

**NOTICE TO CONSULTANT ENGINEERING FIRMS  
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**February 1, 2021**

**Roadway Design Division**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity and Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide various engineering services described below.

**Item No. 1**

On-call engineering design services for various TDOT roadway design projects, Region 1.  
(4 contracts)

**Item No. 2**

On-call engineering design services for various TDOT roadway design projects, Region 2.  
(4 contracts)

**Item No. 3**

On-call engineering design services for various TDOT roadway design projects, Region 3.  
(4 contracts)

**Item No. 4**

On-call engineering design services for various TDOT roadway design projects, Region 4.  
(4 contracts)

**Item No. 5**

On-call engineering services. (2 contracts)

**Item No. 6**

On-call engineering services. (2 contracts)

**Required scope of services:**

1. **Item Nos. 1-4: On-Call Contracts for Engineering Design Services.** For program management purposes, selected firms may be issued work orders for engineering tasks. The method of payment shall be lump sum per work order. The scope of work may include some or all of the following:
  - a. The performance of field surveys, roadway design, and all other engineering services for roadway design projects of limited scope and duration (e.g., State Industrial Access Projects), resurfacing plans with multimodal components, and expedited roadway design projects. All projects under this contract shall be completed and submitted to the Department in accordance with the TDOT Survey Manual, TDOT Roadway Design Guidelines, the Roadway Design Division's computer aided drafting standards, and all other guidelines and manuals referenced by the Roadway Design Division.
  - b. The performance of special drainage studies as necessary to address various drainage/hydraulic issues. Short-listed firms will be expected to demonstrate a proficiency in hydraulic and drainage regulations and experience. Specific details are attached to this notice.
2. **Item No. 5: On-Call Contracts for Engineering Services.** To develop new or revise existing roadway design criteria consistent with Federal and State programs and objectives. The selected firms will be responsible for development of and revisions to existing manuals utilized by the Roadway Design Division, development of computer and/or CADD applications related to development of plans,

researching and obtaining information related to the current state of the practice or methods used by other state DOT's, and additional services which may include technical studies for design related concerns. The method of payment shall be lump sum per work order. Contact: Mr. Ali Hangul at (615)741-0840 or [Ali.Hangul@tn.gov](mailto:Ali.Hangul@tn.gov).

3. **Item No. 6: On-Call Contracts for Engineering Services.** TDOT is currently implementing OpenRoads Designer Connect software (3D model) and is seeking a team to assist in Quality Assurance/Quality Control by reviewing survey files submitted in ORD format, reviewing files which have been converted to ORD, and reviewing project submittals in all phases in both ORD and PDF formats. These reviews will be on as needed basis. Additional services to include creating a framework for the "Level of Conversion Complexity Development" for each phase of plans submittal for the 3D model, working with TDOT divisions and contractors to define and establish project delivery criteria by exploring the minimum deliverable that is needed, and providing a report to reflect the data needs (data, format, and process which will be used to update the Department's current practices). The method of payment shall be lump sum per work order. Contact: Mrs. Jennifer Lloyd at (615)741-0809 or [Jennifer.Lloyd@tn.gov](mailto:Jennifer.Lloyd@tn.gov).

Firms may request consideration by submitting a letter of interest to **Mrs. Jennifer Lloyd, P.E., Civil Engineering Director, Roadway Design Division, Suite 1200, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-1402.** Letters of interest must be submitted by email to [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov) and copy "cc" [Anita.Price@tn.gov](mailto:Anita.Price@tn.gov). Firms will receive an email to confirm receipt of their submittal. All letters of interest must be received by the Roadway Design Division on or before **3:00 p.m. (Central Time) Wednesday, February 17 2021.** A separate letter of interest must be submitted for each numbered item. Please refer to "Item numbers" (i.e., Item 1, Item 2, Item 3) in each letter of interest, as each item will be evaluated separately. The letter of interest shall indicate the scope of services anticipated to be completed by any sub-consultants; however, it is not necessary to specifically identify the sub-consultant(s) to be used. All firms must be prequalified or have a completed prequalification form filed with the Department by the deadline for the letters of interest. Prequalification procedures, example letter of interest, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at the following link: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms may also obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or by email at [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). ***Please include a valid email address and phone number for the point-of-contact in your letter of interest.***

**Work Orders:** Individual work order assignments will be made on qualifications-based criteria that may include, but is not limited to:

- Consultant availability to perform the work;
- Qualifications of the consultant to perform the work specific to the work order; and
- Specialized expertise specific to the work order.

