

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

**August 9, 2024**

**Revised August 16, 2024**

**Bureau of Engineering**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of an experienced professional engineering consulting firm to provide **Program Management Consulting (PMC)** to support project development and delivery, consultant oversight, design services, planning and environmental services, right-of-way services, alternative delivery services, and construction management in accordance with federal and state laws and regulations, and all applicable manuals/guidelines, and publications. Hereinafter referred to as the "Project," the work of the PMC under this contract will be the performance of engineering and design related services to support TDOT staff in delivering both the annual TDOT work program and the projects funded by the Transportation Modernization Act (TMA).

The method of payment for each phase of work shall be lump sum or cost-plus fixed fee, dependent on discussions held during the scoping meetings to be held post-selection as described below. Fixed fee, if used, 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 work crews needed for the project, payment of any fixed fee will be based on the actual labor costs rather than the estimated labor costs used for the basis of the agreement. Contract type shall be a general engineering related multiphase contract to be performed through the issuance of individual work orders.

**PROJECT DESCRIPTION**

TDOT intends to enter an engineering services contract with a consultant that will set forth the scope of work and deliver the PMC services for TDOT's programs and projects. The executed consultant services contract will establish the roles and responsibilities of the consultant and TDOT, provide details for the full scope of work, identify any federal requirements, and outline any other terms necessary to deliver the Project.

**SCOPE OF SERVICES**

TDOT intends to execute one multiphase contract to be awarded to one (1) firm, for the Project. Schedules will be determined based upon the work orders issued for each phase. The contract is anticipated to extend for a term of five (5) years. TDOT reserves the right to enter into additional contracts for work covered in this advertisement.

The scope of services will include, but not be limited to, project programming review and support for conceptual planning, environmental, geotechnical, surveying, roadway design, traffic design, right-of-way, utilities, structures, constructability, alternative delivery, P3, and public involvement including scheduling, budgeting, document control, quality management, and program accountability consistent with TDOT's Project Delivery Network. Additionally, consultation and

coordination with partner state and federal agencies as well as community, industry and stakeholder engagement are envisioned as part of this Project.

The consultant will provide PMC services, which primarily consist of consultant management support services to supplement TDOT staff. The consultant(s) will report directly to an assigned TDOT manager who will serve as the “Responsible in Charge” for the specific discipline area. The consultant proposal should consider providing the appropriate level of staff outlined in disciplines defined in the scope of services. Services should be considered for Headquarters and all four (4) Regions.

The consultant shall identify the Project Director who shall be the primary person in charge of and responsible for the delivery of the Project in accordance with the contract requirements. The Project Director will serve as a point of contact on contractual matters, oversee the consultant work efforts, and make final decisions on behalf of the consultant. Key personnel and support staff will provide consultant management support services including project initiation, schedule adherence, contract monitoring and progress reviews, quality assurance and submittal reviews, invoice oversight, and closeout activities. In addition, discipline-specific activities to be performed include preconstruction design reviews, alternative delivery reviews, environmental reviews, public involvement support, and right-of-way acquisition support and administration.

Key Team leaders will include: Project Director, Project Management Lead, Alternative Delivery Lead(s), Consultant Management Lead, Technical Support Lead(s), Environmental Lead, Right-of-Way Lead, P3 Program Lead.

The following measures shall be implemented in delivering the Project: consistency and continuity in ensuring project schedules are met; efficiency and effectiveness in workflow with full priority to work on this Project; cost control and oversight providing adequate information for TDOT decision making; alignment of workload for the TDOT program with consultant and Department resources to meet successful program delivery within the defined work program.

TDOT's target date for commencement of consultant services is November 2024.

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of engineering services. These include, but are not limited to: TDOT’s [Project Delivery Network \(PDN\)](#), TDOT’s [Design Guidelines](#), TDOT’s [Drainage Manual](#), TDOT’s [Instructional Bulletins](#), TDOT’s [Standard Drawings](#), TDOT’s [ROW Procedures Manual](#), TDOT’s [Geotechnical Guidelines](#), TDOT’s [Environmental Guidelines](#), TDOT’s Survey Manual, and TDOT’s Alternative Delivery Guidelines.

