

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

June 13, 2019

Strategic Transportation Investments Division

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of professional engineering firms for four-year continuing contracts as described below. The scope of work will include but will not be limited to performance of various engineering studies on various projects, to include Road Safety Audits, and development of final roadway construction plans and specifications, to support the Local Roads Safety Initiative (LRSI) and to conduct all levels and types of engineering investigations as necessary.

The method of payment shall be cost plus fixed fee. The fixed fee ceiling shall be determined using the direct labor multiplied by 2.35 times the fee percentage (Fixed Fee Ceiling = Direct Labor x 2.35 x Fee Percentage). Due to the uncertainty of (1) the schedule, and (2) the number of staff necessary for the project, 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.

Item No. 1

Project Description and Location:

On-call engineering services for the development of the Local Roads Safety Initiative projects located in TDOT Region 1. (1 contract)

Item No. 2

Project Description and Location:

On-call engineering services for the development of the Local Roads Safety Initiative projects located in TDOT Region 2. (1 contract)

Item No. 3

Project Description and Location:

On-call engineering services for the development of the Local Roads Safety Initiative projects located in TDOT Region 3. (1 contract)

Item No. 4

Project Description and Location:

On-call engineering services for the development of the Local Roads Safety Initiative projects located in TDOT Region 4. (1 contract)

Schedule and Ceiling:

The contract term shall run for a period of four (4) years and all services must be completed within this contract term except to the extent that additional time may be needed, as approved by TDOT, to complete a previously issued work order. New work orders will be issued only within the first two (2) years of the contract term. The initial maximum total contract dollar amount that may be awarded under each contract is \$2,000,000. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,500,000.

There is no guarantee that work orders will be issued on the contract as the determination of use of the contract will be workload driven and based on available funding.

Deliverables:

All documentation (see technical requirements below) associated with the transportation engineering services for the project shall be submitted to TDOT as required.

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of transportation engineering services. These include, but are not limited to: TDOT's [AASHTO Policy on Geometric Design of Highways and Streets \(Green Book\)](#), [Manual on Uniform Traffic Control Devices](#), [Roadside Design Guide](#), [TDOT Design Standards and Guidelines](#), [Highway Safety Manual](#), [Highway Capacity Manual](#), [ITE Trip Generation Manual](#), [STID Road Safety Audit Manual](#), [STID No Plans Guidance Manual](#), [STID Transportation Investment Report Manual](#), [STID Technical Report Manual](#), [STID Location Study Manual](#), and [STID Needs Assessment Manual](#).

Firms wishing consideration for these services may submit a letter of interest to Mr. Steve Allen, Transportation Director, Strategic Transportation Investments Division, Suite 1000, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0334. All letters of interest must be received by the Strategic Transportation Investments Division on or before **3:30 p.m. (CST) Thursday July 11, 2019**. There is a "Letter of Interest" form for submittal to the Strategic Transportation Investments Division at the following internet address:

[https://www.tn.gov/content/dam/tn/tdot/business/current-advertisements/S.T.I.D. Letter_of_Interest.doc](https://www.tn.gov/content/dam/tn/tdot/business/current-advertisements/S.T.I.D._Letter_of_Interest.doc).

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Letters of Interest. The letter of interest shall not specifically identify sub-consultant(s), but rather indicate the scope of services anticipated to be completed by any sub-consultants. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Any questions concerning TDOT prequalification procedures may be mailed to faxed to 615-532-0353, or sent directly by e-mail either to

Antonia Hayes
J. K. Polk Bldg., Suite 1000
505 Deaderick St.
Nashville, Tennessee, 37243
Office # (615-253-2781)
E-Mail Antonia.Hayes@tn.gov
Fax # 615-532-0353

Terry Gladden
J. K. Polk Bldg., Suite 1000
505 Deaderick St.
Nashville, Tennessee, 37243
Office # (615-253-7689)
E-Mail Terry.Gladden@tn.gov
Fax # 615-532-0353

Please include contact person, phone number & email address.

Additional information regarding prequalification procedures, prequalification forms and current "Standard Procurement Policy for Engineering and Technical Services" can be found at the following website: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms without Internet access may obtain this information by calling Christine Smotherman 615-741-4460.

Phase I Evaluation

The Department will evaluate the **current pre-qualification statements** on file for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and/or presentations. Please note: New or updated pre-qualification forms must be received before deadline for letters of interest. The factors that will be considered in Phase I:

- a. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes)
- b. Staff capabilities of prime consultant: Employees by Disciplines (local office staff in relevant Function Codes)
- c. Demonstrated ability to meet schedules without compromising sound engineering practice.
- d. Evaluations on prior TDOT projects, if available.
- e. Prequalification Type: UNLIMITED
- f. Workload capacity: amount of work under contract with TDOT.

Phase II Evaluation

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

Criteria and Relative Weights	
i. Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form).	40 %
ii. Staff qualification and availability (Section H: Staffing/Certification Matrix).	40 %
iii. Past experience in the required disciplines with TDOT and/or other clients and demonstrated ability to meet schedules without compromising sound engineering practices.	20 %

Following Phase II evaluation, the three* firms deemed most qualified by the Consultant Selection Committee (CEC) for each item will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where only two 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 for each item. One (1) firm will be awarded a contract for each item listed in this advertisement.

Post Selection

TDOT's Strategic Transportation Investments Division 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 appropriate by the Strategic Transportation Investments Division. 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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.

Clay Bright
Commissioner

CB/SA/TG