



STATE OF TENNESSEE
NOTICE TO CONSULTANTS
REGARDING AN INTENT TO ADVERTISE
FOR PROGRAM MANAGEMENT
SERVICES

The Project Management Division of the Tennessee Department of Transportation (TDOT) will be seeking to retain the services of a General Engineering Consultant providing expertise in transportation project management, transportation engineering, program implementation, and program management support services for traditional delivery projects.

The Scope of Work will include, but may not be limited to, the items of work listed below:

- Project Development Support
- Planning and Environmental Management
- Project Management Support
- Right of Way Support
- Intelligent Transportation (ITS) Support
- Local Programs Support
- Professional Surveying and Mapping
- Geotechnical Support
- Traffic Operations Support
- Maintenance Engineering
- Construction Management Support
- Program Management Support
- Professional Engineering Services Contractual Support

For additional details or questions, please contact Ms. Jamie Waller by email at Jamie.Waller@tn.gov. Questions or inquiries will be taken for a 4 week time period with an allowance of one additional week for responses.

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS

(Release Date)
(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 expertise in ***transportation project management, transportation engineering, program implementation, and program management support services for traditional delivery projects.*** Contract type shall be a General Engineering Consultant Services to be performed on an on-call basis.

The scope of work will include, but may not be limited to, the items of work described below:

- a. Project Development Support
- b. Planning and Environmental Management
- c. Project Management Support
- d. Right of Way Support
- e. Intelligent Transportation (ITS) Support
- f. Local Programs Support
- g. Professional Surveying and Mapping
- h. Geotechnical Support
- i. Traffic Operations Support
- j. Maintenance Engineering
- k. Construction Management Support
- l. Program Management Support
- m. Professional Engineering Services Contractual Support

The method of payment shall be cost plus fixed fee. The fixed fee ceiling shall be determined using the direct labor multiplied by 2.35 times the fee percentage (Fixed Fee Ceiling = Direct Labor x 2.35 x Fee Percentage). Due to the uncertainty of (1) the schedule, and (2) the number of teams needed for the project, 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.

A. Project Development Support

Assist the Department in providing Project Development related support and services for the execution of transportation projects utilizing TDOT's Project Delivery Network (PDN).

- Assist the Department with providing engineering support staff as necessary to serve as a technical expert in roadway, structures, drainage, traffic design/operations, ITS, and Local Program projects.
- Assist Departmental staff with project scheduling including Critical Path Method (CPM) and create project cost estimates from planning through construction.
- Review/comment on plans, estimates, and all related construction documents prepared by the Department or consultant.
- Provide design support for projects including but not limited to roadway and bridge design and construction; resurfacing project design and construction; alternative delivery project design and construction; rockfall mitigation project design and construction.
- Review design development for compliance with the approved project design scope.
- Review and provide written response on the adequacy of all submittals for all plans, projects and reports related to the Department's criteria including, but not limited to, structural plans, roadway plans, architectural plans, and engineering reports.
- Advise and consult on engineering issues related to project design.
- Assist in evaluation of environmental documentation.
- Coordinate the adjustment and relocation of utilities.
- Perform incidental and emergency design activities as may be required and authorized.
- Provide final design work for special projects as determined by the Department.
- Provide the necessary updates/revisions to the PDN as required.
- Provide modifications to the PDN's standard templates and tools as required.

Website reference:

[Project Delivery Network \(PDN\) \(tn.gov\)](http://tn.gov)

B. Planning and Environmental Management

Assist the Department in Planning and Environmental Management activities during the Planning and Project Development processes to achieve quality plans and documents.

- Assist in the processing of projects from project development to final plans.
- Analyze alternative design options.
- Review compatibility of preliminary or final designs from a constructability review point of view.
- Develop reports and schedules as requested.
- Assist in securing permits.
- Provide peer reviews.

- Prepare, manage, and review applicable environmental studies and complete required environmental documentation to obtain approval from the appropriate Federal Agency. This may include the preparation of Categorical Exclusion, Environmental Assessment/Findings of No Significant Impacts (EA/FONSI), reevaluations and the supporting reports. This also includes coordinating with appropriate agencies, local officials, interested parties and the general public.

C. Project Management Support:

Assist the Department in providing Project Management support to deliver projects within the Project Commitment Document requirements.

Project Support Services:

- Establish and monitor project scheduling requirements and major milestone events for engineering/construction activities in the following areas: planning, project development/environmental studies, public involvement, preliminary engineering, design, survey, drainage, right-of-way, geotechnical, environmental, permitting, utilities, railroad, landscaping, intelligent transportation systems (ITS), construction, and local programs.
- Evaluate the physical progress of activities versus schedule progress and report significant variances.
- Prepare and issue monthly status reports on project progress and document any problems or delays.
- Develop and maintain Program Management databases/applications.
- Maintain record of committed costs, established costs remaining to commit, and estimate at cost completion.
- Assist in preparing or prepare comparative cost estimates.
- Assistance or coordination with prioritization of the statewide programs.
- Provide Owner's Representative Services for design-bid-build contracts.
- Develop a process for accurately obtaining project cost estimates.

