

**NOTICE TO CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR PROPOSAL**

**January 31, 2024  
(Alternative Delivery 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 **Independent Cost Estimating (ICE) services** for CMGC07, S.R. 14 and I-55 Exit Ramp to SB S.R. 14, Bridge over S.R. 14, LM 7.46.; Bridge over I-55, LM 7.44 and Bridges over CNIC RR and Nonconnah Creek, LM 7.13; Project Nos. BR-I-55-1(135), BR-NH-14(46); PIN 128674.00, 108883.00; Shelby County.

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). 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. The overhead rate this work will be the awarded firm's most recent audited and approved federal rate. The net fee percentage will be as calculated using the most recent Fixed Fee Worksheet.

**PROJECT DESCRIPTION:**

The Tennessee Department of Transportation (TDOT) will be replacing three bridge locations along S.R.14 (US-61) in the vicinity of the I-55 Interchange (Exit 7). Bridges at these locations will be replaced due to various structural deficiencies. With the bridge replacements, improvements to SR 14 and various ramps will be necessary. The project will include but is not limited to improved vertical clearance; survey; earthwork; pavement; bridge demolition; debris protection of existing telecommunication conduit; pre-demolition preparatory new work beneath existing bridge; bridge reconstruction (possibly staged), retaining walls, closed bridge deck drainage system and storm drainage connection; reconstruction of sidewalk; grading; erosion control; water quality; signing; ITS; lighting; striping; texture coating; seeding; traffic control; and coordination with public and private utilities.

**SCOPE OF SERVICES:**

The consultant shall provide detailed production-based, contractor-style independent cost estimating (ICE) services for the referenced project. The consultant will provide these services, as needed, throughout the pre-construction phase for each development milestone (typically 60%, 90% and 100% GMP), and are more specifically described as follows:

1. Develop Estimating Cost Model
  - a. Participate in defining the approach, resources, and timeline for achieving the negotiated GMP including defining any required estimating resources.
  - b. Attend and actively participate in estimate coordination meetings with the Project Manager, Construction Manager, and Designer. Frequency will vary depending upon stage of the project.

2. Attend Design Review & Risk Workshops
  - a. Attend design review and risk workshops.
  - b. Participate in the continuous risk management process.
  
3. Develop and Review Milestone Estimates
  - a. Review quantities, perform an independent quantity take-off and participate in quantity reconciliation workshops.
  - b. Review and participate in workshops with the Project Manager and Construction Manager to review, discuss, evaluate, and compare the selection of vendors and subcontractors.
  - c. Review and comment on the Construction Manager’s submitted baseline schedule for informing the development of the independent cost estimate only.
  - d. Prepare a detailed production-based, contractor-style independent cost estimate.
  - e. Review and comment on cost estimates prepared by the Construction Manager in an “open book” environment including, but not limited to, means and methods, crew size and makeup, production rates, quantities, and mark-ups for direct and indirect costs.
  - f. Prepare a variance report in accordance with the Project Manager direction.
  - g. Participate in estimate reconciliation meetings to discuss all discrepancies between estimates and work towards resolution and alignment of estimates.
  
4. Deliverables for each Milestone Estimate.
  - a. Prepare Fully Detailed Estimate
  - b. Prepare Estimate Summary to detail the approach to the estimate; provide the bottom-line project estimate cost; detail inclusions, exclusions, and assumptions; and detail key parameters of the estimate such as escalations and contingencies.
  - c. Prepare Variance report providing side-by-side alignment and comparison of the ICE and contractors estimate allowing for the percentile delta (10%) to be evaluated.
  - d. Provide other related deliverables as determined by the Project Manager.

**SCHEDULE:**

The Consultant will begin work immediately after receiving authorization to proceed in accordance with the Department’s project schedule included in the CM/GC contract, which is anticipated to include the following milestone dates:

Footprint Established (60%)	06-28-2024
Plan-In-Hand (90%)	01-31-2025
PS&E and GMP Estimate Review	04-30-2025

These dates are considered tentative and are subject to change.

## **GENERAL REQUIREMENTS:**

### **Prequalification:**

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the proposal deadline.

Interested firms must be listed as prequalified by 2:00 PM, Central Time on the due date for the Proposal package. 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. **Please include a valid email address and phone number for the Engineer point-of-contact**

### **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 Assistant Chief Engineer of Program Delivery 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.

### **Technical Requirements:**

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).

## **SUBMISSION OF PROPOSALS:**

Firms may request consideration by submitting a proposal consisting of Form DT-0330 Part II and as further described in the Proposal Contents section below. **All proposals must be submitted electronically (PDF format) to:**

**Steve Sellers, P.E.**

**Region 4 Manager, Alternative Delivery Division [Steve.Sellers@tn.gov](mailto:Steve.Sellers@tn.gov)**

**In addition, copy Clayton Markham ([Clayton.Markham@tn.gov](mailto:Clayton.Markham@tn.gov)) and Dennis Moultrie ([Dennis.Moultrie@tn.gov](mailto:Dennis.Moultrie@tn.gov)).**

All proposals must be received on or before **2:00 P.M. Central Time March 1, 2024**. For additional details regarding this project, please contact Mr. Steve Sellers at [Steve.Sellers@tn.gov](mailto:Steve.Sellers@tn.gov) and Mr. Dennis Moultrie at [Dennis.Moultrie@tn.gov](mailto:Dennis.Moultrie@tn.gov).

