

**NOTICE TO CONSULTANT ENGINEERS REGARDING A
REQUEST FOR LETTERS OF INTEREST
(Roadway Design Division)**

March 23, 2021

The Tennessee Department of Transportation (TDOT), an Equal Opportunity and Affirmative Action Employer, seeks to retain the services of professional engineering consulting firm to provide various engineering services as described below. The method of payment shall be lump sum. Items may be withdrawn if anticipated funding does not become available.

Item No. 1

Project Description and Location:

Polk County, Corridor K (US Highway 64, State Route 40, From West of the Ocoee River to State Route 68 Near Ducktown), PIN 102420.08, RSAR sites 1 thru 35 of the June 2018 Corridor K Roadway Feasibility Study and additional 14 rockslide mitigation sites. The awarded firm will have a Task-Based Contract to review individual or combined sites for constructability and develop preliminary plans and cost estimates. Tasks also include projects identified by the TDOT Geotechnical Engineering Section in the Rockfall Mitigation Program. The scope of the projects may include one or more of the following: Rockfall Mitigation, Widening, Guardrail, Retaining Walls, and Drainage. Interested firms can request the feasibility and rockfall mitigation studies and survey.

THE CONTRACT DOES NOT INCLUDE THE TUNNELS AND BRIDGES DESCRIBED IN THE REPORT (SECTION 3).

Schedule: Letting dates are TBD. Plans development shall begin immediately after contract is finalized.

Deliverables: Upon TDOT approval, the firm will move forward with developing plans, including R.O.W. plans, Constructability reviews, and Construction plans. Deliverables include but are not limited to: Roadway, Structural, Geotechnical, Survey (most survey is complete but may need additional areas), Cost Estimating, and assistance with Environmental Services. If the method of delivery for one or more of the project sites changes to an Innovative Delivery method (Design Build or Construction Manager/General Contractor) the awarded firm will act as the Department's Owner's Representative. The awarded firm will not be eligible to respond to a future RFP as a prime consultant or sub-consultant.

Technical requirements in applicable standards, guidelines, and policies must be satisfied in the performance of engineering services. These include, but are not limited to: TDOT's Design Guidelines, TDOT's Drainage Manual, TDOT's Instructional Bulletins, and TDOT's Standard Drawings

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 with a copy sent to Anita.Price@tn.gov.** Firms will receive an email confirming the receipt of their submittal. All letters of interest must be received by the Roadway Design Division on or before **3:00 p.m. (Central Daylight Time) Wednesday, April 7, 2021.** 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. **Please include a valid email address and phone number for the point-of-contact in your letter of interest.**

Phase I Evaluation

The Department will evaluate the **current prequalification statements** (DT-330 Part I) on file and the additional information requested (**see part c**) for those firms submitting letters of interest and will choose several firms who would make viable candidates from which to invite proposals. In addition to TDOT personnel recommendations, based on past-experience and firm capabilities, the factors that will be considered in the evaluation 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).
- c. A general description of the experience on projects of similar scope and complexity that the lead consultant firm has managed or designed. Up to four (4) projects may be submitted; however, the firm may provide a single project description. Highlight experience relevant to the Project that the consultant has gained in the last five (5) years.

Phase II Evaluation - Proposal Package and Interview

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, past-experience in required disciplines, staff qualifications, and certifications (analysis of proposal package) - 60%
 - Project Team experience in working together on past projects – 6%
 - Project Manager's experience in managing multiple projects that are in various phase (NEPA, PE, ROW) – 12%
 - Project Manager's experience in managing a multi-discipline project team – 12%
 - Discipline Lead experience – 9%
 - Project Team experience in reviewing projects for phasing, constructability & developing opinion of cost for construction – 9%
 - Project Team experience on Rock Fall Mitigation projects with and projects with Acid Producing Rock – 9%
 - Project Team experience on Innovative Delivery Methods – 3%
- b. Oral Interview – includes 30-minute presentation by the consultant to summarize the consultant's ideas, resources, and communication of why they are the best team for the project. There will also be a 30-minute question and answer session including standard questions for all consultants and questions specific to presentation - 40%
 - Project Approach – 16%
 - Project Teams Resources and use of Technology – 8%
 - Q&A Session – 16%

Following Phase II evaluation, a minimum of three (3) firms* deemed most highly qualified by the Consultant Evaluation Committee will be recommended to the Commissioner, in alphabetical order, for Phase III evaluation.

*In instances where fewer than three (3) 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.

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. 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/AR/AP