### Phase I Evaluation

The Department will evaluate the current DT-330 Part I Prequalification Statements on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and/or presentations. In addition to TDOT personnel recommendations, based on past experience and firm capabilities, the factors that will be considered in the evaluation process will include:

- a. Work experience in the required disciplines: Profile of firm's experience in relevant profile codes;
- b. Staff capabilities of the prime consultant: Employees by Disciplines (Local office staff in relevant function codes); and
- c. Qualification Type: UNLIMITED.

### Phase II Evaluation

For firms submitting proposals (Part II of the DT-330 form) during Phase II evaluation, the Department will consider the following criteria:

- a. Team experience, credentials, staff qualifications and certifications (40%);

- b. Past experience in the required disciplines (analysis of proposals) (40%);
- c. Evaluations on prior TDOT Roadway Design projects, if available (15%); and
- d. Amount of work under contract with TDOT Roadway Design Division, if applicable (5%).

### **Phase III Evaluation**

From the list of firms determined by the Consultant Evaluation Committee to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference. Contracts will be awarded to the four (4) top-ranked firms for Item Nos. 1-4 and to the two (2) top-ranked firms for Item Nos. 5 and 6.

These will be five-year contracts. New work orders will be issued only within the first three (3) years. The initial contracts shall be \$1,000,000 each. The contract ceiling may be increased, as needed, but in no event shall the contract exceed \$5,000,000.

Prequalification procedures, an example letter of interest, a list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at <http://www.tn.gov/tdot/topic/consultantinfo>. Interested firms may also obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or by email at [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov).

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 as well as other minority- and/or women-owned 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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program/small-business-development-program-dbe-faqs.html>.

Clay Bright  
Commissioner

CB/JL/AP

**Consultant Qualifications**  
**Performing Hydraulic Studies for TDOT**  
**February 1, 2021**

Qualified consultants must be able to demonstrate the following upon request through project experience and/or training certification documents:

1. Licensed Professional Engineer in the state of Tennessee on staff.
2. Experience with HEC-RAS over multiple hydraulic design projects or proof of completion of FHWA [NHI 135041 – One-Dimensional Modeling of River Encroachments with HEC-RAS](#) and [NHI 135056 - Culvert Design](#) training courses or equivalent.
3. Familiarity with the FEMA National Flood Insurance Program, FEMA Flood Insurance Studies, and FEMA Flood Insurance Rate Maps.
4. Familiarity with the USGS regression equations and methods found in [WRIR 2003-4176](#) - Flood-Frequency Prediction Methods for Unregulated Streams of Tennessee, 2000
5. For projects requiring hydrologic analysis over and above the USGS regression equations, experience with HEC-HMS or proof of completion of FHWA [NHI 135067 - Practical Highway Hydrology](#) and/or [NHI 135080 - Hydrologic Analysis and Modeling with WMS](#) training courses or equivalent.
6. Familiarity with the [Design Procedures for Hydraulic Structures 2012](#) found on the TDOT Structures Division website and/or the [TDOT Drainage Manual](#) found on the TDOT Roadway Design Division website.
7. Familiarity with the procedures found in FHWA scour publication HEC-18 or proof of completion of FHWA [NHI 135046 - Stream Stability and Scour at Highway Bridges](#), [NHI 135090 - Hydraulic Design of Safe Bridges](#), and/or [NHI 135048 - Countermeasure Design for Bridge Scour and Stream Instability](#) training courses or equivalent.
8. Familiarity with bridge deck drain design procedures contained in FHWA publication HEC-21 or HEC-22 or proof of completion of FHWA [NHI 135027 - Urban Drainage Systems](#) training course or equivalent.

WWP/AP