

NOTICE TO CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR LETTERS OF INTEREST

January 30, 2018  
(Strategic Transportation Investments 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 expertise in **transportation engineering services** as described below. The scope of work will include, but not be limited to:

- a. Needs assessments
- b. Feasibility studies
- c. Location studies
- d. Technical reports
- e. Transportation investment reports
- f. Bridge replacement studies
- g. Interstate access requests.
- h. Road safety audits
- i. Safety analysis
- j. Traffic studies

The method of payment shall be cost plus fixed fee. Due to the uncertainty of (1) the project development schedule, and (2) 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.

**Item No. 1**

**Project Description and Location:**

On-call transportation engineering services on various Strategic Transportation Investments Division projects. (Ten (10) contracts)

**Schedule and Ceiling:**

The contract term shall run for a period of four (4) years, beginning on September 1, 2018, and ending August 31, 2022, 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, beginning on September 1, 2018, and ending on August 31, 2020. 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 Study Manual](#), [STID Location Study Manual](#), and [STID Needs Assessment Manual](#).

Firms may request consideration by submitting a letter of interest to:

Mr. Steve Allen  
Strategic Transportation  
Investments Division Director  
Suite 1000, James K. Polk Building  
505 Deaderick Street  
Nashville, Tennessee 37243

Or electronically by email to:  
[Marcie.Nelson@tn.gov](mailto:Marcie.Nelson@tn.gov)

All letters of interest must be received on or before **4:00 p.m. (Central Time) Friday, March 02, 2018**. A letter of interest can include multiple items. For additional details regarding these projects, please contact Ms. Marcie Nelson at (615) 741-0970 or by email at [Marcie.Nelson@tn.gov](mailto:Marcie.Nelson@tn.gov).

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Letters of Interest. Additional information, including the Prequalification Form ([DT-0330, Part 1](#)), and an example letter of interest can be found at: <http://www.tdot.state.tn.us/ConsultantInfo.htm>. Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). 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. **Please include a valid email address and phone number for the point-of-contact.**

## **Evaluation Process**

### **Phase I Evaluation**

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

- i. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes)
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes)

- iii. Qualification Type: UNLIMITED
- iv. Number of Awarded contracts in the last five (5) years.
- v. TDOT Consultant Evaluations from the last three (3) years.
- vi. STID Staff Recommendations

**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:

<b>Criteria and Relative Weights</b>		
i.	Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form).	40 %
ii.	Review of Additional Questions for Clarifications (Section H of Part II of the DT-0330 form).	40 %
iii.	Strategic Transportation Investments Division staff recommendations (Based on Performance Evaluations on STID Projects, Review of Proposal Package Submitted, and Unique Skills or Technical Experience of Firm.)	20 %

Following Phase II evaluation, the twelve\* firms deemed most qualified by the Consultant Selection Committee (CSC) 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 CSC to be the most highly qualified firms to perform the solicited services, the Commissioner will rank the firms in order of preference.

**Post Selection**

The TDOT Strategic Transportation Investments Division will then enter into an agreement with the ten (10) firms deemed to be most highly qualified based upon the Commissioner’s ranking. Before work authorizations or invitation of cost proposals are made, a mutual understanding of the scope of work and all technical and administrative requirements of each proposed undertaking will be established with the prospective consultant. This may be accomplished by conference, phone, or correspondence as determined to be most appropriate by the Strategic Transportation Investments Division. Instructions will be given regarding the method of compensation and the documentation

Work Orders:

Individual work order assignments will be made based on the criteria listed below:

1. Consultant availability to perform the work:
2. Qualifications of the consultant to perform the work specific to the work order:
3. Specialized expertise specific to the work order.
  - a. Ability and relevant expertise of the firm’s personnel to be used in performing the service.

- b. Past experience in the required disciplines with TDOT and/or other clients.
- c. Qualification and availability of staff.
- d. Demonstrated ability to meet schedules without compromising sound engineering practice.
- e. Evaluations on prior TDOT projects, if available.

Top 5 firms of each related qualification / discipline (per firm's responses in Section H of Part II of the DT-0330 form) will receive an e-mail request to determine if the firm is interested in performing the work order task, has availability of staff identified in the Part II of the DT-0330 form, and can meet the department deadlines. These tasks will be identified in Section H of Part II of the DT-0330 form and will consist of, but not limited to, Transportation Investment Reports (TIR), Local Road Safety Initiative (LRSI), Interchange Access Request (IAR), Road Safety Audit (RSA), and Bridge TIR. In the event the top 5 firms are not available the remaining 5 firms will receive the request. If the required scope of work is not identified in Section H of Part II of the DT-0330 form, then all firms will receive a request.

If more than one firm can meet availability, selection will be based on man power estimates being within the nearest percentages of department estimates.

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: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

John C. Schroer  
Commissioner

JCS/WWR/JPS