



# **NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR LETTERS OF INTEREST for I-75 Interchange at I-24, Hamilton County (Construction Division) September 26, 2017**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms for services as described below:

Firms may request consideration by submitting a letter of interest to Ms. Lia Obaid, P.E., Assistant Director of Construction, Construction Division, Suite 700, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-1402. All proposal packages must be received by the Construction Division on or before **4:00 p.m. (Central Time) Friday, November 17, 2017**. The Proposal Package shall indicate the scope of services anticipated to be completed by any sub-consultant. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.

## **GENERAL**

Under policy Number 301-01, Competitive Negotiation procurement Procedure, The Department of Transportation (TDOT), Construction Division is issuing a Letter Of Interest for a Consultant who will serve as an **"Owner's Representative"** to represent the interests of the Tennessee Department of Transportation throughout the planning, preliminary engineering, procurement, and construction of a Design-Build Highway Project on I-75 Interchange at I-24, Hamilton County. Consultants will need to have a team with the knowledge, education, experience and capability to direct, complete and oversee all tasks related to the Design-Build project identified below. As more specifically described, the Consultant's team will need to provide Preliminary Engineering Services, Design-Build Procurement Services, Right of Way Acquisition Experience, Utility Coordination, and other services as required as the **Owner Representative** for the Design-Build project.

Further, the Consultant is expected to provide environmental experience to ensure compliance with the approved NEPA document.

**TDOT is seeking Letter of Interest from firms who wish to be considered to provide these services to TDOT as described herein.**

This Letter Of Interest does not commit TDOT to award a contract, to pay any costs incurred in the preparation of a Statement of Qualifications, or to procure or contract for services. TDOT reserves the right, if it is in the best interest of TDOT to do so, to accept or reject any or all Letters of Interest received as a result of this request, to negotiate with any qualified responding firm or to modify or cancel in part or in its entirety this request for Letter Of Interest.

## **PRELIMINARY SCOPE OF SERVICES**

Firms interested in this project must be certified in TN, familiar with, and capable of completing and overseeing the following Standard Work Categories;

- Environmental Studies
- Traffic Operation Studies
- Traffic Operation Design
- Highway Design Major (complete preliminary design per most current TDOT Design Guidelines)
- Bridge Design Major (complete preliminary design)
- Engineering Surveying
- Land Surveying
- Right of Way Acquisition Experience
- Utility Coordination
- Railroad Coordination
- Materials Testing
- Hydraulic Analysis
- Public Involvement
- Retaining/Noise Walls (complete preliminary design)
- ITS
- Interstate Signing and Pavement Marking

In addition to these standard work categories, the consultant must have the capability to assist with drafting of contracts, and other services necessary for the Design-Build project.

The Consultant's preliminary design must be accomplished using all TDOT required software. The consultant's preliminary design must follow TDOT's drafting procedures, guidelines, and file naming convention. This project will be developed utilizing TDOT's policies and procedures (including standard drawings) and FHWA's guidelines, when applicable.

### **Letter Of Interest and Proposal Package Schedule**

<b>Schedule Activities</b>	<b>of</b>	<b>Date</b>	<b>Time</b>
<i>Request for Letter of interest Posted</i>		<i>September 26, 2017</i>	<i>11:00 AM</i>
<i>Final Addendum to letter of interest</i>		<i>October 24, 2017</i>	<i>4:00 PM</i>
Letter of interest Package Submission		November 17, 2017	4:00 PM
Notify short listed Consultant Firms		December 1, 2017	4:00 PM
Proposal & Interview Phase II		December 11, 2017	9:00 AM- 4:00 PM
Post Final Selections		On or before December 20, 2017	4:00 PM
Complete Preliminary plans	30%	July 2, 2018	

## ***PROJECT DESCRIPTION***

The modification and reconstruction of the I-24 and I-75 Interchange in Hamilton County between the Georgia State Line and East Brainerd Road Interchange on I-75 and between Belvoir Road and the I-24 Interchange and I-75 Interchange on I-24.