Project Management Training Support:

- Provide Project Management training, as needed, for Project Management tasks throughout the Department.

D. Right of Way Support:

- Assist in coordinating, planning, or performing as directed by the Department the right of way process for projects as directed by the Department to expedite the execution of the right of way process.
- Provide coordination and support for all Right of Way activities, including but not limited to coordination with property appraisers, environmental consultants, General Counsel's office, and eminent domain attorneys.

- Assist with managing the contracts associated with the right of way process, including but not limited to acquisition, negotiation, closing, and order of possession. The Consultant shall conduct negotiations for the acquisition of each parcel in accordance with all current departmental policies and procedures.

Website reference:

[ROW Procedures Manual.pdf \(tn.gov\)](#)

E. Intelligent Transportation System (ITS) Support:

Provide engineering assistance and support to the Department in providing ITS related support services.

- Assist with cost estimates and implementation plans for all ITS related services.
- Provide expertise in ITS services related to the transportation industry.
- Provide coordination and management for all Scopes of Services described herein as they relate to engineering, ITS, and system-wide needs.
- Provide expertise in the development, management, and execution of all types of ITS related agreements.
- Perform design phase reviews for all signalization and ITS related construction projects.
- Provide expertise in ITS related networking architecture for long haul fiber optic networks.
- Advise and consult on engineering related challenges with respect to design, deployment, implementation, and integration of all types of ITS projects.
- Verify compliance with contract documents for the installation and/or maintenance of signalized intersections, ITS devices and other traffic control devices.
- Provide expertise and support for ITS related technical improvements and/or innovative engineering developments.
- Provide Traffic Incident Management (TIM) program support and administration.
- Provide expertise in industry and Department standards related to ITS network infrastructure security, switches, operations, and maintenance practices.

F. Local Programs Support:

- Upon authorization, assist the Department in local program activities such as follows: review design documents and plans, review advertisement drafts, review procurement documents, prepare contractual documents, and coordinate with local agencies.
- Review and evaluate the acquisition of professional/construction services, validity of consultant claims for extra work, and consultants' requests for payment.

G. Professional Surveying and Mapping

Assist the Department in the performance of Professional Surveying and Mapping functions related to design support or stand-alone survey operations.

Website reference:

[Survey Manual \(tn.gov\)](#)

H. Geotechnical Support:

- Assist the Department with geotechnical plan review during all phases of the design process.
- Review of test borings and other field related testing.
- Review of geotechnical laboratory testing.
- Assist in the review of and/or performance of Ground Penetrating Radar and other geophysics tests.
- Assist in the review and evaluation of pile installation plans.
- Assist with Pile Driving Analyzer services.
- Assist with the determination of production pile lengths and installation criteria.
- Assist with construction support for any foundation as requested by the Department.
- Assist with or perform any geotechnical field tests and/or laboratory tests as required by the Materials and Tests Division.
- Assist with shop drawing review.
- Assist with the evaluation of drilled shaft installation plans.
- Provide geotechnical engineering services as requested such as reviewing contamination investigations, calculating and interpreting geotechnical instrumentation data, overseeing and assisting with drilling operations to obtain data for structural reports.

Website reference:

[TDOT GEOTECHNICAL GUIDELINES \(tn.gov\)](#)

I. Traffic Operations Support

Assist with or perform engineering activities related to Traffic Operations including, but not limited to the following:

- Develop and/or manage signalization plans.
- Develop and/or manage minor intersection improvement plans.
- Develop and/or assist with lighting design activities.

- Design phasing for all maintenance of traffic activities for future construction projects.
- Perform technical reviews and evaluation of plans and/or Technical Special Provisions for various Intelligent Transportation System (ITS) Projects.

J. Maintenance Engineering Management

- Assist with or perform services necessary to coordinate, plan, manage and control the maintenance of road and bridges.
- Develop scopes, quantities of work, and specifications for maintenance contracts.
- Perform field inspections of maintenance contracted work.
- Coordinate and assist in preparing complete maintenance contract packages for lettings.
- Provide engineering assistance in various areas of maintenance on an as-needed basis such as conducting inspections on guardrail, signs, culverts, or other items for inspection.

K. Construction Management Support

- Assist with value engineering studies.
- Assist with the development of the Engineer's estimate for projects during any phase.
- Perform or oversee all Construction Engineering Inspection (CEI) functions necessary for timely and cost-effective project completion in accordance with industry practice and in the best interest of the Department.
- Assist with contract time determination and road user costs as necessary.
- Provide CEI services as requested by Regional Construction.
- Analyze contract change requests during construction and recommend the appropriate action.
- Review and analyze claims disputes providing an independent assessment and recommend a course of action.
- Provide technical support to the construction manager to ensure project quality and to ensure conformance with the quality assurance program.
- Provide project inspectors and engineering technicians on an as needed or emergency basis.
- Provide incidental CEI services as directed.

