

NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST

February 6, 2020
(Strategic Transportation Investments Division)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of ten (10) professional engineering consulting firms to provide expertise in **transportation engineering services** as described below. The scope of work will include, but not be limited to:

- a. Needs assessments
- b. Feasibility studies
- c. Location studies
- d. Technical reports
- e. Transportation investment reports
- f. Bridge replacement studies
- g. Interstate access requests
- h. Road safety audits
- i. Safety analysis
- j. Traffic studies
- k. Local Roads Safety Initiatives

The method of payment shall be cost plus fixed fee. Due to the uncertainty of (1) the project development schedule, and (2) the number of projects assigned, 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.

Project Description and Location:

On-call transportation engineering services on various Strategic Transportation Investments Division (STID) projects throughout the State of Tennessee. The Department seeks to award ten (10) contracts.

Schedule and Ceiling:

The contract term shall run for a period of four (4) years, beginning on September 1, 2020, and ending August 31, 2024, 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 two (2) years, beginning on September 1, 2020, and ending on August 31, 2022. The initial maximum total contract dollar amount that may be awarded under each contract is \$2,000,000. A contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,500,000.

There is no guarantee that work orders will be issued on any contract as the determination of use of the contract will be workload driven and based on available funding.

Work Orders:

Work orders will be generated on an as-needed basis to describe the scope of work required for specific projects. Individual work order assignments will be made on the following qualifications-based criteria:

- i. Consultant availability to perform the work;
- ii. Qualifications of the consultant to perform the work specific to the work order;
- iii. Specialized expertise specific to the work order; and
- iv. Past performance on prior work orders issued under the contract.

Deliverables:

All documentation (see technical requirements below) associated with the transportation engineering services for the project shall be submitted to TDOT as required.

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of transportation engineering services. These include, but are not limited to: TDOT's [AASHTO Policy on Geometric Design of Highways and Streets \(Green Book\)](#), [Manual on Uniform Traffic Control Devices](#), [Roadside Design Guide](#), [TDOT Design Standards and Guidelines](#), [Highway Safety Manual](#), [Highway Capacity Manual](#), [ITE Trip Generation Manual](#), [STID Road Safety Audit Manual](#), [STID No Plans Guidance Manual](#), [STID Transportation Investment Report Manual](#), [STID Technical Study Manual](#), [STID Location Study Manual](#), and [STID Needs Assessment Manual](#).

Firms may request consideration by submitting a letter of interest to:

Mr. Steve Allen
Strategic Transportation
Investments Division Director
Suite 1000, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243

Or electronically by email to:
Antonia.Hayes@tn.gov

All letters of interest must be received on or before **2:00 p.m. (Central Time) Tuesday, February 25, 2020**. For additional details regarding these projects, please contact Ms. Antonia Hayes at (615) 253-2781 or by email at Antonia.Hayes@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.html>. Interested firms without internet access may obtain this information by calling Ms. Christine 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 relevant Profile Codes– Part I of the DT-330 Form);
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes – Part I of the DT-330 Form); and
- 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:

Criteria and Relative Weights	
i. Team capability and work experience (Section C, D, E, F, G & H of Part II of the DT-0330 form);	20 %
ii. Review of Additional Questions for Clarifications, Unique Skills, or Technical Experience of Firm (Section I of Part II of the DT-0330 form);	80 %

Following Phase II evaluation, the twelve (12)* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where fewer than twelve (12) 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.

Post Selection

STID will then negotiate with the ten (10) firms deemed to be most highly qualified in rank order. Before work authorizations or invitation of cost proposals are made, a mutual understanding of the scope of work and all technical and administrative requirements of each proposed undertaking will be established with the prospective consultant. This may be accomplished by conference call or correspondence as determined to be most appropriate by the STID. Instructions will be given regarding the method of compensation and the documentation. Ten (10) contracts may be awarded.

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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program/small-business-development-program-dbe-faqs.html>

Clay Bright
Commissioner

AH/TG/SA