- The Design-Build Project I-75 at I-24 Interchange consists of widening existing roads and ramps, increasing ramp radii to provide 55 mph design speed, reconfigures I-24 ramps to enter and exit I-75 from the right side, shifts the interchange to the west and modifies the welcome center area traffic circulation.
- The project will also include new bridges for Spring Creek Road, McBrien Road and Moore Road over I-24 as well as Interstate Bridges. Retaining walls will be required along I-24 and between I-75 and the Welcome Center Area.
- Only minor design work, such as resurfacing and restriping, is anticipated on North and South Terrace with the exception of slope mediation on North Terrace near the Belvoir Road Intersection.
- The project's primary purpose is to provide present and future congestion relief, reduce the high crash rate and to address the deficiencies of the existing interchange.

The scope of services of the Owner's Representative includes, but may not be limited to, the following services:

## ***Scope of Services***

### ***PRELIMINARY ENGINEERING***

- Preliminary Design services, including roadway, drainage, structural, ITS, traffic operations, constructability, utility assessment and design exception assessment to include with the Design-Build package.
- Preliminary engineering, including ensuring compliance with the Interstate Access Request.

### ***ENVIRONMENTAL SERVICES***

- Environmental oversight, including but not limited to, reviewing permit applications, and additional environmental requirements of the Design-Build project.
- Environmental services, including supporting the Environmental Documentation to ensure compliance with the approved NEPA Document.

## ***ROADWAY DESIGN AND TRAFFIC ENGINEERING SERVICES***

- Perform any necessary traffic engineering operational studies to support preliminary design and environmental services.
- Traffic engineering service to include the review and analysis of various roadway features related to capacity, safety, and design.
- Assessment of pavement needs.
- Preparation of preliminary roadway design .
- Signing and pavement marking

## ***STRUCTURAL DESIGN and HYDRAULIC SERVICES***

- Includes performing hydraulic and hydrologic analysis and floodplain analysis along this project if applicable.
- Preparation of preliminary bridge design, retaining/noise walls sheets, and potential ABC opportunities.

## ***PUBLIC INVOLVEMENT SERVICES***

- Presentation services are anticipated before local boards, chambers of commerce, and citizen groups, and potentially, individual stakeholders and landowners.

## ***DESIGN-BUILDER PROCUREMENT SERVICES***

- Review the project, schedule, and budget to identify risks including preliminary estimating as required.
- Assist the Department with evaluation of various potential Design-Build options and determining the best approach for the Project.
- Assistance with development of an appropriate Design-Build contract package to be issued to the short-listed Design-Build teams.
- Preparation of associated addenda, technical input, and clarifications.
- Assistance with development of comprehensive contract for completion of final design and construction.

## ***CONSTRUCTION PHASE SERVICES***

- Review of project management, information for change orders, project schedule, and project procedures.
- Ensure the work of the Design-Builder is performed in compliance with the contract documents.

- Review Design-Builder's invoices against the schedule of values for accuracy and completeness, and make recommendations to TDOT on accurate and appropriate payments.
- Perform all other services on **behalf of TDOT** necessary to fully complete the Design-Build project.

***I-75 Interchange Design-Build Project schedule***

<b>I-75 Interchange Project Timeline</b>	
Anticipated Release RFQ For I-75	<i>April 27 , 2018</i>
*Anticipated Release of Final RFP	<i>July 27 , 2018</i>
Anticipated Public Price Proposal Opening	<i>October 19, 2018 9:00a.m., CT.</i>
Anticipated Award of DB contract, or rejection of all proposal	<i>On or before October 26, 2018</i>
Anticipated Issuance of Initial Notice to Proceed	<i>November 2, 2018</i>

**\*The “Owner’s Representative” Team should clearly demonstrate in the Letter Of Interest the ability to complete tasks to meet the Final RFP release date.**

***DETAILS***

The “Owner’s Representative” Team selected for this Proposal will be **precluded** from: 1) proposing to provide design or construction services as part of the Design-Build team for this project, 2) participating as a sub-consultant proposing in pursuit of the Design-Build project, 3) providing technical, legal, or financial advice or directly discussing any aspect of the Design-Build RFQ or RFP with firms or contractors considering proposing in pursuit of the Design-Build project, 4) proposing to provide construction inspection services as part of the Department team for this project.

