Professional Services Consultant Training

October 29, 2025

AGENDA

Pre-qualification
Approved
Disapproved

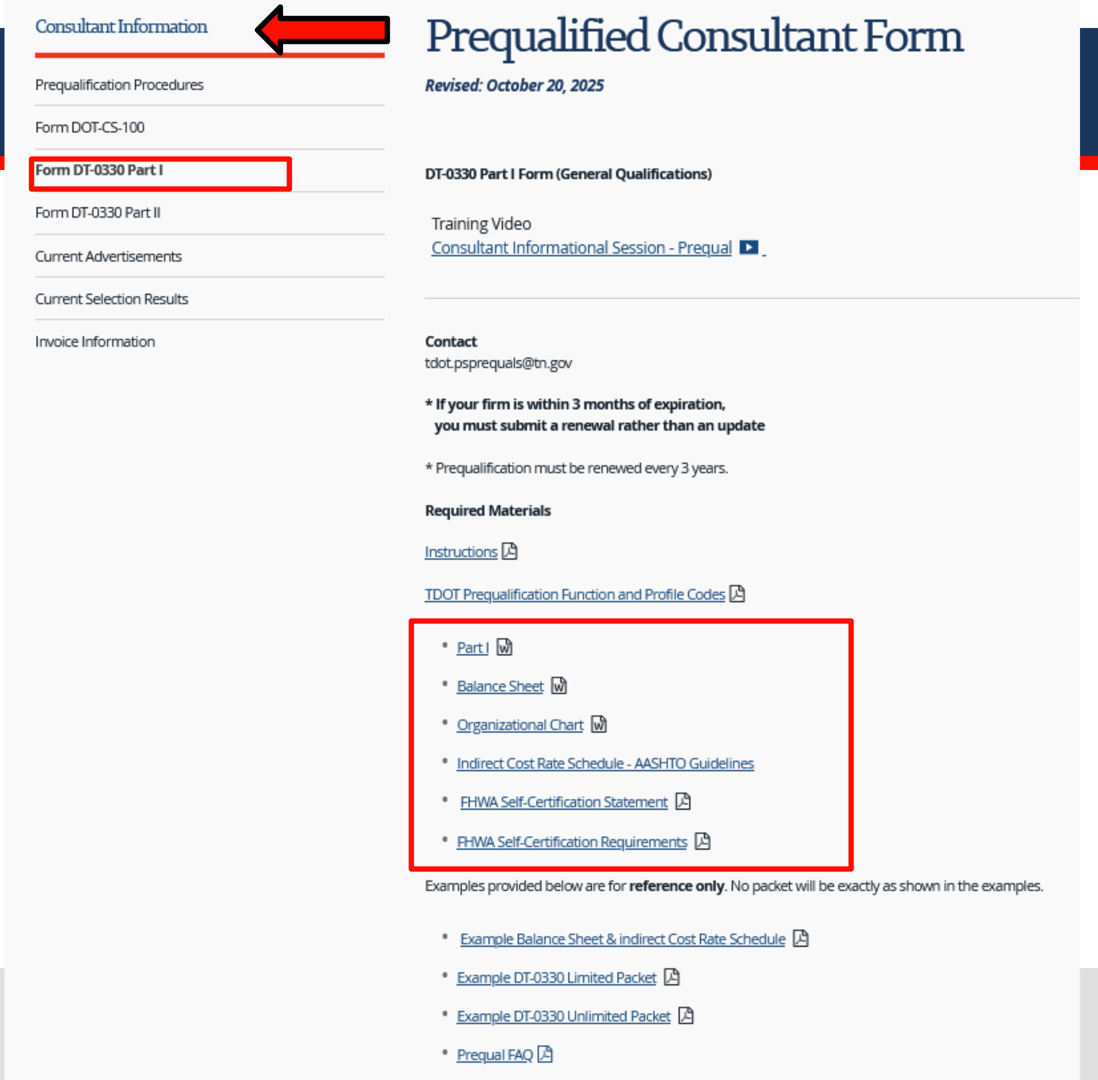
ADVERTISEMENT

WO
WORK ORDER

INVOICE
PAID

Prequalifications

- https://www.tn.gov/tdot/professional-services.html



Required Forms

- (New and Renewals)
  - DT-0330 form for **each** location – Part 1 only
  - Resumes (Max 20 per firm)
  - Balance Sheet
  - Organizational Chart
  - Indirect Cost Rate Schedule – Unlimited
  - FHWA Self- Certification Statement – Limited

  - **Must be renewed every 3 years**

Submit to
TDOT.PSPrequals@tn.gov

Required Forms

- Updates
  - New DT-0330 form – Part 1 only
  - Resumes (if needed)
  - Organizational Chart

- A new DT-0330 supersedes any previous one submitted for that office
- If within 3 months of expiration, submit for renewal.

