



Consultant Training

Professional Services



Agenda





TDOT

Department of
Transportation

Prequalifications

Prequalifications



- [Consultant Information](#)
- [Prequalification Procedures](#)
- [Form DOT-CS-100](#)
- [Form DT-0330 Part I](#)
- [Form DT-0330 Part II](#)
- [Current Advertisements](#)
- [Current Selection Results](#)
- [Invoice Information](#)

Prequalified Consultant Form

Revised: October 20, 2025

DT-0330 Part I Form (General Qualifications)

Training Video
[Consultant Informational Session - Prequal](#)

Contact
 tdot.psprequals@tn.gov

*** If your firm is within 3 months of expiration, you must submit a renewal rather than an update**

* Prequalification must be renewed every 3 years.

Required Materials

- [Instructions](#)
- [TDOT Prequalification Function and Profile Codes](#)

- [Part I](#)
- [Balance Sheet](#)
- [Organizational Chart](#)
- [Indirect Cost Rate Schedule - AASHTO Guidelines](#)
- [FHWA Self-Certification Statement](#)
- [FHWA Self-Certification Requirements](#)

Examples provided below are for **reference only**. No packet will be exactly as shown in the examples.

- [Example Balance Sheet & indirect Cost Rate Schedule](#)
- [Example DT-0330 Limited Packet](#)
- [Example DT-0330 Unlimited Packet](#)
- [Prequal FAQ](#)



Prequalifications

- (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

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.

[illegible]

Prequalifications

- 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**
 - References must be within the last **3 years**





Utility References

- U03Utilities; Subsurface Utility Engineering (SUE)
- U04Utilities Coordination; Electrical Distribution
- U05Utilities Coordination; Electrical Transmission
- U06Utilities Coordination; Communications
- U07Utilities Coordination; Gas/Oil Distribution
- U08Utilities Coordination; Gas/Oil Transmission
- U09Utilities Coordination; Water
- U10Utilities Coordination; Sewer/Sanitary Systems

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

[illegible]



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
- **UEI Number (obtain from SAM.gov)**
- 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



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Advertisements

Advertisements – Phase I Updates

- Subject line
 - PDF name
 - 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**
- Page limits

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%

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.



Advertisements – Phase III

Contract Manager Contacts Via Phone



Results Posted to Website



Debrief Requests



Agreement Execution



Proposal & Advertisement Response Naming Requirements

Effective Immediately

- All proposal submissions, advertisement responses, Letters of Interest, Statements of Qualifications, and related correspondence must use the firm's **official prequalified name** exactly as it appears in TDOT's prequalification records.
- **Requirements**
 -  Use the full prequalified firm name
 -  Use the same firm name throughout the entire submission
 -  Verify the name matches the firm's prequalification record before submitting
- **Not Acceptable**
 -  Abbreviations
 -  Acronyms in place of the firm name
 -  Alternate company names or trade names
 -  Different firm names used within the same submission

Examples	
Incorrect	Correct
AEC	Advanced Engineering Consultants, Inc.
MTS	Mid-South Transportation Solutions, LLC
Summit	Summit Infrastructure Group, Inc.
Premier	Premier Civil Engineering Services, LLC

Why This Matters

- Ensures proposals are accurately associated with the prequalified firm
- Reduces administrative review time
- Prevents delays during evaluation and contract development
- Maintains consistency with TDOT procurement records



CAP – Consultant Acquisition Plans



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Agreements



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)	

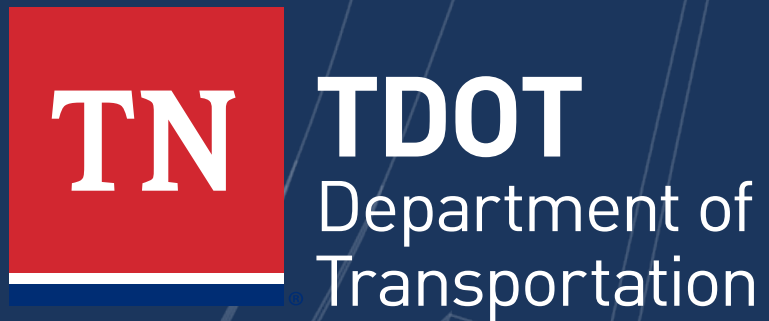
The Contractor/Engineer, identified above, does hereby attest, certify, warrant, and assure that the Contractor/Engineer shall not knowingly utilize the services of an illegal immigrant in the performance of this Agreement and shall not knowingly utilize the services of any subcontractor who will utilize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



Upcoming Enhancements



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Work Orders

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

Work Order - Letters

- Important Items
 - Federal Project Num
 - Fixed Fee
 - Contract Manager

SUBJECT: Agreement E1234, Work Order No. 00
1. Project No. **NH-I-40-8(201)**, 78I040-F0-004, (PIN 133581.00). New Interchange at Exit 408 and Connector Road from Dumplin Valley Road to SR-139 (10yp-TMA) - Sevier County

This work order charges you with the below work for the above referenced project. Your work shall be performed consistent with the work specifications, details, and format set forth in Agreement No. **E1234**.