Several consulting firms will be short-listed for interviews and proposals, from which TDOT plans to select one (1) consultant. The evaluation criterion to be used for the short-listing and final selection is outlined below.

TDOT reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. TDOT also reserves the right to accomplish services for future phases with the selected consultant, select another consultant, or utilize its own forces.

The Department will provide the survey, the technical study, and the existing roadway and bridge plans as available. For additional details regarding the scope of work, please contact Ms. Lia Obaid at (615) 532-7522 or by e-mail at [Lia.obaid@tn.gov](mailto:Lia.obaid@tn.gov).

Prequalification forms and procedures, 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/business-consultants>. Interested firms may obtain this information by calling Ms. Chris Smotherman at (615)741-4460 or by email at [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). They must be listed as prequalified by 4:00 PM, Central Time on the due date for the Proposal package.

**The Department will evaluate the current Prequalification Statements on file for those firms submitting Letter of Interest and choose several firms who would make viable candidates from which to invite for Proposals and/ or presentations for phase II**

### **Phase I - Letter of Interest**

The letter of interest must include:

- a. An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to one (1) page. This introductory letter shall be signed by the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:
  - (1) An expression of the Firm's interest in being selected for the project.
  - (2) TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.
- b. Provide a general description of the experience on projects of similar scope and complexity that the Consultant and each Major Participant has managed, designed, and/or constructed. Up to four (4) projects shall be submitted. The firm may provide a single project description. Highlight experience relevant to the Project that the Consultant/ Major Participants have gained in the last five (5) years. Cite projects of similar size and scope to that anticipated for the Project.
- c. A copy of the prequalification listing showing all the firms. In Appendix A.

### ***EVALUATION CRITERIA Phase I***

The factors that will be considered in the evaluation of proposals are:

- a. Ability and relevant expertise of the firm's personnel to be used in performing the service.
- b. Past experience in the required disciplines with TDOT and/or other clients.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practices.
- e. Evaluations on prior TDOT projects, if available.
- f. Size of project and limited or unlimited prequalification status. (**NOTE:** Prime consultant must have "unlimited" prequalification status for these services.)
- g. Amount of work under contract with TDOT, if applicable.
- h. Whether the firm can perform the work efficiently without compromising sound professional practices.

The letter of interest must not exceed 6 single-sided pages but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5" by 11" paper. Charts, exhibits, and other illustrative and graphical information may be on

11" by 17" paper but must be folded to 8.5" by 11". All printing, except for the front cover of the letter of interest and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

Each Consultant Firm must provide TDOT with **one original** bound copy (signed in blue ink) and **five (5)** bound copies of the Letter of Interest package and one (1) electronic copy (in Adobe .pdf format) on flash drive. Due to the ease of disassembly, binder clips, other forms of paper clips or three-ring binders are not acceptable. Each copy must be identified on its front cover, in the upper right-hand corner, as "Copy \_\_\_ of 5 Copies."

## ***Phase II – Proposal and Interview***

### **Phase II – Proposal and Interview**

The Proposal must include a "Title Page" and "Table of Contents". The following sections describe specific information that must be included in the Proposal package:

#### **Section 1: Introduction**

- a) An introductory letter shall be addressed to Ms. Lia Obaid, P.E., Assistant Director of Construction. The introductory letter shall be limited to two (2) pages. This introductory letter shall be signed by the contact person for the lead consultant firm and should include his or her address, telephone and fax numbers, and e-mail address along with the following:
  - (1) An expression of the Firm's interest in being selected for the project.
  - (2) Identification of all the Sub-Consultant firms the Consultant will utilize.
  - (3) A confirmation statement of the commitment for Key Personnel, Major Participants, and Organization identified in the submittal to the extent necessary to meet TDOT's quality and schedule expectations.
  - (4) TDOT will send all Project related communications to the contact person for the lead consultant firm during the procurement process.

