

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

June 3, 2024
Revised June 7, 2024
Bureau of Engineering

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide **Preliminary Design & Environmental (PD&E)** services for the **Knoxville Interstate 40 (I-40) Corridor Priority Investment Project (PIN 135384.00)**.

The method of payment shall be lump sum or cost plus fixed fee, dependent on discussions held during the scoping meeting to be held post-selection as described below. Fixed fee, if used, 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, Net Fee Calculator). Due to the uncertainty of (1) the schedule, and (2) the number of work crews needed for the project, payment of any fixed fee will be based on the actual labor costs rather than the estimated labor costs used for the basis of the agreement.

TDOT intends to enter into an engineering services contract with a consultant that will set forth the scope of work and deliver the PD&E documentation for the Knoxville I-40 Corridor Priority Investment Project. The executed consultant services contract will establish the roles and responsibilities of the consultant and TDOT, provide details for the full scope of work, identify any federal requirements, and outline any other terms necessary to deliver the Project.

The proposed scope of work is expected to include the following:

Comprehensive approach to improvements to the I-40 corridor from the I-40/I-75 interchange to SR-158 including the interchanges of Watt Road and Campbell Station Road and the relocation of weigh stations.

This project will follow a two-phase development process the details of which will be described at the pre-submittal meeting.

The scope of services will include, but not be limited to, planning, environmental, geotechnical, surveying, roadway design, traffic design, right-of-way, utilities, structures, constructability, and public involvement consistent with TDOT's Project Delivery Network. Additionally, consultation and coordination with partner state and federal agencies as well as community and stakeholder engagement are envisioned as part of this project.

TDOT's target date for commencement of consultant services is September 2024.

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 PDN, TDOT's [Design Guidelines](#), TDOT's [Drainage Manual](#), TDOT's [Instructional Bulletins](#), TDOT's [Standard Drawings](#).

Firms may request consideration by submitting a proposal consisting of a completed Form DT-0330 Part II. All proposals must be submitted electronically (PDF format) with “**Knoxville I-40 Corridor Priority Investment Project – PD&E**” in the subject line of the email. These may be submitted by email to:

Chelsea.Wyrick@tn.gov

All proposals (Form DT-0330 Part II) must be received on or before **4:00 p.m. (Central Time) Tuesday, July 9, 2024**. For additional details regarding this project, please contact Mr. Dexter Justis, P.E., Region 1 Director of Project Management at Dexter.Justis@tn.gov or (865) 594-2400. Further Project information, including maps and past documentation, is available at the following website:

<https://www.tn.gov/tdot/projects/projects-region-1/west-knoxville-corridor.html>.

The Proposal package must not exceed 30 pages. Covers, if utilized, and Section H will not count towards the 30-page limit. Except for charts, exhibits, and other illustrative and graphical information, all information shall be on letter size in the pdf. Charts, exhibits, and other illustrative and graphical information will be counted as one (1) sheet and must be limited to five (5) sheets. All text, except for the front cover of the Proposal package and resumes, shall be single spaced, Times New Roman, 12-point font.

A non-mandatory, pre-submittal meeting will be conducted for the Project on June 17, 2024 from 9:30am to 11:00am EST at Region 1 Auditorium, 7345 Region Lane, Knoxville, Tennessee. During this meeting, TDOT will provide information regarding the Project history, delivery goals, anticipated scope, and potential risks. There is no limitation on the number of participants. This presentation will be recorded, and participants will be provided the opportunity to ask questions during the allotted time. Any information provided by TDOT shall be considered as informational only and is subject to change. The meeting presentation and a list of attendees, including contact information, will be posted to the [Professional Services webpage](#) following the meeting.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Statement of Qualifications. The SOQ shall specifically identify any sub-consultant(s), and the sub-consultant(s) shall be 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.**

Evaluation Process

Phase I Evaluation

This phase will be eliminated for this advertisement.

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 including staff qualifications and credentials	20%
ii.	Technical approach	25%
iii.	Workload capacity of the prime, including amount of work under contract with TDOT, if applicable.	5%
iv.	Oral Interview (See Note a. below)	50%

- a. All teams submitting proposals will be scheduled for an oral interview [in Knoxville](#) on July 15, 16, or 17, 2024, which will be a mandatory part of the selection process. Interview teams will be expected to have the primary members of the prime and subconsultant teams present; team attendees shall be limited to eight (8) members total. The structure of the oral interview will be as follows:

1) Presentation (30 minutes)

Summarize the proposal and describe the consultant’s 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 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.

2) Question and Answer Session with the Selection Panel (15 minutes)

The questions asked in this session will include both standard questions for all proposers and specific questions relative to each proposer’s proposal and presentation.

The interview presentation and question/answer scoring will each account for 50% of the Oral Interview total scoring and be based on the following criteria:

- a) Project Understanding
- b) Project Approach and Innovations
- c) Project Management
- d) Communication Skills

Following Phase II evaluation, no fewer than three* firms deemed most qualified by the Consultant Evaluation Committee (CEC) 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 .

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 \(tn.gov\)](http://tn.gov)

Butch Eley
Commissioner

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