TENNESSEE DEPARTMENT OF TRANSPORTATION
ARCHITECT – ENGINEER QUALIFICATIONS

1 QUALIFICATION TYPE

PART I - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work)

2a. FIRM (OR BRANCH OFFICE) NAME
3. YEAR ESTABLISHED
4. UEI NUMBER
2b. STREET
5. OWNERSHIP
a. TYPE
2c. CITY
2d. STATE
2e. ZIP CODE
b. DISADVANTAGED BUSINESS ENTERPRISE (DBE)
☐ YES ☐ NO
6a. POINT OF CONTACT NAME AND TITLE
7. TYPE OF OFFICE
6b. TELEPHONE & FAX NUMBER
6c. E MAIL ADDRESS
8a. FORMER FIRM NAME(S) *(if any)*
8b. YR. ESTABLISHED
8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	Revenue Index Number (see below)
		(1) FIRM	(2) OFFICE			
	Other Employees					
	Total					

Utility References

- If you are seeking U – codes, references must be included in your packet
- Instruction Part 10
- Must have a reference for **each** U-code
  - **TDOT cannot be a reference**

Utility References

- U03 Utilities; Subsurface Utility Engineering (SUE)
- U04 Utilities Coordination; Electrical Distribution
- U05 Utilities Coordination; Electrical Transmission
- U06 Utilities Coordination; Communications
- U07 Utilities Coordination; Gas/Oil Distribution
- U08 Utilities Coordination; Gas/Oil Transmission
- U09 Utilities Coordination; Water
- U10 Utilities Coordination; Sewer/Sanitary Systems

DT-0330 form

- Box 1 Limited or Unlimited
- Box 9.c.2
- Don't combine function/profile codes
- Include the employee total

TENNESSEE DEPARTMENT OF TRANSPORTATION
ARCHITECT – ENGINEER QUALIFICATIONS

1 QUALIFICATION TYPE
Unlimited

PART I - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work)

2a. FIRM (OR BRANCH OFFICE) NAME
ABC Consulting Inc.

3. YEAR ESTABLISHED
1999

4. UEI NUMBER
N/A

2b. STREET
123 Nowhere Way

5. OWNERSHIP
a. TYPE
LLC

2c. CITY
Anywhere

2d. STATE
TN

2e. ZIP CODE
32156

b. DISADVANTAGED BUSINESS ENTERPRISE (DBE)
☐ YES   X NO

6a. POINT OF CONTACT NAME AND TITLE
Jay Jake President

7. TYPE OF OFFICE
Home Office

6b. TELEPHONE & FAX NUMBER
615-777-9311

6c. E MAIL ADDRESS
Jay.Jake@noemail.com

8a. FORMER FIRM NAME(S) (If any)
N/A

8b. YR. ESTABLISHED
N/A

8c. DUNS NUMBER
N/A

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM	c. No. of Employees (2) OFFICE	a. Profile Code	b. Experience	Revenue Index Number (see below)
02	Administrative	13	11	C18	Cost Estimating	3
12	Civil Engineer	1	1	G04	Geographic Information System	3
14	Computer Programmer	1	0	P05	Planning (Community, Regional, Areawide	3
47	Planner: Urban/Regional	22	13	Z01	Zoning; Land Use Studies	3
58	Technician/ Analyst	19	11			
60	Transportation Engineer	21	8			
	Other Employees					
	Total	77	44			

Approval

Once your packet is approved

A letter of approved Function Codes will be emailed.

The Profile code can be found on the website that is updated 3 times a week.