Scope of Services: Sample work order letter

This work order was made verbally effective **June 26, 2023**. This work is scheduled to be complete by **January 31, 2024**. The compensation ceiling for this work order is established as follows:

Project No./s	Total (Fixed Fee) 12.50%
78I040-F0-004	\$192,928.75 (\$19,289.92)

The compensation ceiling for this project shall be exceeded only after prior approval of a work order to this document as set forth in the provisions of Agreement No. **E1234**. Please coordinate this work with **Bryan A. Williams**.



TDOT.PS.Contracts@tn.gov

1. How do I determine if a project is Federally funded for a cost proposal?



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Invoices



Invoices – What to fill out

For professional services relative to:

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

Ref. No. Project: 99999-S1-99

Expense Category	Ref. No.	Project	4	5	Totals
I. Direct Labor (DL) Total			\$ 625.00	\$ -	\$ 625.00
a. Home: Per Schedule No. 1A			\$ 625.00	\$ -	\$ 625.00
b. Field: Per Schedule No. 1B			\$ -	\$ -	\$ -
II. Overhead Total			\$ 906.25	\$ -	\$ 906.25
a. Home (I.a. x OH rate) 145.00%			\$ -	\$ -	\$ -
b. Field (I.b. x OH rate)			\$ -	\$ -	\$ -
III. Net Fee (DL + OH x 13.5%)			\$ -	\$ -	\$ -
*fee balance if less than calculated					
Taking Final Net Fee					
Not to Exceed					
Fee Previously Billed					
IV. Direct Costs			\$ 574.50	\$ -	\$ 574.50
V. Premium Labor			\$ 25.00	\$ -	\$ 25.00
VI. Subs Costs			\$ -	\$ -	\$ -
VII. (Extra Category)			\$ -	\$ -	\$ -
			\$ 2,130.75	\$ -	\$ 2,130.75

TOTAL AMOUNT DUE THIS INVOICE \$ 2,130.75

% Invoiced to Date:	Totals
Contract or Project Ceiling/s:	\$ -
Total Invoiced thru 7/1/2026:	\$ -
Less Amount Previously Invoiced:	\$ 2,130.75

TOTAL AMOUNT DUE THIS INVOICE \$ 2,130.75

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: 08/10/2026

(Principal's typed name and title)

Template Created 06/29/26

- Any gray area, you will populate if needed.
- Use the Funding Source drop-down to ensure the correct overhead rate is applied.
- The overhead rate is based on the invoice date, not the service period.
- Ensure the subconsultant's fixed-fee percentage matches the primes.
- Confirm that the invoice includes a signature.



Direct Labor/Summary Log

Direct Labor Log

Direct Labor Log (Home)
To support Schedule No. 1A

A Date Below Is Outside Starting Invoice Period

	Total Hours	Amount	Premium Hours	Premium Amount
Direct Labor(Home) Totals:	25.00	\$ 625.00	2.00	\$ 25.00

AGREEMENT #: CE1234
WORK ORDER #: 1

CONSULTANT PROJECT NO.:
INVOICE #: CE123401
INVOICE PERIOD: 06/01/26 to 07/01/26
PROGRESS BILLING #: 1

(a) Date	(b) Ref. No.	(c) Employee Name	(d) Title	(e) Rate	(f) Total Hours	(f)*(g) Amount	(g) Premium Rate	(h) Premium Hours	(g)*(h) Premium Amount
06/25/2025	1	John Smith	Inspector	\$25.00	25.00	\$625.00	\$ 12.50	2.00	\$25.00

Direct Labor Summary

Direct Labor Summary (Home)
Schedule No. 1A

Final summary and premium totals
may be adjusted for consistency.

