

NOTICE TO CONSULTANT

REQUEST FOR LETTERS OF INTEREST Interstates 40 and 81 Corridor Feasibility Study

March 1, 2018
Long Range Planning Division

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of professional engineering/planning firms to conduct a corridor feasibility study for Interstates 40 and 81, (hereinafter referred to as I-40/81), a 550-mile study corridor. The I-40/81 Corridor Feasibility Study is anticipated to be an 18-month study. The Scope of Work will investigate a range of multi-modal solutions to address future travel demands, with emphasis on managing congestion, improving safety, maximizing the potential for freight diversion, and preserving/enhancing the corridor's economic benefits. The Scope of Work is available for review at the following location: <http://www.tdot.state.tn.us/busines.htm>.

This is a Project Specific contract type. The method of payment shall be actual cost plus fixed fee. The fixed fee ceiling shall be determined by using the direct labor multiplied by 2.35 times the fee percentage (Fixed Fee Ceiling = Direct Labor x 2.35 x Fee Percentage).

Similar studies have already been completed for the I-40/81, I-24 and I-75 corridors, and can be viewed on the TDOT website at these links:

I-40/I-81: <http://www.tdot.state.tn.us/i40corridor/library.htm>

I-24: <http://www.tn.gov/tdot/article/i24-study>

I-75: <http://www.tdot.state.tn.us/i75/>

A current study is being conducted on I-65 and can also be viewed on the TDOT website at: <http://www.tn.gov/tdot/article/i65study>

Firms may request consideration by submitting a Letter of Interest to **Ms. Joan Barnfield, Planning Specialist, Long Range Planning Division, Suite 900, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0348** or **electronically by email** to: Joan.Barnfield@tn.gov. All Letters of Interest must be received by the Long Range Planning Division **on or before 4:00 P.M. (Central Standard Time) Thursday, March 15 2018. Please include a valid email address and phone number for the point-of-contact.** For additional details regarding the project, please contact Ms. Joan Barnfield at the address indicated above.

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 contacting 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.

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:

- a. Past experience in the required disciplines with TDOT and other clients;
- b. Project Manager's relevant experience to Scope of Work;
- c. Qualification and availability of staff;
- d. Demonstrated ability to meet schedule;
- e. Evaluations on prior performance on TDOT projects, or other state DOT for relevant projects; and
- f. Amount of work under contract with TDOT.

Phase II Evaluation

From the list of firms determined to be most highly qualified firms to perform the tasks will be invited to submit **DT-0330 Part II Forms**. For firms submitting proposals (Part II of the DT-0330 form) during Phase II evaluation, the criteria that will be considered are:

1. Demonstrated understanding of the state's requirement as expressed in the Scope of Work – 20%
2. Management approach to study – 15%
3. Relevant experience of Project Manager to this study – 15%
4. Relevant experience of Major Task Leaders to this study – 10%
5. Management approach to use of subconsultants – 10%
6. Demonstrated experience with freight movement assessment – 10%
7. Demonstrated experience in multimodal studies – 10%
8. Innovative approaches to the project – 5%
9. Project schedule – 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.

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 Long Range Planning 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 by the Long Range Planning 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%2Drights/smallbusiness/>.

John Schroer
Commissioner

JCS/TJH/jeb