Expires in 3 years

Common Mistakes

- Submitting Part 2 not Part 1
- Not using our forms from the website
- Not using TDOT approved codes
- Not providing the Utility code references for each code
- Provide the entire packet when resubmitting for corrections
- Keep the packet to the information requested

TDOT.PSPrequals@tn.gov

Advertisements

Advertisements – Phase I Updates

- Subject line
- Take note of deadline for questions
- Does not include prequalification codes.
- Divide letter into sections
- Be specific and concise
- Firm Overview:
  - Summary of the firm and its capabilities relevant to this project
- Project Fit:
  - A short explanation of what makes the firm uniquely qualified for this work.
- Qualification Type:
  - Unlimited or Limited

Advertisements – Phase II

- Address what is requested in each **Criteria**

Criteria and Relative Weights		
i.	Team capability (Section C, D, E, F, & G of Part II of the DT-0330 form).	15%
ii.	Past work experience in the required disciplines (Section E, F, & G of Part II of the DT-0330 form).	15 %
iii.	Size of prior projects (Sections E, F, & G of Part II of the DT-0330 form).	5%
iv.	Staff qualification and availability* (Section I: Staffing/Certification Matrix).	35 %
v.	Technical approach (as explained in Section I of Part II of the DT-0330 form).	20%
vi.	Workload capacity; including amount of work under contract with the Construction Division, if any.	5%
vii.	Past performance evaluations on Construction Division Projects, if available.	5%

- Page limits

Section E shall be no more than 10 pages. Section F shall include no more than 10 projects. The proposal package shall contain no more than 40 pages including front and back cover. Section H will not count toward the 40 -page limit.

CAP – Consultant Acquisition Plans

- **Sorting** – Alphabetically by County
- **Description**: Includes location
- **Major Types of Work**: Prequalification code
- **Minor Types of Work**: Prequalification code
- **Work Accomplished Through**: Indicates consultant, will likely be advertised
- **Advertisement Date**: Estimated advertisement posting date
- **Estimated Start Date**: Tentative date work will begin
- **TDOT Contract Manager**: Primary contact; can contact prior to advertisement posting for details

Region No.	County	Description	PIN	Major Types of Work*	Minor Types of Work*	Work Accomplished Through:	Advertisement Date	Estimated Start Date	TDOT Contract Manager**	Earliest Estimated Letting Date	Number of Contracts Awarded from Advertisement
01	Monroe	SR-2, Bridge over Sweetwater Creek, LM 2.28	124490.00	C15	C16, T02	TDOT in-house CEI	N/A	N/A	Joshua Metz	December-2026	N/A
03	Montgomery	State Route 48 Widening	123071.00	C15	C16, T02	Consultant	November-2028	March-2029	Derek Pryor	May-2029	1
01	Morgan	State Route 62 Enhancements	New Start SR-62	C15	C16, T02	TDOT in-house CEI	N/A	N/A	Joshua Metz	June-2024	N/A

https://www.tn.gov/tdot/professional-services.html

TDOT.PSAdvertisements@tn.gov

1. When will the next surveying/mapping advertisement be posted?
2. What resources are available to identify future consultant design projects and when those will be advertised?
3. How will rule changes impact new solicitations?
4. When do you anticipate releasing the updated CAP?
5. Will TDOT start sharing shortlist results?
6. What is the anticipated use of consultants for Right-of-Way acquisition?

TDOT.HQ.ROW@tn.gov

Agreements – Attestation & Insurance

- Illegal Immigrant Attestation Form

  (per active agreement)

  – Due June 30th & Dec 31st

ATTESTATION REGARDING PERSONNEL USED IN
CONTRACT/AGREEMENT PERFORMANCE

SUBJECT AGREEMENT NUMBER:	
ENGINEER'S LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor/Engineer, identified above, does hereby attest, certify, warrant, and assure that the Contractor/Engineer shall not knowingly utilize the services of an illegal immigrant in the performance of this Agreement and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Agreement.

SIGNATURE & DATE: ____________________

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor/Engineer. If said individual is not the chief executive or president, this document shall attach evidence showing the individual's authority to contractually bind the Contractor/Engineer.

