

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

**July 26, 2024
(Alternative Delivery 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 **General Engineering Consultant (GEC) Services to support Statewide Programs and project delivery for Alternative Delivery including the P3/Choice Lane Program**. The method of payment for each individual work order shall be either lump sum or 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 Attachment D, Net 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. Contract type shall be a general engineering related contract to be performed on an on-call basis through the issuance of individual work orders. The GEC Firms are intended to augment the capacity and capabilities of TDOT staff to deliver programs and projects. Support is needed at Headquarters and all four Regions.

Item No. 1

Alternative Delivery Program and Project Management

Up to a maximum of three (3) contracts will be awarded with this advertisement for work to be performed statewide. The number of contracts to be awarded shall be determined based on proposals received, project needs, and other relevant factors.

Individual work order assignments will be generally made on qualifications-based criteria that may include, but are not limited to:

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

Scope of Services

The scope of services will include, but may not be limited to, the items of work described below:

- a. Project Planning (including Interstate Access Request) and Environmental Services
- b. Professional Surveying and Mapping Services
- c. Project Development (including concept, risk, cost, and schedule) Services
- d. Project Design and Design Review (including structures) Services
- e. Alternative Delivery Contract Services
- f. Right of Way and Utility (including Railroad) Services
- g. Geotechnical Engineering Services
- h. Traffic Design and Operations (including ITS) Services
- i. Project Management Services
- j. Program Management Services
- k. Construction Management (including schedule review) Services

- l. Independent Cost Estimating (ICE) Services (including detailed production-based, contractor-style independent cost estimates)
- m. Design Review & Risk Workshop Services

Any TDOT Profile Codes associated with the above scopes of work may be evaluated either individually or as a team. Profile codes of interest include, but are not limited to: B02, C18, D04, and R13.

****This advertisement is not anticipated to include any work associated with the I-55 Mississippi River Bridge Crossing or the P3/Choice Lanes Program described in Item No. 2.****

Item No. 2

P3/Choice Lanes Program and Project Management

One (1) contract will be awarded with this advertisement for work to be performed statewide.

Scope of Services

The scope of services will include, but may not be limited to, the items of work described below:

- a. Project Planning (including Interstate Access Request), Revenue, and Environmental Services
- b. Professional Surveying and Mapping Services
- c. Project Development (including concept, risk, cost, and schedule) Services
- d. Project Design and Design Review (including structures) Services
- e. Alternative Delivery Procurement and Contract Services
- f. Alternative Delivery Manual and Procedures Support
- g. Right of Way and Utility (including Railroad) Services
- h. Geotechnical Engineering Services
- i. Traffic Design and Operations (including ITS) Services
- j. Project Management Services
- k. Program Management Services
- l. Construction Management (including schedule review) Services
- m. Independent Cost Estimating (ICE) Services (including detailed production-based, contractor-style independent cost estimates)
- n. Design Review & Risk Workshop Services
- o. FHWA Major Project Support
- p. Maintenance and Operations Support
- q. Roadway Technology Support for managing Choice Lanes
- r. Life Cycle Planning

Any TDOT Profile Codes associated with the above scopes of work may be evaluated either individually or as a team. Profile codes of interest include, but are not limited to: B02, C18, D04, and R13.

****This advertisement is not anticipated to include any work associated with the I-55 Mississippi River Bridge Crossing or the Alternative Delivery Program described in Item No. 1.****

Schedule and Ceiling:

The awarded contract(s) shall run for a period of three (3) years, with the option for two one-year extensions to be exercised at the discretion of the State. The contract term shall not exceed five (5) years. 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 may be awarded under this advertisement is \$80,000,000. 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 \$80,000,000.

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 Standard Specifications; TDOT's Roadway Design Guidelines; TDOT's Design-Build Standard Guidance; TDOT's Standard Drawings; TDOT's Instructional Bulletins; TDOT's Structural Design Guidelines Memorandums; TDOT's Drainage Manual; TDOT's Traffic Design Manual; TDOT's Traffic Memorandums; MUTCD; TDOT Utility Manual; TDOT Geotechnical Guidelines; and TDOT's Right-of-Way Manual.

Firms may request consideration by submitting a proposal consisting of a completed Form DT-0330 Part II.

All proposals for Item 1 must be submitted electronically (PDF format) with "Alternative Delivery GECs" in the subject line of the email. Proposals may be submitted by email to: Clayton.Markham@tn.gov.

All proposals for Item 2 must be submitted electronically (PDF format) with "P3 GECs" in the subject line of the email. These may be submitted by email to: Bryan.Ledford@tn.gov.

Firms may submit proposals for both Item No. 1 and Item No. 2. All proposals must be received by the Alternative Delivery Division on or before **4:00 p.m. (Central Time) Thursday, August 29, 2024**.

