

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

September 2, 2026
Revised September 3, 2026
(Structures Division)

The Tennessee Department of Transportation (TDOT) seeks to retain the services of professional engineering consulting firms to provide expertise in **structural services** as described below. The method of payment shall be **lump sum / 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Items may be withdrawn if anticipated funding does not become available.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 General Engineering Consultant** for structural services on various TDOT projects, Statewide (6 contracts).

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. The maximum total dollar amount for all contracts that will be awarded under this advertisement is \$100,000,000. The base amount for any awarded contract will be set at **\$10,000,000** and may be increased by an agreed upon supplement, but in no event shall any contract amount exceed \$100,000,000.

Scope of Services:

The scope of services will include but not be limited to full-service hydraulic and hydrologic analysis, design, and related technical services, including plan development and CAD support for hydraulic layouts. It also includes surveying of road and streambed profiles as well as collecting typical floodplain and bridge opening cross-sections in accordance with the TDOT Survey Manual. Hydrologic flow estimation will utilize StreamStats®, USGS Bulletin 17C, and detailed hydrologic modeling methods. Hydraulic modeling services will cover both one-dimensional modeling using HEC-RAS and two-dimensional modeling using the Surface-water Modeling System with the SRH-2D model. Additional hydraulic and hydrologic services include the design of bridges and culverts, incorporation of aquatic organism passage measures, ensuring compliance with National Floodplain Insurance Program (NFIP) requirements, and preparation of CLOMR and LOMR applications. The scope further includes deck drain placement and spread analysis on bridge decks, scour and stream stability analyses, development of scour countermeasures, scour assessments and evaluations of existing and proposed structures per FHWA HEC-18 and HEC-20, and the development of scour Plans of Action (POA).

Structural services will include underwater inspections, sounding around bridge foundations, structural analysis, structural design and detailing, and preparation of structural designs for bridge preservation projects. The scope also encompasses bridge and tunnel inspections, National Bridge Inspection Specification (NBIS) routine inspections, non-redundant steel tension member (NTSM) inspections, special inspections, and load rating of in-service bridges. This includes preparing detailed draft load rating reports and delivering stamped final load rating reports. The scope also includes management and technical services related to the processing of structural bridge assessments related to the Over-Weight / Over-Dimension permit program.

Additional project support services include but not limited to design site investigations, site assessments, preparation of planning documents, and bridge and approach surveying. The scope also covers utility coordination, right-of-way (ROW) services, roadway design, traffic design, and development of traffic control plans. Quality assurance and quality control (QA/QC) reviews, general project management, and related administrative tasks are included as well.

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.

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](#), [Hydraulic Design](#), [Design Procedures](#), TDOT Bridge Inspection Program Manual, TDOT Bridge Evaluation Manual, TDOT Tunnel Inspection Procedures Manual, Contractor Employee Safety and Health Program, and TDOT Policy 355-01 (Approval of Construction Change Orders and Force Account Work).

Firms should request consideration by electronically submitting a PDF packet to **TDOT.PSAdvertisements@tn.gov** with "**CST001 - Firm Name**" in the both the **subject line** of the email and the **name of the PDF** submitted.

Primary Contact: Charity Cox	TDOT.PSAdvertisements@tn.gov (615) 253-3997
Pre-submittal Meeting*	September 9, 2026, 2:00 – 3:00 pm (CST) Region 3 Auditorium 6601 Centennial Boulevard Nashville, TN 37243
Questions	September 11, 2026, 2:00 pm (CST)
Request for Qualifications	September 16, 2026, 2:00 pm (CST)
Phase I Selection Results	September 30, 2026(Anticipated)
Presentation	Week of November 16, 2026

*The pre-submittal meeting will be mandatory for consultants submitting as the prime on any of the Items. During this meeting, TDOT will provide information regarding the project delivery goals, anticipated scope, and potential risks. There is no limitation on the number of participants. This presentation will be recorded, and participants will be provided with the opportunity to ask questions during the allotted time. Any information provided by TDOT shall be considered as informational only and is subject to change. The presentation and a list of attendees, including contact information, will be posted to the Professional Services webpage following the meeting.

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, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information, including the Prequalification Form (DT-0330, Part I), can be found at: [Consultant Information \(tn.gov\)](http://www.tn.gov/consultant). 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 Professional Services division will review **current prequalification status** to determine if consultants are eligible for the advertised work. Once that determination is made, the TDOT division advertising for the work will review the Phase I submittals and choose firms who would make viable candidates from which to invite Phase II proposals.

Phase I submittals shall be no more than three (3) pages maximum. TDOT's expectation is that the Phase I submittal will show how the consultant is qualified for this specific body of work.

The Phase I submittals shall not specifically identify sub-consultants but rather indicate the scope of services anticipated to be completed by any sub-consultants.

The factors that will be considered in the Phase I evaluation will include:

a) **Firm Overview:** summary of the firm and its capabilities relevant to the advertised project. Submittals should also note any specific professional credentials, certifications, and/or specialize training that the firm has if noted in the scope of services.

b) **Project Fit:** An explanation of what makes the firm uniquely qualified for this work. The explanation should include details and approach to this specific project as well as previous work that is similar in nature.

c) **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 (Sections C, D, & E).	25 %
ii.	Past work experience in the required disciplines (Sections F & G).	10 %
iii.	Team Staffing Qualifications & Availability (Section D & E) 1. Staffing/Certification Matrix (Prime & Subconsultants) - Staffing matrix shall list the aspects of work that both the prime and subs are proposing on as well as any relevant certifications or licenses held by staff.	15%
iv.	Technical approach for program support (as explained in Section I of Part II of the DT-0330 form).	20%
v.	Past performance evaluations on TDOT Structures Projects, if available.	5%
vi.	Presentation, if applicable (See note a) below).	25

Section E shall be no more than **15** pages. Section F shall include no more than **10** projects. The proposal package shall contain no more than **60** pages including front and back cover. Section H will not count toward the **60** -page limit.

a) After reviewing the proposals and scoring Criteria #1-5, the firms with the 10 highest scoring proposals will be invited to continue in the evaluation process by making a presentation. The presentations will be held in Nashville and are anticipated to occur the week of November 16th. Interview teams will be expected to have the primary members of the prime and subconsultant teams present; team attendees shall be limited to seven (7) members in total. The structure of the oral interview will be as follows:

- 1) Presentation (30 minutes) Consultants should be prepared to clearly articulate their understanding of the request for services.
- 2) Question and Answer Session with the Selection Panel (30 minutes) The questions asked in this session will include both standard questions for all proposers and specific questions relative to each Consultant's proposal and presentation.

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.

In cases where multiple firms are selected for on-call contracts, TDOT will determine the assignment of work orders on the basis of qualifications, including but not limited to the nature of the work, firm qualifications, performance history, workload capacity, and availability. TDOT may request additional information or proposals as necessary prior to issuing a work order.

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 or the following website:

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

Will Reid, P.E.
Commissioner

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