- Insurance Policy

  (per active agreement)

  – Email only – no mail

  – Include agreement number

  – Professional Liability

    - Confirm coverage amounts within agreement

TDOT.PS.Contracts@tn.gov

Work Order - Proposals

- Fixed Fee
  - Attachment D Fixed Fee Calculator
  - Revised June 12, 2025
    - Fillable form – not Excel
  - Maintain for life of work order
  - Project Specific agreements – submit new form per proposal
  - Subconsultant uses same Fix Fee percentage as Prime

- Cost Proposal
  - Be clear & concise
  - Cover letter summary

Direct Labor:	$17,000.00
Overhead (Home):	$24,650.00
Fixed Fee (12%):	$4,998.00
Subconsultant:	$10,000
Direct Costs:	$7,000
Total:	$63,648.00

Project No./s	Ceiling Amount	Fixed Fee
99NMSC-F1-035	$ 50,918.40	$3,998.40
99NMSC-S1-036	$ 12,729.60	$ 999.60
Total	$ 63,648.00	$4,998.00

TDOT.PS.Contracts@tn.gov

Invoices

Invoices – What to fill out

INVOICE SUMMARY

PROFESSIONAL SERVICES DIVISION

FOR INTERNAL USE ONLY		
RECEIVED DATE		PS APPROVAL

TO: Professional Services Division
Tennessee Department Of Transportation
James K. Polk Building, Suite 500
505 Deaderick Street
Nashville, TN 37243-0334

tdot.psinvoices@tn.gov

Remit: Company XXX
ABC Street
Suite 101
Nashville, TN 37243

BILLING CONTACT: John Smith

PHONE: 615-123-4567 Email: John.Smith@xxx.com

CONTRACT MANAGER:	Tom Jones	CONSULTANT PROJECT/JOB NO.(optional):		Pay Terms:	0
DIVISION:	Construction				
AGREEMENT #:	E1234	INVOICE DATE:	10/23/2025		
WORK ORDER #:	1	INVOICE #:	CE123401		
	No / Yes	INVOICE PERIOD:	09/01/25	to	09/30/25
Final Invoice:	☑ TRUE / ☐ FALSE	PROGRESS BILLING #:	1	DBE? Y/N	No

For professional services relative to:

Invoice template:

- https://www.tn.gov/tdot/business-redirect/consultantinfo/invoice-templates.html
- On the summary page ONLY fill out highlighted fields
- Please use correct contract manager
- Division field has a drop-down menu

Invoices – What to fill out

For professional services relative to:

Ref. No.	State Project # (99999-9999-99)	Const. Contract	Funding Source	If available, PIN, Fed. Proj. #	Location Description	County/s
1	XXXXX-S1-11		State	123456.01	State Route 1	Davidson
2	XXXXX-F1-11		Federal	123456.01	State Route 1	Davidson
3						
4						
5						

	Expense Category			Ref. No. / Project:	1 XXXXX-S1-11	2 XXXXX-F1-11	3	4	5	Totals
I.	Direct Labor (DL) Total				$ 1,125.00	$ 150.00	$ -	$ -	$ -	$ 1,275.00
a.	Home:	Per Schedule No.		1A	$ 500.00	$ 150.00	$ -	$ -	$ -	$ 650.00
b.	Field:	Per Schedule No.		1B	$ 625.00	$ -	$ -	$ -	$ -	$ 625.00
II.	Overhead Total	Federal	State		$ 1,493.75	$ 235.50	$ -	$ -	$ -	$ 1,729.25
a.	Home (I.a. x OH rate)	157.00%	145.00%		$ 725.00	$ 235.50	$ -	$ -	$ -	$ 960.50
b.	Field (I.b. x OH rate)	123.00%	123.00%		$ 768.75	$ -	$ -	$ -	$ -	$ 768.75
III.	Net Fee (DL + OH x	10.0%	) or *		$ 261.88	$ -	$ -	$ -	$ -	$ 261.88
		Taking Final Net Fee								$ -
	* fee balance if less than calculated	Not to Exceed			$ 125,000.00					
		Fee Previously Billed								
IV.	Direct Costs	Per Schedule No.			$ 105.00	$ 225.00	$ -	$ -	$ -	$ 330.00
V.	Premium Labor	Per Schedule/s No.			$ 150.00	$ -	$ -	$ -	$ -	$ 150.00
VI.	Subs Costs	Per Schedule No.			$ -	$ -	$ -	$ -	$ -	$ -
VII.	(Extra Category)	Per Schedule No.								$ -
					$ 3,135.63	$ 610.50	$ -	$ -	$ -	$ 3,746.13

TOTAL AMOUNT DUE THIS INVOICE $ 3,746.13

						Totals
% Invoiced to Date: 0.00% :	0.00%					
Contract or Project Ceiling/s:	$ 250,000.00					$ 250,000.00
Total Invoiced thru 9/30/2025:						$ -
Less Amount Previously Invoiced:	$ 3,135.63	$ 610.50	$ -	$ -	$ -	$ 3,746.13

TOTAL AMOUNT DUE THIS INVOICE $ 3,746.13

I, the undersigned, do hereby certify that the above invoice is true and correct to the best of my knowledge and that payment has not been received or costs previously invoiced.

