preliminary design per most current TDOT Design Guidelines)
- Bridge Design Major (complete preliminary design)
- Engineering Surveying
- Geodetic Surveying
- Land Surveying
- Right of Way Acquisition Experience
- Utility Coordination
- Railroad Coordination
- Materials Testing
- Hydraulic Analysis
- Public Involvement
- Retaining/Noise Walls (complete preliminary design)
- ITS
- Interstate Signing and Pavement Marking

In addition to these standard work categories, the consultant must have the capability to assist with drafting of contracts, and other services necessary for the Design-Build project.

The Consultant's preliminary design must be accomplished using all TDOT required software. The consultant's preliminary design must follow TDOT's drafting procedures, guidelines, and file naming convention. This project will be developed utilizing TDOT's policies and procedures (including standard drawings) and FHWA's guidelines, when applicable.

### **Letter Of Interest and Proposal Package Schedule**

<b>Schedule Activities</b>	<b>of</b>	<b>Date</b>	<b>Time</b>
<i>Request for Letter of interest Posted</i>		<i>June 16, 2017</i>	<i>11:00 AM</i>
<i>Final Addendum to letter of interest</i>		<i>June 26, 2017</i>	<i>4:00 PM</i>
Letter of interest Package		July 7, 2017	4:00 PM
Notify short listed Consultant Firms		July 10, 2017	4:00 PM
Proposal & Interview Phase II		July 18, 2017	9:00 AM- 4:00 PM
Post Final Selections		On or before July 28, 2017	4:00 PM
Complete Preliminary plans	30%	December 7, 2017	4:00 PM

## **PROJECT DESCRIPTION**

- The I-40 Design-Build Project will include removing and replacing the existing pavement, removal of the existing grass elevated median and adding capacity to provide a minimum of six (6) travel lanes (three (3) in each direction) throughout the corridor.
  1. Removing and replacing the existing pavement from approximately the end of the Charlotte Avenue Bridge to just west of the eastbound exit ramp to Nolensville Road for both eastbound and westbound travel lanes and shoulders.
  2. Removing and replacing the existing pavement from just west of the eastbound exit ramp to Nolensville Road to just West of I-24 overpass for westbound I-440 travel lanes and shoulders only. Eastbound lanes to remain.
  3. Removal of the existing grass elevated median and adding capacity to provide a minimum of six (6) travel lanes (3 in each direction) from the end of the CSX Railroad bridge (LM 0.76) to just past the eastbound exit ramp to Nolensville Road (LM 6.12). Widening will require a median barrier wall with modifications to existing drainage structures, along with proposed drainage design. Segments west of I-65 will have six (6) travel lanes along with an additional auxiliary lane as shown in the conceptual layouts.
  4. Ramp repair at various locations.
  5. Six (6) structure improvements at the following locations:
    - Bridges over Lealand Lane
    - Bridges over Craig Avenue
    - Bridges over I-65
  6. Replace/ Repair of Noise Walls

The scope of services of the Owner's Representative includes, but may not be limited to, the following services:

## **Scope of Services**

### **PRELIMINARY ENGINEERING**

- Preliminary Design services, including roadway, drainage, structural, ITS, traffic operations, constructability and utility assessment and design exception assessment to include with the Design-Build package.

### **ENVIRONMENTAL SERVICES**

- Environmental oversight, including but not limited to, reviewing permit applications, and additional environmental requirements of the Design-Build project.
- Environmental services, including supporting the Environmental Documentation to ensure compliance with the approved NEPA Document.

### ***ROADWAY DESIGN AND TRAFFIC ENGINEERING SERVICES***

- Perform any necessary traffic engineering operational studies to support preliminary design and environmental services.
- Traffic engineering service to include the review and analysis of various roadway features related to capacity, safety, and design.
- Assessment of pavement needs.
- Preparation of preliminary roadway design .
- Signing and pavement marking

### ***STRUCTURAL DESIGN and HYDRAULIC SERVICES***

- Includes performing hydraulic and hydrologic analysis and floodplain analysis along this project if applicable.
- Preparation of preliminary bridge design, retaining/noise walls sheets, and potential ABC opportunities.

### ***PUBLIC INVOLVEMENT SERVICES***

- Presentation services are anticipated before local boards, chambers of commerce, and citizen groups, and potentially, individual stakeholders and landowners.

### ***DESIGN-BUILDER PROCUREMENT SERVICES***

- Review the project, schedule, and budget to identify risks including preliminary estimating as required.
- Assist the Department with evaluation of various potential Design-Build options and determining the best approach for the Project.
- Assistance with development of an appropriate Design-Build contract package to be issued to the short-listed Design-Build teams.
- Preparation of associated addenda, technical input, and clarifications.
- Assistance with development of comprehensive contract for completion of final design and construction.

### ***CONSTRUCTION PHASE SERVICES***

- Review of project management, information for change orders, project schedule, and project procedures.
- Ensure the work of the Design-Builder is performed in compliance with the contract documents.