	Total Hours	Amount	Premium Hours	Premium Amount
Direct Labor (Home) Totals:	25.00	\$ 625.00	2.00	\$ 25.00
Summary Total	\$	625.00	Premium Total	\$ 25.00
Adjustment	\$	-	Adjustment	\$ -

AGREEMENT #: CE1234
WORK ORDER #: 1
PROGRESS BILLING #: 1

CONSULTANT PROJECT NO.:
INVOICE #: CE123401
INVOICE PERIOD: 06/01/26 to 07/01/26

(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	John Smith	Inspector	\$25.00	25.00	\$625.00	\$12.50	2.00	\$25.00

- Use the reference numbers to populate the Summary sheet.
- Raises no longer require a letter or number; however, a note or memo must be attached.
- Do not enter information in the top section, as it pulls from the Summary tab.
- The Direct Labor Summary amount must match the Direct Labor Log amount.
- A Summary Total Adjustment field has been added to the Direct Labor Summary sheet to correct penny-level differences from the Labor Log.





Subconsultant Cost

Other Costs
(Include subconsultants here)
Schedule No. ____

Other Costs Total: Amount
\$0.00

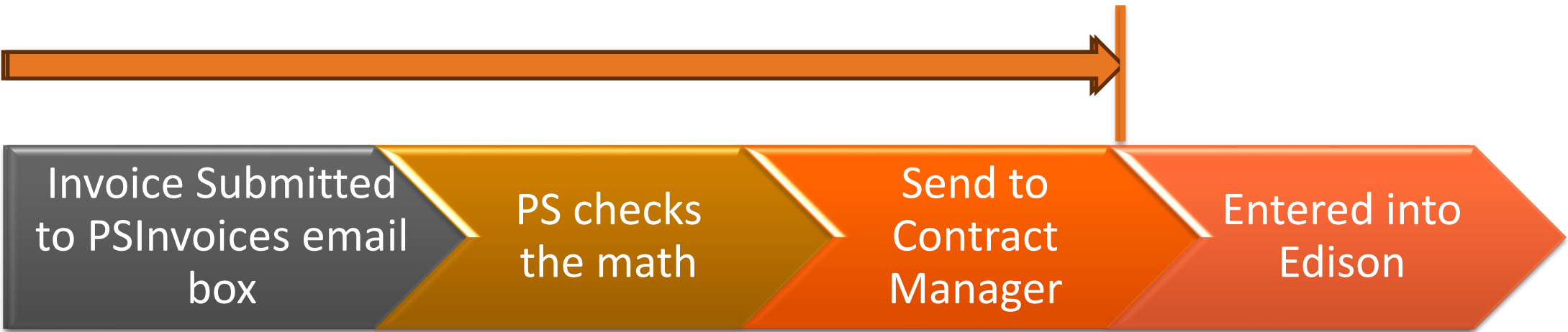
AGREEMENT #: 0 CONSULTANT PROJECT NO.: 0
WORK ORDER #: 0 INVOICE #: 0
INVOICE PERIOD: 01/00/00 to 01/00/00
PROGRESS BILLING #: 0

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

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



Invoice Timeline





Invoices – Supplier Portal

Edison Help Desk
1-866-376-0104 or
615-741-HELP (4357)

Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday (except
holidays)

Payroll Call Center

Questions about your paycheck, your
bank account information, direct deposit,
lost or stolen checks, taxes &
deductions, or your W-2 form contact
the **Payroll Call Center**:

Monday - Friday, 8:00am - 4:30pm CT
Phone: 1-877-944-3873 or
615-741-PAID (7243)
Email: payroll.callcenter@tn.gov

DOHR HR Support

Questions about Leave, Performance
Management, or Policies & Procedures.

Monday - Friday, 8:00am - 4:30pm CT
Phone: 615-741-4841
Email: HR.Support@tn.gov
Website and Web Chat: hrsupport.tn.gov

Employee Portal Login

Benefits Enrollment

Supplier Portal Home Page

Retrieve Access ID

First Time Login / New Hire

External Learners

Partners for Health

Questions about your benefits contact the **Benefits
Administration Service Center** at:

1-800-253-9981 or
615-741-3590 or visit:

[TN Partners for Health Website](#)
[Benefits Support](#)

STS Customer Care Center

Questions about Outlook, Active Directory, 3270
passwords, STS network issues, STS server
issues, telephone issues, or hardware issues
(copiers, fax machines, scanners) contact
the **STS Customer Care Center** at:

1-800-342-3276 or
615-741-1001
[STS Customer Care Center Website](#)

 **Maintenance/Special Notices**

Edison Single Sign-On Upgrade Complete!
The Edison Single Sign-On upgrade Complete! All users
may now log into Edison.