By: (Principal's Signature or e-Signature) Date: 10/24/2025

(Principal's typed name and title)

Template Created 04/14/25

See Template Revisions Tab for Changes

PS Invoice Summary

- Utilize the drop-down under the Funding source so that the correct OH rate is applied
- Use OH rates based on the INVOICE DATE
- Fixed fee % for the sub needs to be the same as the prime
- Please make sure there is a signature on the invoice

TN TDOT Department of Transportation

Direct Labor/Summary Log

Direct Labor Log

	Total Hours	Amount	Premium Hours	Premium Amount
Direct Labor (Home) Totals:	15.00	$ 650.00	1.00	$ 25.00

AGREEMENT #: E1234
WORK ORDER #: 1
CONSULTANT PROJECT NO.: 0
INVOICE #: CE123401
INVOICE PERIOD: 09/01/2025 to 09/30/25
PROGRESS BILLING #: 1

(a) Date	(b) Ref. No.	(c) Employee Name	(d) Title	(e) Rate	(f) Total Hours	(g=e*f) Amount	(h) Premium Rate	(i) Premium Hours	(j=h*i) Premium Amount
09/01/2025	1	George Smith	Project Manager	$50.00	10.00	$ 500.00	$ 25.00	1	$ 25.00
09/02/2025	2	Mary Lewis	Lead	$30.00	5.00	$ 150.00			

- Reference Numbers
- Raises – Please include a note/letter
- Do not enter info in top portion
- Direct Labor Summary Amount should match Direct Labor Log Amount