- Review Design-Builder’s invoices against the schedule of values for accuracy and completeness, and make recommendations to TDOT on accurate and appropriate payments.
- Perform all other services on **behalf of TDOT** necessary to fully complete the Design-Build project.

***I-440 Design-Build Project schedule***

<b>I-440 Project Timeline</b>	
Anticipated Release RFQ For I-440	<i>August 18 , 2017</i>
Anticipated completion of NEPA	<i>October 30, 2017</i>
*Anticipated Release of Final RFP	<i>December 11 , 2017</i>
Anticipated Public Price Proposal Opening	<i>March 12, 2018 9:00a.m., CT.</i>
Anticipated Award of DB contract, or rejection of all proposal	<i>On or before March 30, 2018</i>
Anticipated Issuance of Initial Notice to Proceed	<i>April 2, 2018</i>

**\*The “Owner’s Representative” Team should clearly demonstrate in the Letter Of Interest the ability to complete tasks to meet the Final RFP release date.**

***DETAILS***

The “**Owner’s Representative” Team** selected for this Proposal will be **precluded** from: 1) proposing to provide design or construction services as part of the Design-Build team for this project, 2) participating as a sub-consultant proposing in pursuit of the Design-Build project, 3) providing technical, legal, or financial advice or directly discussing any aspect of the Design-Build RFQ or RFP with firms or contractors considering proposing in pursuit of the design-build project, 4) proposing to provide construction inspection services as part of the Department team for this project.

Several consulting firms will be short-listed for interviews and proposals, from which TDOT plans to select one (1) consultant. The evaluation criterion to be used for the short-listing and final selection is outlined below.

TDOT reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. TDOT also reserves the right to accomplish services for future phases with the selected consultant, select another consultant, or utilize its own forces.

The Department will provide the survey, the technical study, and the existing roadway and bridge plans. For additional details regarding the scope of work, please contact Ms. Lia Obaid at (615) 532-7522 or by e-mail at [Lia.obaid@tn.gov](mailto:Lia.obaid@tn.gov).

Prequalification forms and procedures, list of prequalified firms and DBE’s, TDOT’s standard procurement

policy, and additional information can be found at <http://www.tn.gov/tdot/topic/business-consultants>. Interested firms may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or by email at [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). They must be listed as prequalified by 4:00 PM, Central Time on the due date for the Proposal package.

**The Department will evaluate the current Prequalification Statements on file for those firms submitting Letter of Interest and choose several firms who would make viable candidates from which to invite for Proposals and/ or presentations for phase II**

### **Phase I - Letter of Interest**

The letter of interest must include a "Title Page" and "Table of Contents. The following section describes specific information that must be included in the Proposal package:

- a. An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to one (1) page. This introductory letter shall be signed by the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:
  - (1) An expression of the Firm's interest in being selected for the project.
  - (2) TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.
- b. Provide a general description of the experience on projects of similar scope and complexity that the Consultant and each Major Participant has managed, designed, and/or constructed. Up to four (4) projects shall be submitted. The firm may provide a single project description. Highlight experience relevant to the Project that the Consultant/ Major Participants have gained in the last five (5) years. Cite projects of similar size and scope to that anticipated for the Project.
- c. A copy of the prequalification listing showing all the firms. In Appendix A.
- d. TDOT will send all Project-related communications to the contact person during the procurement process.

### **EVALUATION CRITERIA Phase I**

The Letter of interest shall be organized into the following four (4) separate sections and appendix properly identified and referenced with bottom center page numbers:

- |               |   |  |
|---------------|---|--|
| (a) Section 1 | – | Introduction   |
| (b) Section 2 | – | Past experience in the required disciplines and Design Build project   |
| (c) Section 3 | – | Qualification and availability of staff. Demonstrated ability to meet the <b>constricted schedules</b> without compromising sound engineering practices.   |
| (d) Section 4 | – | Evaluations on prior TDOT projects, if available. The size of projects and limited or unlimited prequalification status. ( <b>NOTE:</b> Prime consultant must have "unlimited" prequalification status for these services). Also, list the amount of work under contract with TDOT, if applicable. |
| Appendix A    | – | Company Brochures, Evaluations, Resumes, and other Information   |

The Proposal package must not exceed 10 single-sided pages (including the “Title Page” and “Table of Contents” but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5” by 11” paper. Charts, exhibits, and other illustrative and graphical information may be on 11” by 17” paper but must be folded to 8.5” by 11”, which will be counted as one (1) sheet and must be limited to two (2) sheets. If a Proposal package contains more than 20 pages, only material on the first pages allowed under the limit will be considered. All printing, except for the front cover of the Proposal package and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

Each Consultant Firm must provide TDOT with **one original** bound copy (signed in blue ink) and **five (5)** bound copies of the Proposal package and one (1) electronic copy (in Adobe .pdf format) on flash drive. Due to the ease of disassembly, binder clips, other forms of paper clips or three-ring binders are not acceptable. Each copy must be identified on its front cover, in the upper right-hand corner, as “Copy \_\_\_ of 5 Copies.

