

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR PROPOSALS**

**October 20, 2025
(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 method of payment shall be cost plus fixed fee. Fixed fee is calculated using the following formula: Fixed fee = (Direct salary + Overhead based on the most recently approved field and/or office indirect cost rate) x (fixed fee rate as determined by the Fixed Fee Calculator). 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Items may be withdrawn if anticipated funding does not become available.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 on-call CEI services on various construction projects, Region 3 (One contract).

Item No. 2

Project Description and Location:

Provide on-call CEI services on various construction projects, Region 4 (One contract).

Schedule and Ceiling:

The awarded contract(s) shall run for a period of five (5) years and all services must be completed within this contract term except as additional time may be needed to complete a previously issued work order. New work orders will only be issued within the first three (3) years. The total dollar amount for each contract that will be awarded under this advertisement is \$5,000,000.00 for each contract.

Scope of Services:

Shall include but not be limited to:

- a. construction engineering & inspection
- b. erosion prevention and sediment control (EPSC) inspection,
- c. natural stream relocation and mitigation inspection,
- d. intelligent transportation system (ITS) inspection,
- e. utility coordination services,
- f. surveying,
- g. materials testing,
- h. coatings inspection,
- i. CPM schedule review utilizing Oracle Primavera P6, and
- j. related administrative assistance.

When applicable in the scope of services, a consultant may assist in evaluating certain goods and services and making recommendations to the State under the services provided. Under no circumstances may a professional services contract be utilized to procure goods, services, or assets for use by the State that are not project related and/or required for the performance of engineering and design related services, including software and hardware.

When support services are anticipated in the performance of a consultant contract, they may include providing the appropriate level of staff as outlined by disciplines defined in scopes of services generated under this contract. It is expected that the scope of work for these future work orders may require the selected consultant to make some of their staff available on-site within TDOT Headquarters and/or the regional offices as required.

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.

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of this contract. These include, but are not limited to: TDOT’s [Design Guidelines](#), TDOT’s [Drainage Manual](#), TDOT’s [Instructional Bulletins](#), TDOT’s [Standard Drawings](#), TDOT’s [Design-Build Standard Guidance](#); TDOT [Structural Design Guidelines](#), TDOT’s [Right-of-Way Manual](#), 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 \(MUTCD\)](#), [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).

Firms may request consideration by submitting a proposal. All proposals must be submitted electronically (PDF format) to Shawna.B.Smith@tn.gov, (copy Crosby.Gray@tn.gov) with “respective item number – on-call CEI services and firm name” in the subject line of the email.

Questions regarding this advertisement must be submitted no later than **3:00 p.m. (Central Time) on November 10, 2025**. For additional details regarding this project, please contact Shawna Smith at (731)431-6430 or Shawna.B.Smith@tn.gov (copy Crosby.Gray@tn.gov).

All proposals must be received on or before **12:00 p.m. (Central Time) November 17, 2025**. For additional details regarding this project, please contact Shawna B. Smith at (731)431-6430 or by email at shawna.b.smith@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the first submission deadline. Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. Prequalification procedures, example letter of interest, list of prequalified firms and DBE’s, TDOT’s standard procurement policy, and additional information, including the Prequalification Form (DT-0330, Part 1), can be found at: [Consultant Information \(tn.gov\)](#). A pending prequalification status will be acceptable. **Please include a valid email address and phone number for the point-of-contact.**

Organizational conflicts of interest are prohibited as detailed in TDOT Policy 101-05. Accordingly, a firm that has performed design, survey, or other preliminary engineering services generally will not be eligible for award of a CEI contract on the same highway project.

Evaluation Process

Phase I Evaluation

This phase will be eliminated for this advertisement.

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 (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%

* If a person is working full time on another contract with HQ Construction, they are not considered available and should not be included in the staffing matrix. Inclusion of an employee who is working full time on another project will result in no points being given for this criterion (iv).

Following Phase II evaluation, a number of firms no less than two* greater than the number of contracts being awarded, and that are deemed most qualified by the Consultant Evaluation

Committee (CEC) will be recommended to the Commissioner for each Item listed above in alphabetical order for Phase III evaluation.

- * In instances where less than the minimum required number of qualified consultants respond with proposals, or where the evaluated proposals do not result in a sufficient number of qualified firms, 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 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 TDOT. 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 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.html>.

Will Reid, P.E.
Commissioner

WWR/CG/ER