

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

July 2, 2024
Revised July 5, 2024
(Engineering 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 various engineering services as described below. The method of payment shall be either lump sum or cost plus fixed fee depending on each individual work order. 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, Fixed 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.

Items may be withdrawn if anticipated funding does not become available.

Item No. 1

On-call engineering design services for various TDOT design projects, Statewide. (20 contracts)

Item No. 2

On-call engineering services for standards and manuals. (2 contracts)

Required scope of services:

1. Item No. 1: On-Call Engineering Design Services. For program management purposes, selected firms may be issued work orders for engineering tasks. The scope of work may include but are not limited to some or all of the following:

- a. The performance of field surveys, roadway design, traffic design, and all other engineering services for roadway design projects of various scope and duration (e.g., Grade and Drain, Bridge Replacement, State Industrial Access, Safety, Rockfall Mitigation Projects, etc.), resurfacing plans with multimodal components, and expedited roadway design projects.
- b. The performance of special drainage studies as necessary to address various drainage/hydraulic issues. Short-listed firms will be expected to demonstrate a proficiency in hydraulic and drainage regulations and experience. **Specific details are attached to this notice as Consultant Qualifications Performing Hydraulic Studies for TDOT July 2024.**
- c. Training of Regional Preconstruction staff related to all items listed in a. and b.

2. Item No. 2: On-Call Engineering Services for Standards and Manuals. To develop new or revise existing engineering design criteria and other technical documents consistent with Federal and State programs and objectives. The selected firms will be responsible for development of and revisions to existing manuals and standard drawings utilized by both structural and roadway designers, development of computer and/or CADD applications related to development of plans, researching and obtaining information related to the current state of the practice or methods used by other state DOT's, and additional services which may include technical studies for design related concerns.

It is expected that the scope of work for all of the awarded contracts may require the selected consultant to make some of their staff available on-site within TDOT Headquarters and/or the regional offices as required.

Schedule and Ceiling:

- 1. Item No. 1: On-Call Engineering Design Services.** The contract term shall run for a period of five (5) 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 three years. The maximum total contract dollar amount that may be awarded under each contract is \$4,000,000.00.
- 2. Item No. 2: On-call Engineering Services for Standards and Manuals.** The contract term shall run for a period of five (5) 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 four years. The maximum total contract dollar amount that may be awarded under each contract is \$3,000,000.00.

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of engineering services. These include, but are not limited to: [TDOT's Survey Standards Manual](#), TDOT's [Design Guidelines](#), TDOT's [Drainage Manual](#), TDOT's [Instructional Bulletins](#), TDOT's [Standard Drawings](#), TDOT's [Traffic Design Manual](#), TDOT's [Standard Traffic Design Drawings](#), TDOT's [Structural Design Guidelines](#), TDOT [Design Procedures for Hydraulic Structures](#).

Firms may request consideration by submitting a letter of interest. One or more items may be listed on one letter. These may be submitted to:

Mr. Shane Hester, P.E.

TDOT Engineering Division Director
505 Deaderick St.
Suite 700, James K. Polk Bldg.
Nashville, Tennessee 37243

Or electronically by email to:

Shane.Hester@tn.gov

All letters of interest must be received on or before **4:00 p.m. (Central Time) Tuesday, July 16, 2024**. For additional details regarding this project, please contact Mr. Shane Hester, P.E., Engineering Division Director at Shane.Hester@tn.gov or (615) 741-3574.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for 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.

Prequalification procedures, example letter of interest, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information, including the Prequalification Form (DT-0330, Part I), can be found at the following link: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms also may obtain this information by contacting TDOT.PSPrequals@tn.gov. **Please include a valid email address and phone number for the point-of-contact in your letter of interest.**

Evaluation Process

Phase I Evaluation

The Department will evaluate the **current prequalification statements** (DT-0330 Part I) on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. The factors that will be considered in the Phase I evaluation will include:

- a) Work experience in the required disciplines (Profile of firm's experience in relevant profile codes: R13)
- b) Staff capabilities of the prime consultant: Employees by Disciplines (Staff in relevant function codes: 08, 12, 60)
- c) Qualification Type: UNLIMITED

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 experience, credentials, staff qualifications, and certifications. (Sections C, D, E, H, & I of Part II of DT-0330 form)	40%
ii.	Past experience in the required disciplines (analysis of proposals). (Sections F & G of Part II of DT-0330 form)	40%
iii.	Evaluations on prior TDOT roadway projects, if available.	15%
iv.	Active preconstruction projects under contract with TDOT, if applicable.	5%

For Item 1, following Phase II evaluation, no fewer than twenty two* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner for Item 1 listed above in alphabetical order for Phase III evaluation.

* In instances where less than twenty 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.

For Item 2, following Phase II evaluation, no fewer than four* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner for Item 2 listed above in alphabetical order for Phase III evaluation.

* In instances where less than four 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 .

Post Selection

TDOT 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 TDOT. 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 \(tn.gov\)](https://www.tn.gov/small-business-development-program)

Butch Eley
Commissioner

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Consultant Qualifications
Performing Hydraulic Studies for TDOT
July 2024

Qualified consultants must be able to demonstrate the following upon request through project experience and/or training certification documents:

1. Licensed Professional Engineer in the state of Tennessee on staff.
2. Experience with HEC-RAS over multiple hydraulic design projects or proof of completion of FHWA [NHI 135041 – One-Dimensional Modeling of River Encroachments with HEC-RAS](#) and [NHI 135056 - Culvert Design](#) training courses or equivalent.
3. Experience with Two Dimensional hydraulic modeling using SMS-SRH over multiple hydraulic design projects, or proof of completion of FHWA [NHI-135095 - Two-Dimensional Hydraulic Modeling of Rivers at Highway Encroachments](#) training course or equivalent.
4. Familiarity with the FEMA National Flood Insurance Program, FEMA Flood Insurance Studies, and FEMA Flood Insurance Rate Maps.
5. Familiarity with the USGS regression equations and methods found in [WRIR 2003-4176](#) - Flood-Frequency Prediction Methods for Unregulated Streams of Tennessee, 2000 and use of the USGS StreamStats website for flow calculation.
6. For projects requiring hydrologic analysis over and above the USGS regression equations, experience with HEC-HMS or proof of completion of FHWA [NHI 135067 - Practical Highway Hydrology](#) and/or [NHI 135080 - Hydrologic Analysis and Modeling with WMS](#) training courses or equivalent.
7. Familiarity with the [Design Procedures for Hydraulic Structures 2012](#) found on the TDOT Structures Division website and/or the [TDOT Drainage Manual](#) found on the TDOT Roadway Design Division website.
8. Familiarity with the procedures found in FHWA scour publication HEC-18 and scour calculations using the FHWA Hydraulics Toolbox software, or proof of completion of FHWA [NHI 135046 - Stream Stability and Scour at Highway Bridges](#), [NHI 135090 - Hydraulic Design of Safe Bridges](#), and/or [NHI 135048 - Countermeasure Design for Bridge Scour and Stream Instability](#) training courses or equivalent.
9. Familiarity with bridge deck drain design procedures contained in FHWA publication HEC-21 or HEC-22 or proof of completion of FHWA [NHI 135027 - Urban Drainage Systems](#) training course or equivalent.