

## NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS

January 27, 2023  
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 expertise in **Strategic Transportation Management Initiatives- Development and Implementation** including **transportation project management, transportation engineering, program implementation, and program management support services**. In addition, the Department executives and their teams require **government expertise, experience, guidance**, and support to succeed in their mission-critical priorities and strategic objectives. To remain agile and proactive in preparing for the **evolving transportation infrastructure, technologies, and workforce capability needs**, TDOT requires timely, accessible, and relevant insight and solutions from an expert partner with relevant **Department of Transportation, (D.O.T.), engineering experience**.

Contract type shall be a general engineering related contract to be performed on an on-call basis. The scope of work will include, but will not be limited to, the items of work described below. The method of payment shall be 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, Net Fee Calculator). 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 Items may be withdrawn if anticipated funding does not become available.

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

1. **Review, draft, and provide professional engineering judgment regarding the Department's various standard specifications, drawings, and manuals:**
  - Make recommendations and draft language for changes to the Department's Roadway Design Guidelines, 2021 Standard Specifications for Road and Bridge Construction, and other standard engineering documents as needed to effect improvements in the disciplines of Project Management, Project Development, Operations and Organizational Structure, as further detailed below.
2. **Assist the Department in Strategic Engineering Initiatives related to the Delivery of the Statewide Program:**
  - Provide transportation related Project Management consultation for the execution of transportation projects utilizing TDOT's new Project Delivery Network, (PDN), as requested. The scope of the projects includes but are 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.
  - Assist Department management staff with transition from existing PPRM system to replacement system currently under development.

- At intervals deemed appropriate by the Department, provide feedback on PDN process and lessons-learned to be considered for inclusion in future versions.
- Provide and support Project Management relative to the integration of the Standard Technical Guidance for each functional area of the Department including, but not limited to: Project Management, Traffic Design and Operations, Programming, STID, Environmental, Statewide Design/Structures, R.O.W., Utilities, Construction and Maintenance Operations.
- Provide consultation, based upon DOT industry experience, related to contract development and administration for Maintenance Operations activities such as, but not limited to, mowing, litter, roadside hardware, drainage, winter operations, etc.
- Provide training, as needed, for items listed above.

**3. Strategic Advisory and Implementation Services for Transportation Program Delivery and Management consistent with national best practices for state departments of transportation:** Tasks include but are not limited to:

- Vendor scope, and task work order and budget management for engineering services that support highway project delivery including, but not limited to design; construction engineering and inspection; environmental technical services; asset management; and highway maintenance.
- Department-wide engineering based communications for planning and coordination of internal and external stakeholders related to the everyday needs of a state department of transportation.
- Utilizing engineering experience to provide executive mentoring, coaching, and support for engineering, technical, and other professionals commonly employed by a state department of transportation.
- Strategic planning and implementation of engineering related initiatives.
- Utilizing engineering experience to provide Transportation organization (D.O.T.) planning consistent with national best practices including: developing organizational and operational reporting structures; providing roles and responsibilities workflows, workload analysis tools, recruitment and selection resources and tools, and stakeholder engagement (onboarding, performance planning, competency-based classification/compensation, training, and retention) plans and materials; workforce development and management and organizational change management.
- Innovation program development including but not limited to Alternative Project Delivery, E-Construction, Data Governance, Intelligent Transportation Systems, Drone usage and any other technological best practices being used by other state departments of transportation and or FHWA and USDOT.

**Contract Term & Amount:**

The awarded contract shall run for a period of two (2) 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 \$2,000,000.

**Deliverables:**

All documentation associated with the 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 of Form DT-0330 Part II.** Section E shall be no more than 8 pages. Section F shall include no more than 5 projects. Proposals shall contain no more than 25 pages including front and back cover. Section H will not count towards the 25 page limit.

These may be submitted electronically to: [Sharon.Schutz@tn.gov](mailto:Sharon.Schutz@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) and any other TDOT standard guidance documents.

All Part II of the DT-0330 forms must be received on or before **4:00 p.m. (Central Time) Friday, February 24, 2023.** For additional details regarding this project, please contact Mr. James Kelley at [James.D.Kelley@tn.gov](mailto:James.D.Kelley@tn.gov) and Ms. Sharon Schutz at [Sharon.schutz@tn.gov](mailto:Sharon.schutz@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](mailto: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	
i. Team capability and work experience (Section C, F, & G of Part II of the DT-0330 form).	40 %
ii. Staff qualification and availability (Section E: Resumes).	25 %
iii. Technical approach (as explained in Section I of Part II of the DT-0330 form).	35 %

Following Phase II evaluation, the 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://www.tn.gov).

Butch Eley  
Commissioner

BE/WR/JK/SS