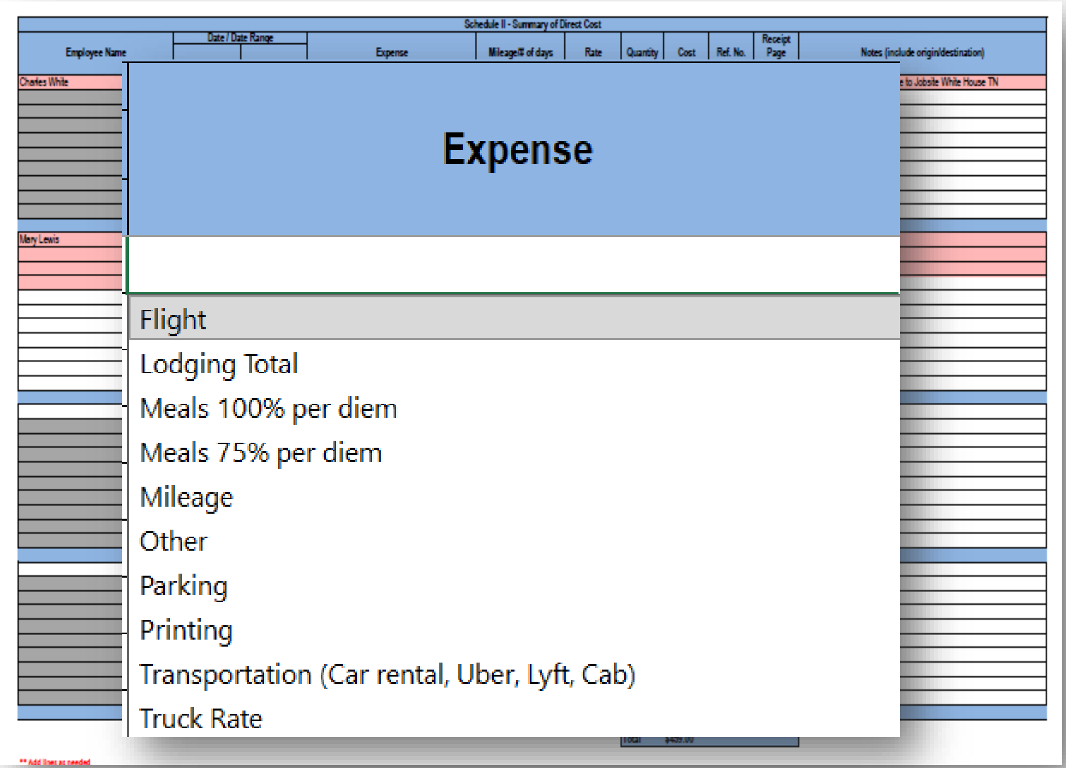
Direct Labor Summary

	Total Hours	Amount	Premium Hours	Premium Amount
Direct Labor (Home) Totals:	15.00	$ 650.00	1.00	$ 25.00

AGREEMENT #: E1234
WORK ORDER #: 1
PROGRESS BILLING #: 1
CONSULTANT PROJECT NO.: 0
INVOICE #: CE123401
INVOICE PERIOD: 09/01/25 to 09/30/25

(a) Ref. No.	(b) Employee Name	(c) Title	(d) Rate	(e) Total Hours	(f=d*e) Amount	(g) Premium Rate	(h) Premium Hours	(I=g*h) Premium Amount
1	George Smith	Project Manager	$ 50.00	10.00	500.00	$ 25.00	1.00	25.00
2	Mary Lewis	Lead	$ 30.00	5.00	150.00			

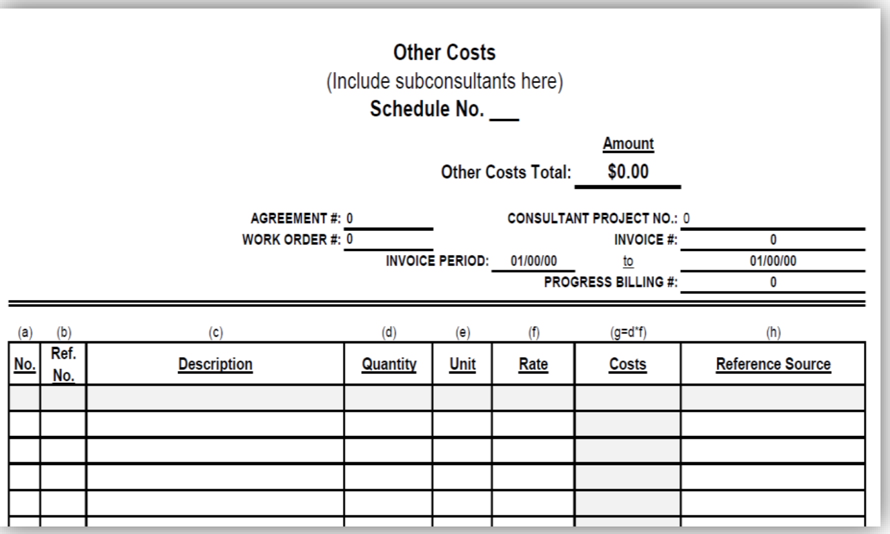
Invoices – Direct Costs



Direct Costs include lodging, transportation, fuel, mileage, lab testing (in-house), printing, etc

- Break down direct costs for each individual and attach receipts in the same order
- It is **<u>not</u>** necessary to include company labor logs, mileage logs, cover sheets, etc.
- For mileage, include origin and destination.
- For Uber, Lyft, or Taxis, please provide a map.