[View All Articles and Sections](#)

- 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.
 - The invoice does not have to be on the latest template, unless there is an issue that the template can fix.
- 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 6/29/26). In any case, do not make changes to the template
 - When in doubt, feel free to contact TDOT.PSInvoices@tn.gov and put inquiry in the subject line
- Rounding issue on lump sum invoices; all columns must be exact for finance approval (208338.24 – 204443.81 = 3894.43)

Final summary and premium totals may be adjusted for consistency.

Direct Labor Summary (Home)
Schedule No. 1A

Direct Labor (Home) Totals:		<u>Total Hours</u>	<u>Amount</u>	<u>Premium Hours</u>	<u>Premium Amount</u>
		0.00	\$ -	0.00	\$ -
		Summary Total	\$ -	Premium Total	\$ -
		Adjustment	\$ -	Adjustment	\$ -

AGREEMENT #:
WORK ORDER #:
PROGRESS BILLING #:

CONSULTANT PROJECT NO.:
INVOICE #:
INVOICE PERIOD: to

(a)	(b)	(c)	(d)	(e)	(f=d*e)	(g)	(h)	(i=g*h)
Ref. No.	Employee Name	Title	Rate	Total Hours	Amount	Premium Rate	Premium Hours	Premium Amount

Invoice – Denials

➤ OH RATE

- The OH Rate is based on the invoice date
- The overhead rate for state vs federal
- INVOICE NUMBER
- Can not contain symbols or special characters
- The invoice number has been used on a previous invoice
- The invoice number needs to be the same on all pages

CONTRACT MANAGER:
DIVISION:
AGREEMENT#: CE 1234
WORK ORDER#: 5
Final Invoice: ☐ No ☐ Yes

CONSULTANT PROJECT/JOB NO.(optional):
INVOICE DATE:
INVOICE #: 123456
INVOICE PERIOD:
PROGRESS BILLING #: 8
DBE? Y/N

Pay Terms: 0
to

<< Select One

For professional services relative to:

Ref. No.	State Project (9999-99)	Contract	Funding Source	If available, PIN, Fed. Proj. #	Location Description	County/s
1	XXXXX-S1-XX		State			
2	XXXXX-F1-XX		Federal			
3	XXXXX-9999-04		State			
4	XXXXX-9999-44		Federal			
5	XXXXX-9999-14		Federal			

Expense Category	Project:	1	2	3	4	5	Totals
I. Direct Labor (DL) Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
a. Home: Per Schedule No. 1A		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Field: Per Schedule No. 1B		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
II. Overhead Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
a. Home (l.a. x OH rate)	157.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
b. Field (l.b. x OH rate)	145.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
III. Net Fee (DL + OH x) or *		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

➤ 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

➤ SUB-CONSULTANTS

- The “TO” field on the sub-consultant 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 sub’s invoice



Invoice – General Information

- 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
- 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



Project Close out

After much discussion with Leadership, we are now ready to start closing projects that are not on the 10 year plan.



If you know of projects with consultants that are no longer on the 10 year plan, please go ahead and reach out to these consultants and notify them that the contract is being closed. Please notify Professional Services as well.



PS will work with Finance to come up with a list of projects to close.



NEPA to Design Authorization

Once PE-D authorization has been received, notify all parties of the change



Work with consultants to determine billing amount left for NEPA phase



Request new TX numbers for new project numbers



Request addendum to work order/contract (include new TX number and dollar amount)



When invoices come through, make sure to check the project numbers being charged.

GEC & On-call contracts

13 new GEC contracts will be in-place by end of year

- 3 Broad GEC contracts (ceiling: \$200 million)
- 4 CEI/MEI GEC contracts (ceiling: \$150 million)
- 6 Structural GEC contracts (ceiling: \$100 million)

Continue to utilize current contracts and existing work orders to their full extent



Professional Services Division

Consultant Acquisition Plan

Consultant Information

Invoice Information

Supplier Information

Microsoft Form (Consultant Mailing List)

Current Advertisements and Selection Results

Consultant Guidance

Professional Services Division

Professional Services Division
William R. Snodgrass Tennessee Tower, 10th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243
Phone: 615-532-7445



Laura Doss | Director
Laura.Doss@tn.gov

General Contact Information

Inquiries	Phone	Email
Prequalification	615-253-7689	TDOT.PSPrequals@tn.gov
Advertisement	615-253-3997	TDOT.PSAdvertisements@tn.gov
Agreement & Work Orders		TDOT.PS.Contracts@tn.gov
Invoice (Place INQUIRY in subject line)	615-253-7689	TDOT.PSInvoices@tn.gov