#### **Section II: Consultant Experience**

- b) This section shall provide a general description of the experience on projects of similar scope and complexity that the Consultant and each Major Participant has managed, designed, provided specialized services, and/or constructed. Up to four (4) projects may be submitted; however, the firm may choose to provide a single project description. Experience relevant to the Project or projects being discussed that the Consultant/ Major Participants have gained during the last five (5) years should be highlighted. Cite projects of similar size and scope to that of the advertised project. Discuss experience in the required disciplines as well as any Design Build Experience and Owner's Representation experience. Resumes for key staff members may contain up to 4 projects and shall be included in the Appendix.

#### **Section III: Key Personnel and Organization**

- c) This section shall address the qualifications of staff included in the design team. This section should explain the firm's ability to meet accelerated schedules and to respond to unanticipated changes without compromising sound engineering practices. Staff's unique qualification to meet the requirements of this proposal should also be discussed.

#### **Section IV: Project Understanding and Approach**

- d) This section shall include recent evaluation information on TDOT projects, if available. Information on the size of the project and whether it required unlimited status is necessary.

Appendix: The appendix may contain additional information including but not limited to the TDOT prequalification letter, company brochures, staff resumes, evaluations, other information.

#### **Section V: Project Management and Approach**

- e) The objective of this section is to identify an understanding of the management, technical innovation, environmental compliance, maintenance of traffic, scheduling, issues, and risks, as well as the understanding of how the Design Build process will contribute to the success of the Project, meeting TDOT's goals, and relationships of the team.

TDOT will send all Project related communications to the contact person during the procurement process.

The Proposal package shall be organized into the following five (5) separate sections and appendix properly identified and referenced with bottom center page numbers:

- (a) Section 1 – Introduction (10 pts)
- (b) Section 2 – Consultant Experience (20 pts)
- (c) Section 3 – Key Personnel and Organization (20 pts)
- (d) Section 4 – Project Understanding and Approach (25 pts)
- (e) Section 5 – Project Management and Approach (25 pts)
- (f) Appendix A – Company Brochures, Evaluations, Resumes, and other Information

#### **General Content Requirements**

The Proposal package must not exceed 20 single-sided pages (including the "Title Page" and "Table of Contents" but not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all information must be printed on 8.5" by 11" paper. Charts, exhibits, and other illustrative and graphical information may be on 11" by 17" paper but must be folded to 8.5" by 11", which will be counted as one (1) sheet and must be limited to five (5) sheets. If a Proposal package contains more than 20 pages, only material on the first pages allowed under the limit will be considered. All printing, except for the front cover of the Proposal package and resumes, must be single spaced, Times New Roman, 12-point font. All dimensional information must be shown in English units.

Each Consultant Firm must provide TDOT with one original bound copy (signed in blue ink) and five (5) bound copies of the Proposal package and one (1) electronic copy (in Adobe .pdf format) on flash drive. Due to the ease of disassembly, binder clips, other forms of paper clips or three-ring binders are not acceptable. Each copy must be identified on its front cover, in the upper right-hand corner, as "Copy \_\_\_ of 5 Copies."

#### **Evaluation Criteria Phase II (100 pts)**

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, sex, creed, age, disability, or national origin.

An oral interview will be a mandatory part of the selection process. The structure of the oral interview will be as follows:



- A. **Presentation (35 Points) (20 minutes):** Summarize the Proposal and describe the Consultant innovation 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 Design-Build 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.
- B. **Question and Answer Session with the Selection Panel (35 Points):** The questions asked in this session will include both standard questions for all Proposers and specific questions relative to the Proposer's proposal and presentation. The interview presentation and question/answer scoring will be based on the following criteria:

- i. Project Understanding.
- ii. Project Approach.
- iii. Project Innovation.
- iv. Communication Skills.
- v. Understanding of Design-Build Delivery Method

**C. Proposal package (30 Points)**

Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the Department of Transportation. For 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/LMO/**