

Instructions

DT-0330 - Part II (Project Proposal)

NOTE: The DT-0330 Part 2 document is in Microsoft Word format. Do not change the formatting. Do not include the DT-0330-Part 1 (prequalification) forms with the Part 2 submittal.

KEY PERSONNEL: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part II - Contract-Specific Qualifications

Section A. Contract Information.

1. Advertisement Item Number. Enter the Advertisement Item Number and description for which this form is being submitted, exactly as shown in the advertisement (ex: No. 1- State Route 6 from Oak Tree Road to Smith Springs Lane - Maury County, Survey and Roadway Design),

2. Advertisement Date. Enter the date of the advertisement (ex: November 17, 2021).

3. N/A. Please leave blank.

Section B. Architect-Engineer Point of Contact

4-8. Name, Title, Name of Firm, Telephone Number, Fax Number and E-mail Address. Provide information for a representative of the prime contractor or joint venture that the State can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team and the **approximate percentage of work to be done by each office**. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the State. In addition, please make a notation if subcontractor is a **DBE, MBE or WBE** in box 9 {ex ABC Inc. (DBE, WBE)}. In box 11, note **approximate percentage** of work to be done by DBE and subcontractors. Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city, and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on **up to five projects** in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)). **Include the specific role/tasks performed by the employee for each project.**

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to the work required for this contract. Complete one Section F for each project. **Present a maximum of ten projects,**

unless otherwise specified by the State. Do not include a project if the professional services were completed more than 10 years ago. Complete the following blocks for each project:

20. Start with "1" for the first project and number consecutively.
21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation, or private individual.
- 23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 23c. Point of Contact Telephone Number. Self-explanatory.
24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements, and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.
25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.
28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.
29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Letters.

30. Use this section to provide commitment letters from sub-consultants and overhead rate approval letters from TDOT's Finance Division. For firms with limited prequalification a copy of TDOT' prequalification approval letter shall be included in lieu of an overhead rate approval letter.

Section I. Additional Information.

31. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G. **Include a list of projects currently under contract with the Division and the status and/or stage of completion of each project. If a project is inactive, include a brief explanation for the inactivity. Include the contract/agreement number for each project.**

Section J. Authorized Representative

32. and 33. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

34. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL
(From Section E, Block 12)

27. ROLE IN THIS CONTRACT
(From Section E, Block 13)

28. EXAMPLE PROJECTS LISTED IN SECTION F
Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.

		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

List of Experience Categories (Profile Codes)

Code	Description
A01	Acoustics, Noise Abatement
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis
A04	Air Pollution Control
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling
A06	Airports; Terminals and Hangars; Freight Handling
A10	Asbestos Abatement
B02	Bridges
C01	Cartography
C02	Cemeteries (<i>Planning and Relocation</i>)
C03	Charting; Nautical and Aeronautical
C04	Chemical Processing and Storage
C08	Codes; Standards; Ordinances; ADA Compliance
C12	Communications Systems; TV; Microwave
C13	Computer Facilities; Computer Service
C14	Conservation and Resource Management
C15	Construction Management; Construction Engineering and Inspection (CEI)
C16	Construction Surveying
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
D01	Dams (<i>Concrete; Arch</i>)
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees
D04	Design-Build - Preparation of Requests for Proposals
D05	Digital Elevation and Terrain Model Develop-
D06	Digital Orthophotography
D08	Dredging Studies and Design
D09	Drilling Services
E01	Ecological and Archeological Investigations
E03	Electrical Studies and Design
E04	Electronics
E05	Elevators; Escalators; People-Movers
E09	Environmental Impact Studies, Assessments or Statements
E10	Environmental and natural Resource Mapping
E11	Environmental Planning; Preparation of NEPA Documents; Context Sensitive Solutions
E12	Environmental Remediation
E13	Environmental Testing and Analysis
E14	Erosion Prevention and Sediment Control
G03	Geodetic Surveying: Ground and Airborne
G04	Geographic Information System Services: Development, Analysis, and Data Collection
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting Components
G06	Graphic Design
G07	Geotechnical Engineering
H01	Harbors; Jetties; Piers, Ship Terminal Facilities

H02 Hazardous Materials Handling and Storage
 H03 Hazardous, Toxic, Radioactive Waste Remediation
 H07 Highways; Streets; Airfield Paving; Parking Lots
 H08 Historical Preservation
 H12 Hydraulics and Pneumatics
 H13 Hydrographic Surveying

 I04 Intelligent Transportation Systems
 I05 Interior Design: Space Planning
 I06 Irrigation; Drainage

 L02 Land Surveying
 L03 Landscape Architecture
 L05 Lighting (*Interior; Display; Theater, Etc.*)
 L06 Lighting (*Exteriors; Streets; Memorials; Athletic Fields, Etc.*)

 M01 Mapping Location/Addressing Systems
 M02 Mobile Scanning/LiDAR

 P03 Photogrammetry
 P05 Planning (*Community, Regional, Areawide and State*)
 P06 Planning (*Site, Installation and Project*)
 P14 Pavement Design
 P15 Pavement Management

 R03 Railroad; Rapid Transit
 R07 Remote Sensing
 R11 Rivers; Canals; Waterways; Flood Control
 R13 Roadway Design; General

 S01 Safety Engineering; Accident Studies; OSHA Studies
 S03 Seismic Designs and Studies
 S05 Soils and Geologic Studies; Foundations
 S06 Solar Energy Utilization
 S09 Structural Design; Bridge Design; Special Structures
 S10 Surveying; Platting; Mapping; Flood Plain Studies
 S13 Storm Water Management

 T02 Testing and Inspection Services
 T03 Traffic and Transportation Engineering; Signal Design
 T06 Tunnels and Subways

 U03 Utilities; Subsurface Utility Engineering (SUE)
 U04 utilities Design/Coordination/Inspection: Electrical Power; Communications; Gas/Oil;
 Water; Sewer/Sanitary Systems (Distribution/Transmission)

 V02 Value Engineering

 W02 Water Resources; Hydrology; Ground Water

 Z01 Zoning; Land Use Studies

List of Disciplines (Function Codes)

Code	Description	Code	Description
02	Administrative	32	Hydraulic Engineer
03	Aerial Photographer	33	Hydrographic Surveyor
04	Aeronautical Engineer	34	Hydrologist
05	Archeologist	37	Interior Designer
06	Architect	38	Land Surveyor
07	Biologist	39	Landscape Architect
08	CADD Technician	40	Materials Engineer
09	Cartographer	41	Materials Handling Engineer
10	Chemical Engineer	42	Mechanical Engineer
12	Civil Engineer	45	Photo Interpreter
13	Communications Engineer	46	Photogrammetrist
14	Computer Programmer	47	Planner: Urban/Regional
15	Construction Inspector	48	Project Manager
16	Construction Manager	49	Remote Sensing Specialist
17	Corrosion Engineer	50	Risk Assessor
18	Cost Engineer/Estimator	52	Sanitary Engineer
19	Ecologist	53	Scheduler
21	Electrical Engineer	55	Soils Engineer
22	Electronics Engineer	56	Specifications Writer
23	Environmental Engineer	57	Structural Engineer
24	Environmental Scientist	58	Technician/Analyst
27	Foundation/Geotechnical Engineer	60	Transportation Engineer
28	Geodetic Surveyor	61	Value Engineer
29	Geographic Information System Specialist	62	Water Resources Engineer
30	Geologist		