L. Program Management Support

- Provide analysis to optimize technical resources, policies, procedures, specifications and financial aspects for the development and implementation of strategic programs and projects including, but not limited to: Traditional Design-Bid-Build Project Delivery, Asset Management, and Project Management.
- Support the overall program management needs of the Chief Engineer, Assistant Chief Engineer(s), or their designee(s).
- Develop presentations, reports, and guidance documents as required.

M. Professional Services Contractual Support

- Develop scopes of work and special contract provisions.
- Prepare advertisement drafts; prepare documentation for obtaining internal Department, and when applicable FHWA, approvals for advertisements.
- Develop engineering and design-related services contract and/or procurement documents including, but not limited to, Requests for Proposals (RFP), Scope Packages, Addenda, Supplemental Amendments and Task Work Orders.

Subcontracting:

Services assigned to subconsultants must be approved in advance by the Department in accordance with the Conflict of Interest section below. All subconsultants must be prequalified by the Department to perform all work assigned to them.

In the event services of a subconsultant are authorized, the Consultant shall obtain a schedule of rates, and the Department shall review and must approve any rates to be paid to the subconsultant. The Consultant shall not have a subconsultant render services until such time as the Department establishes the subconsultant as an authorized subconsultant in the Agreement with the rates to be paid.

Conflict of Interest:

In accordance with TDOT Policy 101-05, the Consultant and its subconsultants shall not enter into any other contract or work order with the Department during the term of this Agreement which would create or involve a conflict of interest with the services provided without first submitting a Conflict of Interest letter to the Chief Engineer or his/her designee for review; any conflict that cannot be mitigated or waived may render the Consultant ineligible for the contract or work order. The Consultant shall not have, directly or indirectly, a financial or other personal interest, other than the Consultant's employment or retention by the State, in any contract or subcontract in connection with any work performed under this Agreement.

Contract Term & Amount:

The awarded contract shall run for a period of three (3) years, with the option for two (2) one-year extensions at the State's discretion. In any event, the maximum contract term shall not

exceed five (5) years. All services must be completed within this contract term except as additional time may be needed to complete a previously issued work order. The maximum total contract dollar amount that may be awarded under this contract is \$30,000,000.

Deliverables:

All documentation associated with the transportation engineering, strategy development, program implementation, and program management support services for the project shall be submitted to TDOT as needed.

Firms may request consideration by submitting a **Statement of Qualifications** consisting of the following: **one electronic copy and one hard copy of Form DT-0330 Part II**.

These may be submitted to:

Mr. James Kelley
Project Management Director
Suite 500, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236

Or electronically by email to:
Jamie.Waller@tn.gov

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of this contract. These include, but are not limited to: TDOT's [Standard Specifications](#); TDOT's Roadway Design Guidelines; TDOT's Standard Design-Build Guidance; TDOT's Construction Inspection Guide; TDOT Structure's Division standard guidance documents, (SMOs); TDOT's Right-of-Way Manual; and TDOT's Transportation Asset Management Plan, (TAMP).

All Part II of the DT-0330 forms must be received on or before **x:xx (Central Time) (Date)**. There shall be a maximum of 100 pages submitted for each proposal. For additional details regarding this project, please contact Mr. James Kelley at James.D.Kelley@tn.gov and Ms. Jamie Waller at Jamie.Waller@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the **Statement of Qualifications**. Additional information, including an example proposal ([DT-0330, Part II \(Contract Specific Qualifications\)](#)) can be found at: [Prequalified Consultant Form \(tn.gov\)](#) or by calling Ms. Chris Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov. Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. Please note: New or updated prequalification forms must be received before the deadline for proposals. **Please include a valid email address and phone number for the Engineer point-of-contact.**

Evaluation Process:

Phase I Evaluation

This phase will be skipped due to time limitations.

Phase II Evaluation

For firms submitting proposals (Part II of the DT-0330 form), the criteria that will be considered are:

Criteria and Relative Weights	
1. Team Capability and Work Experience a. Section C of Part II of DT-0330 form; b. Section D of Part II of DT-0330 form; and c. Section E of Part II of DT-0330 form. i. Engineering Software Capabilities and Experience; ii. Project Coordination Experience.	25%
2. Past Experience in Required Disciplines a. Section F of Part II of DT-0330 form; b. Section G of Part II of DT-0330 form; and	25%
3. Staffing Qualifications & Availability a. Section I of Part II of DT-0330 form i. Staffing/Certification Matrix;	15%
4. Technical Approach a. Section I of Part II of DT-0330 form;	30%
5. Amount of Work Under Contract with TDOT; if available	5%

Following Phase II evaluation, 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.

Post Selection

TDOT's office of the Assistant Chief Engineer of Program Delivery or its designee 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 by the Engineering Bureau. 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://SmallBusinessDevelopmentProgram.tn.gov).

Butch Eley
Commissioner

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