

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

**August 15, 2024
(Project Management 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. 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). Due to the uncertainty of the project development schedule and the number of projects assigned, 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Items may be withdrawn if anticipated funding does not become available.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 transportation engineering services on various TDOT projects, Statewide. (4 contracts)

Scope of Services:

The scope of work will include, but not be limited to:

- a. Needs assessments
- b. Feasibility studies
- c. Concept Reports
- d. Bridge Concept Reports
- e. Economic Development Concept Reports
- f. Interstate Access Requests
- g. Traffic studies
- h. Training
- i. Manual development

Schedule and Ceiling:

The contract term shall run for a period of two (2) 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. The total contract dollar amount to be awarded under each contract is \$2,500,000.

Individual work order assignments will be made on the following qualifications-based criteria:

- i. Consultant availability to perform the work;
- ii. Qualifications of the consultant to perform the work specific to the work order;
- iii. Specialized expertise specific to the work order; and
- iv. Past performance on prior work orders issued under the contract.
- v. Prior development and knowledge of previous work performed on a specific project

Deliverables:

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

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: AASHTO Policy on Geometric Design of Highways and Streets (Green Book), [Manual on Uniform Traffic Control Devices \(MUTCD\)](#), TDOT's [Design Guidelines](#), TDOT's [Instructional Bulletins](#), TDOT's [Standard Drawings](#), Highway Safety Manual, Highway Capacity Manual, ITE Trip Generation Manual, STID Transportation Investment Report Manual.

Firms may request consideration by submitting a letter of interest. This may be submitted electronically to: David.A.Duncan@tn.gov

All letters of interest must be received on or before **4:00 p.m. (Central Time) Tuesday, September 3, 2024**. For additional details regarding this project, please contact Mr. David Duncan, at David.A.Duncan@tn.gov.

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.PSPreguals@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: B02,C18,R13,T03)
- b) Staff capabilities of the prime consultant: Employees by Disciplines (Staff in relevant function codes: 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		
1.	Team experience and work experience. (Sections C, D, & E)	30%
2.	Past experience in the required disciplines. (Sections F & G)	30%
3.	Technical Approach (as explained in Section I)	25%
4.	Staffing availability	10%
5.	Active work under contract with TDOT for scope of work, if applicable. (as explained in Section I)	5%

Following Phase II evaluation, no fewer than six (6)* 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 less than six (6) 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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