## ***Phase II – Proposal and Interview***

**The Proposal must include a “Title Page” and “Table of Contents”. The following sections describes specific information that must be included in the Proposal package:**

- (a) An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to two (2) pages. This introductory letter shall be signed by the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:
  - (1) An expression of the Firm’s interest in being selected for the project.
  - (2) Identification of all the Sub-Consultant firms the Consultant will utilize.
  - (3) A confirmation statement of the commitment for Key Personnel, Major Participants, and Organization identified in the submittal to the extent necessary to meet TDOT’s quality and schedule expectations.
  - (4) TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.
- (c) The business name, address, business type (e.g., corporation or partnership), business information, and roles of the Consultant and each Major Participant.
- (d) Provide, at a conceptual level, your understanding of and your approach to successfully delivering the project by meeting or exceeding the established project goals. The objective is to identify an understanding of the management, technical innovation, environmental compliance, maintenance of traffic, scheduling, issues, and risks, as well as the understanding of how the Design Build process will contribute to the success of the Project, meeting TDOT’s goals, and

relationships of the team.

(e)TDOT will send all Project-related communications to the contact person during the procurement process.

### ***Evaluation Criteria Phase II (100 pts)***

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, sex, creed, age, disability, or national origin.

An oral interview will be a mandatory part of the selection process. The structure of the oral interview will be as follows:

A. **Presentation (35 Points) (20 minutes):** Summarize the Proposal and describe the Consultant innovation ideas and unique resources. This is the part of the interview where the Proposer needs to communicate to the Selection Panel why it should be chosen. What strategies and abilities does the Proposer bring to this Design Build project that makes it the best candidate? Limit the presentation to the most critical points of the Proposal and focus on what your team can bring to the table and why.

B. **Question and Answer Session with the Selection Panel (35 Points):** The questions asked in this session will include both standard questions for all Proposers and specific questions relative to the Proposer's proposal and presentation. The interview presentation and question/answer scoring will be based on the following criteria:

- i. Project Understanding.
- ii. Project Approach.
- iii. Project Innovation.
- iv. Communication Skills.
- v. Understanding of Design Build Delivery Method

### **C. Proposal package (30 Points)**

The Proposal must include a "Title Page" and "Table of Contents. The following sections describe specific information that must be included in the Proposal package:

- a) An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to two (2) pages. This introductory letter shall be signed by the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:
  - (1) An expression of the Firm's interest in being selected for the project.
  - (2) Identification of all the Sub-Consultant firms the Consultant will utilize.
  - (3) A confirmation statement of the commitment for Key Personnel, Major Participants, and Organization identified in the submittal to the extent necessary to meet TDOT's quality and schedule expectations.
  - (4) TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.



- b) Provide a brief, written description of significant functional relationships among participants and how the proposed organization will function as an integrated consultant. Provide your understanding of and approach to budget, schedule, design, construction, and quality management approach.
- c) The business name, address, business type (e.g., corporation or partnership), business information, and roles of the Consultant and each Major Participant.
- d) Provide, at a conceptual level, your understanding of and your approach to successfully delivering the project by meeting or exceeding the established project goals. The objective is to identify an understanding of the management, technical innovation, environmental compliance, maintenance of traffic, scheduling, issues, and risks, as well as the understanding of how the Design Build process will contribute to the success of the Project, meeting TDOT's goals, and relationships of the team.
- e) Provide a brief, written description of significant functional relationships among participants and how the proposed organization will function as an integrated consultant. Provide your understanding of and approach to budget, schedule, design, construction, and quality management approach.
- f) TDOT will send all Project related communications to the contact person during the procurement process.

**The Proposal package shall be organized into the following five (5) separate sections and appendix properly identified and referenced with bottom center page numbers:**

- (a) Section 1 – Introduction (10 pts)
- (b) Section 2 – Consultant Experience (20 pts)
- (c) Section 3 – Key Personnel and Organization (20 pts)
- (d) Section 4 – Project Understanding and Approach (25 pts)
- (e) Section 5 – Project Management and Approach (25 pts)
- (f) Appendix A – Company Brochures, Evaluations, Resumes, and other Information

The Proposal package must not exceed 20 single-sided pages (including the "Title Page" and "Table of Contents" but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5" by 11" paper. Charts, exhibits, and other illustrative and graphical information may be on 11" by 17" paper but must be folded to 8.5" by 11", which will be counted as one (1) sheet and must be limited to five (5) sheets. If a Proposal package contains more than 20 pages, only material on the first pages allowed under the limit will be considered. All printing, except for the front cover of the Proposal package and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

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Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the Department of Transportation. For 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/LMO