All firms must be prequalified or have a completed prequalification form filed with the Department by the proposal deadline. Additional information, including an example proposal (DT-0330, Part II (Contract Specific Qualifications)) can be found at: [Prequalified Consultant Form \(tn.gov\)](https://www.tn.gov/prequalified-consultant-form). Interested firms also may obtain this information by contacting tdot.psprequals@tn.gov. Any subconsultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please note: New or updated prequalification forms must be received before the deadline. **Please include a valid email address and phone number for the point-of-contact in your letter of interest.**

Services assigned to subconsultants must be approved in advance by the Department in accordance with the Conflict of Interest section below. All subconsultants must be prequalified by the Department to perform all work assigned to them.

Conflict of Interest

In accordance with TDOT Policy 101-05, the Consultant and its subconsultants shall not enter into any other contract or work order with the Department during the term of this Agreement which would create or involve a conflict of interest with the services provided without first submitting a Conflict of Interest letter to the Assistant Chief Engineer of Program Delivery or designee for review; any conflict that cannot be mitigated or waived may render the Consultant ineligible for the contract or work order. The Consultant shall not have, directly or indirectly, a financial or other personal interest, other than the

Consultant's employment or retention with respect to State work, in any contract or subcontract in connection with any work performed under this Agreement.

Any person, firm, or entity as part of a **Consultant Team** that will receive compensation for services under a contract for either Item No. 1 or Item No. 2 will be **precluded** from:

- proposing to provide or providing design, construction, or any other services as part of the Alternative Delivery project team for the same project;
- participating as a subconsultant proposing in pursuit of the same Alternative Delivery Project;
- providing technical, professional, or financial advice or directly discussing any aspect of the Alternative Delivery procurement documents with firms or contractors considering proposing in pursuit of the Alternative Delivery project;
- proposing to provide or providing construction inspection services as part of the Department team for the same project; and
- providing or participating as a subconsultant in project management services for the same Alternative Delivery project.

If an organizational conflict of interest is determined to exist, TDOT may, at its discretion, reject the Proposal or cancel a contract affected by the conflict of interest.

Evaluation Process

Phase I Evaluation

This phase will be skipped due to time limitations.

Phase II Evaluation

For firms submitting proposals (Part II of the DT-0330 form), the criteria that will be considered are:

| Criteria and Relative Weights | | |
|-------------------------------|---|-----|
| 1. | Team Capability and Work Experience (Sections C, D, & E of Part II of DT-0330 form) i. Engineering Software Capabilities and Experience; ii. Project Coordination Experience. | 20% |
| 2. | Past Experience in Required Disciplines (Sections F & G of Part II of DT-0330 form) | 25% |
| 3. | Staffing Qualifications & Availability (Section I of Part II of DT-0330 form) | 5% |
| 4. | Technical Approach (Section I of Part II of DT-0330 form) | 20% |
| 5. | Oral Interview (See note a. below) | 30% |

- a. All teams submitting proposals will be scheduled for an oral interview in Nashville the week of **September 9-13, 2024**, which will be a mandatory part of the selection process. Interview teams will be expected to have the primary members of the prime and subconsultant teams present; team attendees shall be limited to eight (8) members total. The structure of the oral interview will be as follows:

1. Presentation (30 minutes)

Summarize the proposal and describe the consultant's ideas and unique resources. This is the part of the interview where the proposer needs to communicate to the selection panel why it should be chosen. What strategies and abilities does the proposer bring to

this Project that makes it the best candidate? Limit the presentation to the most critical points of the proposal and focus on what your team can bring to the table and why.

2. Question and Answer Session with the Selection Panel (15 minutes)

The questions asked in this session will include both standard questions for all proposers and specific questions relative to each proposer's proposal and presentation.

The scoring of the presentation and question/answer session will *each* account for 50% of the Oral Interview total scoring and be based on the following criteria:

- a) Project Understanding
- b) Project Approach and Innovations
- c) Project Management
- d) Communication Skills

*All disciplines noted in the Scope of Services will be evaluated with an emphasis on experience and qualifications in project development, design and design reviews, alternative delivery contract procurement documentation, and construction management.

Section E shall be no more than 10 pages. Section F shall be 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 towards the 40-page limit.

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 in alphabetical order for Phase III evaluation.

* In instances where less than minimum required number of qualified consultants respond with proposals, 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.

Post Selection

TDOT's Alternative Delivery Division or its designee 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 by the Engineering Bureau. 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 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 the following website: [Small Business Development Program \(tn.gov\)](http://www.tn.gov/small-business-development-program).

Butch Eley
Commissioner

HHE/WR/JD/CM