Subs Costs



Other Costs
(Include subconsultants here)
Schedule No. ___

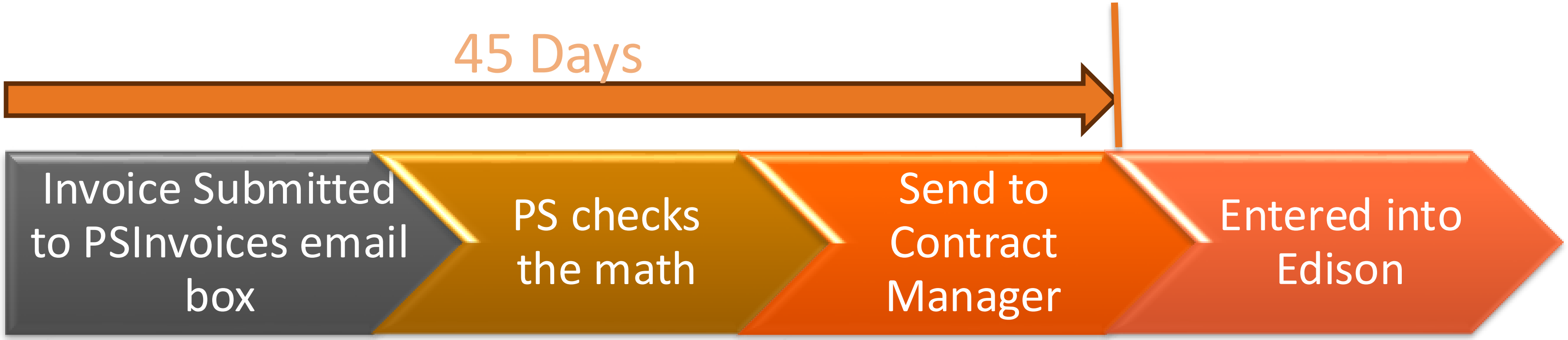
Amount
Other Costs Total: $0.00

AGREEMENT #: 0
WORK ORDER #: 0
CONSULTANT PROJECT NO.: 0
INVOICE #: 0
INVOICE PERIOD: 01/00/00 to 01/00/00
PROGRESS BILLING #: 0

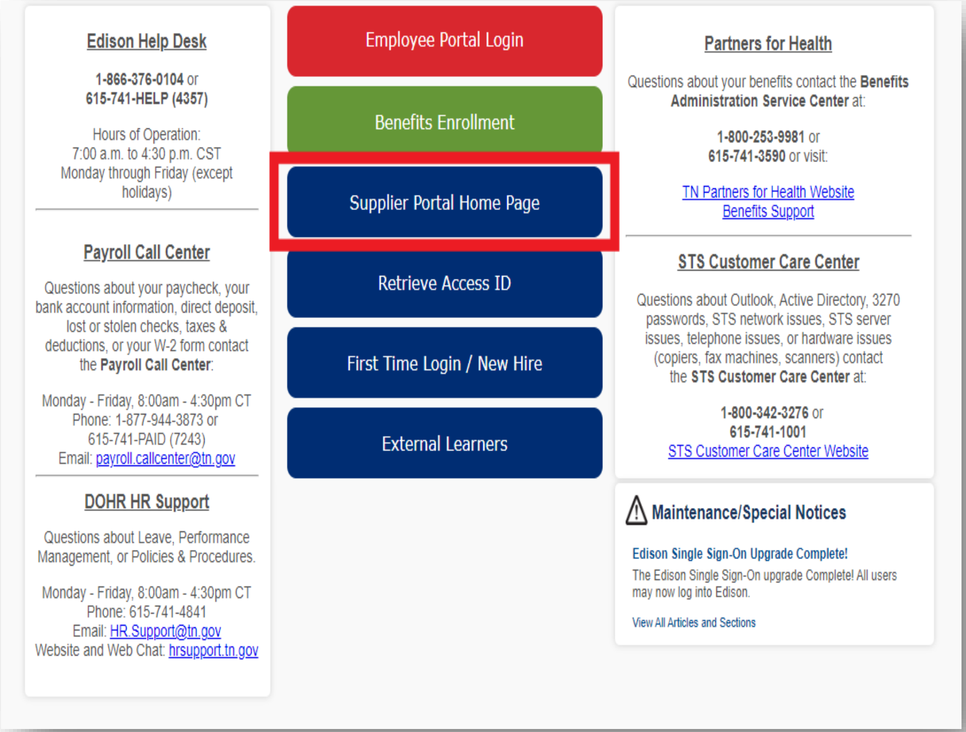
(a)	(b)	(c)	(d)	(e)	(f)	(g=d*f)	(h)
No.	Ref. No.	Description	Quantity	Unit	Rate	Costs	Reference Source

- Show subs total cost on this sheet
- Use the correct reference no. to tie to the correct project number on primes summary sheet

Invoice Timeline



Invoices – Supplier Portal



The Supplier Portal is for YOU

- Edison.tn.gov
- Click Supplier Portal and create an account
- This will allow you to look into Edison to see if an invoice is pending, approved or denied
- If it hasn't been entered into Edison yet, you will not see it which means it is still being processed by Professional Services
- Please do not inquire about payment until 30 days after submittal

Invoices – General Issues

- Invoice Period
  - Period should include ALL charges on the invoice. This includes subconsultant charges. Overlapping periods are acceptable
- Denials
  - Please REPLY to our denial emails when resubmitting. This helps identify the change(s) made which will expedite the approval process.
- Verify your TDOT Contract Manager with your firm's Project Manager.

