

For immediate release
December 15, 2015
Amended January 11, 2016

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

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(Construction 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 expertise in **construction engineering, contract specifications, and contract administration** on the project described below. The scope of work will include but not be limited to the creation of a *Construction Inspection Guide*. The method of payment shall be cost plus percentage net fee. This project may be withdrawn if anticipated funding does not become available.

Project

To create a *TDOT Construction Inspection Guide*. The purpose of this document is to provide guidance to personnel performing construction inspection for the Tennessee Department of Transportation (TDOT) and to advance the consistency and best practices to ensure quality workmanship and materials are incorporated into TDOT projects.

Project Goal:

The goal of this project is to have a printable and online document to meet the following criteria:

- Reflect TDOT policies and best practices for the inspection of construction projects.
- Integrate current Circular Letters with reference to Special Provisions and Standard Specifications.
- Provide a plain language guide utilizing consistent methods for inspection and identifying common issues encountered in the field.
- Provide in layman's terms the method of measurement and payment for standard pay items commonly included in TDOT construction projects.
- Reflect a "user friendly" format with cross-references.

Firms may request consideration by submitting **6 bound copies** the following sections from the DT-330 Part II (Specific Qualifications) to:

**Mr. Will Reid, P.E.
Construction Division Director
Suite 700, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236**

1. Section A. Contract Information
2. Section B. Architect – Engineer Point of Contact
3. Section C. Proposed Team
4. Section F. Example Projects (**Which Best Illustrate Proposed Team's Qualifications for this**

project)

5. Section H. Additional Information. This section should be used to expand on any special experience of the team.

All proposals must be received on or before **4:00 p.m. (Central Time) Friday January 15, 2016**. For additional details regarding this project, please contact Mr. Darrell Bost at (615) 741-0908 or by email at Darrell.Bost@tn.gov.

Additional information, including an example proposal (DT-0330, Part II (Contract Specific Qualifications)) can be found at: <http://www.tn.gov/tdot/article/consultantinfo-forms>. Interested firms may obtain this information by calling Ms. Chris Smotherman at (615) 741-4460 or by e-mail at Christine.Smotherman@tn.gov. Any sub-consultants shall be prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. **The Engineer Point of Contact information should include an email address and phone number.**

The Department will evaluate the proposal package and the **current prequalification statements** on file for those submitting a Statement of Qualifications and choose the best qualified firm for this assignment. Please note: New or updated prequalification forms must be received before the deadline for Statements of Qualifications. The factors that will be considered in evaluation of proposals are:

- a. Past experience in writing Department of Transportation Construction Inspection Manuals.
- b. Past experience with TDOT construction procedures and documents.
- c. Qualification and availability of proposed staff.
- d. Demonstrated ability to perform the work efficiently and meet schedules without compromising sound engineering practice.
- e. Evaluations on prior TDOT projects, if available.
- f. Outline of the plan to achieve the project goal.

The selected Consultant may be required to consult with TDOT Construction, Materials and Tests, Legal, and/or other Divisions of TDOT to accomplish this service.

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: <http://www.tn.gov/tdot/topic/small-business>.

John C. Schroer
Commissioner

JCS/WWR/JPS