### **Proposal Contents:**

The following **are the required** contents of the proposal, and must be submitted in the order listed:

**1. Cover Letter** including Contact Information:

Responders must clearly identify the company's full legal name, business address, contact (person's name, telephone number, fax number and e-mail address (as available)).

**2. Understanding of the CM/GC Delivery Method**

Responders must provide a narrative description demonstrating their understanding of the CM/GC delivery method that includes the roles and responsibilities of the ICE.

**3. Qualifications – Knowledge, Experience, Past Performance and Desired Skills**

Provide an organizational chart of the proposed Consultant's staff and a statement that commits the individuals identified in the RFP for the duration of the project's design phase. Clearly identify the Lead Bridge Cost Estimator, Lead Roadway Cost Estimator, and Lead Scheduler (one person may serve more than one role) on the organizational chart. No change in personnel assigned to the project will be permitted without the written approval of TDOT's Project Manager.

Provide resumes for the Cost Estimator(s) and Scheduler(s). Clearly identify what role(s) each of the personnel served any experience cited. Resumes must include the individual's education, work history, pertinent certifications, length of tenure with the Proposer, and relevant experience with similar projects. Resumes must be limited to one page per person. Excess pages to the resume will not be reviewed and evaluated.

Cost Estimator(s) must have ten (10) or more years of recent and relevant estimating experience in all trades of heavy civil and transportation, along with a knowledge of construction means, methods, and equipment in these areas.

Scheduler(s) must have eight (8) years or more of recent and relevant scheduling experience in all trades of heavy civil and transportation, along with a knowledge of construction means, methods, and equipment in these areas.

Provide at least five (5) example projects which best illustrate the Proposer's qualifications and demonstrate the knowledge, experience, and past performance of Key Personnel to include the following:

**a) Cost Estimating - Cost Estimator(s)**

- i) Demonstrated proficiency in production-based, heavy civil estimation software platforms.
- ii) Experience performing contractor-style, production-based cost estimates for projects of similar scope, size and complexity to the S.R. 14 bridge replacement project.
- iii) Experience estimating costs for projects in locations that encounter geotechnical and groundwater, environmental, and/or climate conditions similar to those encountered at the Project site.
- iv) Experience working with owners, designers, and CM/GCs, serving as an Independent Cost Estimator or Engineer's Estimator on a CM/GC project(s).
- v) Experience working for a construction contractor estimating and/or managing constructing projects relevant to the S.R. 14 bridge replacement project.

**b) Scheduling – Scheduler(s)**

- i) Demonstrated proficiency in critical path scheduling (Primavera P-6 experience a plus).
- ii) Experience developing and reviewing construction schedules for projects of similar scope, size, and complexity to the S.R. 14 bridge replacement project.
- iii) Experience developing and reviewing construction schedules for projects in locations that encounter geotechnical and groundwater, environmental, and/or climate conditions similar to those encountered at the Project site.

**4. Cost Estimating and Scheduling Approach**

- a. Describe the proposer's approach to developing and evaluating cost estimates and construction schedules at the various pricing milestones and bid that includes:
  - i. How the schedule will be used in the development of the cost estimates.
  - ii. How direct costs, including production rates, required crews, equipment rates, and materials are determined.
  - iii. How indirect costs are determined.
  - iv. How production-based estimates are developed specific to TDOT standards/specifications and translated back into a TDOT unit price estimate/bid format.
  - v. The roles and responsibilities of the Responder's personnel (i.e., who will be doing what) and how the work will be coordinated among them.
- b. Describe the proposer's approach to supporting the Project Team in design/constructability reviews, risk workshops, reconciling price differences orating cost saving measures.

**PAGE LIMITS:**

The Responder’s submittal must adhere to the page limitations identified in the following table. If any of the Responder’s documents exceed the page limits identified, the excess pages will not be reviewed, regardless of content.

<b>Document</b>	<b>Maximum Number of Pages</b>	<b>Requirements</b>
Understanding CM/GC	1 page	- Single-sided, 8.5”x11” pages, with no smaller than 11-point font.
Qualifications	12 pages (1 resume per page) (min. 5 example projects)	- Single-sided, 8.5”x11” pages, with no smaller than 11-point font.
Cost Estimating and Scheduling Approach	4 pages	- Single-sided, 8.5”x11” pages, with no smaller than 11-point font.

**Note:** The Cover letter and Letters provided for Section H do not count toward the maximum number of pages submitted.

**EVALUATION PROCESS:**

**Phase I Evaluation**

This phase will be skipped due to time limitations.

**Phase II Evaluation**

For firms submitting proposals, the criteria that will be considered are:

<b>Evaluation Criteria</b>	<b>Weighting Percentage</b>
1. Understanding of the CM/GC Process	15%
2. Qualifications – Knowledge, Experience, Past Performance and Desired Skills a. Sections A-G of part II of DT-0330 form i. Cost Estimating (35 Points) ii. Scheduling (15 Points)	50%
3. Cost Estimating and Scheduling Approach a. Section I of Part II of DT-0330 form	35%

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 Alternative Delivery Division 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/small-business-development-program).

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BE/WR/JD/CM