Invoices – Denials

- Rounding Issues (PENNIES)
  - Template has been updated to account for rounding issues
  - Please use the latest template (Revised 4/14/25)
  - When in doubt, feel free to contact TDOT.PSInvoices@tn.gov
- Hotels & Per Diem
  - Per diem can ONLY be charged if there is proof of lodging
  - The rates are based on where the lodging is located
    - For example: Work is being done in Nashville, but the hotel is in Franklin TN

Invoices – Denials

GENERAL

- Please resubmit with 1 invoice per email
- A signature is needed on page 1 and all subs summary sheets
- Remove all Personally Identifiable Information (banking, or tax information)
- Complete the Invoice # field
- The direct labor on page <u>1</u> should match pages <u>2 and 3</u>
- Ensure supporting documentation for the Direct Cost is submitted

Invoices – Denials

- **<u>OH RATE</u>**

- The OH Rate is based on the invoice date
- The overhead rate for state vs federal

- **<u>INVOICE NUMBER</u>**

- The invoice number has been used on a previous invoice.
- The invoice number needs to be the same on all pages
-

Ref. No.	State Project # (99999-9999-99)	Const. Contract	Funding Source	If available, PIN, Fed. Proj. #	Location Description	County/s
1	XXXXX-S1-11		State	123456.01	State Route 1	Davidson
2	XXXXX-F1-11		Federal	123456.01	State Route 1	Davidson
3						
4						
5						

	Expense Category		Ref. No. / Project:	1 XXXXX-S1-11	2 XXXXX-F1-11	3	4	5	Totals
I.	Direct Labor (DL) Total			$ 1,125.00	$ 150.00	$ -	$ -	$ -	$ 1,275.00
a.	Home:	Per Schedule No.	1A	$ 500.00	$ 150.00	$ -	$ -	$ -	$ 650.00
b.	Field:	Per Schedule No.	1B	$ 625.00	$ -	$ -	$ -	$ -	$ 625.00
II.	Overhead Total	Federal	State	$ 1,493.75	$ 235.50	$ -	$ -	$ -	$ 1,729.25
a.	Home (I.a. x OH rate)	157.00%	145.00%	$ 725.00	$ 235.50	$ -	$ -	$ -	$ 960.50
b.	Field (I.b. x OH rate)	123.00%	123.00%	$ 768.75	$ -	$ -	$ -	$ -	$ 768.75
III.	Net Fee (DL + OH x	10.0%	) or *	$ 261.88	$ -	$ -	$ -	$ -	$ 261.88
			Taking Final Net Fee						$ -

Ref. No.	State Project # (99999-9999-99)	Const. Contract	Funding Source
1	43I040-F3-004		Federal
2	43I040-S3-004		State

Invoices – Denials

INVOICE PERIOD/DATE

- The invoice period must match on all pages
- The Invoice Date field cannot be a future date
- The primes invoice period must include the subs invoice period

PROJECT NUMBERS

- Incorrect Project numbers ex. 47**1**VAR-M3-003 instead of 47**I**VAR-M3-003.
- Refer to your work order on the contract if in doubt

Invoices – Denials

CALCULATIONS/ROUNDING ISSUES

- Rounding issue; all columns must be exact for finance approval (208338.24 – 204443.81 = 3894.43)
- Using the latest templates eliminates this issue, do not make changes to the template.

SUB-CONSULTANTS

- The “TO” field on the subs invoice should not be TDOT, but to the Prime
- Sub consultant invoice must be on our template
- Everything that applies to the prime applies to the subs invoice

Invoices

- Please name your files the way your contract and work order number are set up
    - 2-digit code, 4-digit contract number, 2-digit work order number (if it applies), 2-digit progress billing number
    - ex. CE12340608
    - Please put the file name somewhere in the subject line

Invoices – General Information

- Extended Stays
  - Extended stays are not permitted unless prior approval is obtained from the Commissioner

- Contract Closeouts
  - Please respond promptly if you receive an email from tdot.pscontractcloseouts@tn.gov

tdot.psinvoices@tn.gov