Firms may request consideration by submitting a proposal consisting of a completed Form DT-0330 Part II. All proposals must be submitted electronically (PDF format) with “**PMC Project**” in the subject line of the email. These may be submitted by email to: [Chad.Schulhauser@tn.gov](mailto:Chad.Schulhauser@tn.gov)

A non-mandatory, pre-submittal meeting will be conducted for the Project on **August 16, 2024**, from **9:00 am to 11:00 am CST at Region 3 Auditorium, 6601 Centennial Boulevard, Nashville, Tennessee**. During this meeting, TDOT will provide information regarding the Project goals, and anticipated scope. There is no limitation on the number of participants. This presentation will be

recorded, and participants will be provided the opportunity to ask questions during the allotted time. Any information provided by TDOT shall be considered as informational only and is subject to change. The meeting presentation and a list of attendees, including contact information, will be posted to the [Professional Services webpage](#) following the meeting.

All proposals (Form DT-0330 Part II) must be received on or before **4:00 p.m. (Central Time) Friday, August 30, 2024**. For additional details regarding this project, please contact Chad Schulhauser at [Chad.Schulhauser@tn.gov](mailto:Chad.Schulhauser@tn.gov).

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the proposal deadline. The proposal shall specifically identify any sub-consultant(s), and the sub-consultant(s) shall be 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.PSPrequals@tn.gov](mailto:TDOT.PSPrequals@tn.gov). **Please include a valid email address and phone number for the point-of-contact.**

**CONFLICTS OF INTEREST:**

Any engaged member of the Prime Consultant ultimately awarded this Project would be excluded from competing on any team for any future advertised alternative delivery project, or traditional design project for the life of this contract that the PMC manages, unless released by TDOT at its own discretion in accordance with applicable conflict law and policy. Subconsultant conflicts will be considered on a case-by-case basis in accordance with applicable conflict law and policy.

**EVALUATION PROCESS:**

**Phase I Evaluation**

This phase will be eliminated for this advertisement.

**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 experience including staff qualifications and credentials, Project/Program Director, Key Team Leaders (Sections C, D, & E)	35%
ii.	Technical approach, Complex transportation management strategies (as explained in Section I)	30%
iii.	Oral Interview (See Note a. below)	35%

- a. All teams submitting proposals will be scheduled for an oral interview in Nashville on **September 17, 18, or 19, 2024**, which will be a mandatory part of the selection process. Interview teams will be expected to have the primary

members of the prime and subconsultant teams present; team attendees shall be limited to eight (8) members total. The structure of the oral interview will be as follows:

**1) Presentation (30 minutes)**

Summarize the proposal and describe the consultant's ideas and unique resources. This is the part of the interview where the proposer needs to communicate to the selection panel why it should be chosen. What strategies and abilities does the proposer bring to this Project that makes it the best candidate? Limit the presentation to the most critical points of the proposal and focus on what your team can bring to the table and why.

**2) Question and Answer Session with the Selection Panel (15 minutes)**

The questions asked in this session will include both standard questions for all proposers and specific questions relative to each proposer's proposal and presentation.

The interview presentation and question/answer scoring will each account for 50% of the Oral Interview total scoring and be based on the following criteria:

- a) Project Understanding
- b) Project Approach and Innovations
- c) Project Management
- d) Communication Skills

The Proposal package must not exceed 30 pages. Covers, if utilized, and Section H will not count towards the 30-page limit. Except for charts, exhibits, and other illustrative and graphical information, all information shall be on letter size in the pdf. Charts, exhibits, and other illustrative and graphical information will be counted as one (1) sheet and must be limited to five (5) sheets. All text, except for the front cover of the Proposal package and resumes, shall be single spaced, Times New Roman, 12-point font.

Following Phase II evaluation, a number of firms no less than two\* greater than the number of contracts being awarded, and that are 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 the minimum required number of 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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