

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

August 15, 2024

Revised August 16, 2024

(Construction 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 **construction engineering and inspection (CEI) services** as described below. The scope of work will include but will not be limited to:

- a. construction engineering,
- b. erosion prevention and sediment control (EPSC) inspection,
- c. natural stream relocation and mitigation inspection,
- d. intelligent transportation system (ITS) inspection,
- e. utility coordination services,
- f. surveying,
- g. materials testing,
- h. coatings inspection,
- i. CPM schedule review utilizing Oracle Primavera P6, and
- j. related administrative assistance.

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, Fixed Fee Calculator). Due to the uncertainty of (1) the schedule, and (2) the number of work crews 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Items may be withdrawn if anticipated funding does not become available.

Item No. 1

Project Description and Location:

On-call construction engineering inspection services on various construction projects, Region 1. (One contract)

Item No. 2

Project Description and Location:

On-call construction engineering inspection services on various construction projects, Region 2. (One contract)

Item No. 3

Project Description and Location:

On-call construction engineering inspection services on various construction projects, Region 3. (One contract)

Item No. 4

Project Description and Location:

On-call construction engineering inspection services on various construction projects, Region 4. (One contract)

Schedule and Ceiling:

The contract term shall run for a period of five (5) years 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 three years. The total contract dollar amount that will be awarded under each contract is \$5,000,000.

Deliverables:

All documentation (see technical requirements below) associated with the construction engineering and inspection services for the project shall be submitted to TDOT as needed.

Firms may request consideration by submitting a **proposal**. These may be submitted to:

Mr. Brian Egan, P.E.
Construction Division Director
Suite 700, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236

Or electronically by email to:
Gwendolyn.Whittaker@tn.gov

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of construction engineering and inspection services. These include, but are not limited to: TDOT's [Standard Specifications](#), TDOT's [Construction Circular Letters](#), TDOT's [Standard Operating Procedures](#), TDOT's [Field Operations Training](#), [Construction Special Provisions](#), [National Pollutant Discharge Elimination System \(NPDES\) Permit](#), [Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration](#), [Contractor Employee Safety and Health Program](#), and TDOT Policy 355-01 (Approval of Construction Change Orders and Force Account Work).

All proposals (Form DT-0330) must be received on or before **4:00 p.m. (Central Time) September 4, 2024**. For additional details regarding these projects, please contact Ms. Gwen Whittaker at (615) 566-6372 or by email at Gwendolyn.Whittaker@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for proposals. Additional information, including the Prequalification Form ([DT-0330, Part 1](#)), and an example letter of interest can be found at: [Consultant Info \(tn.gov\)](#). 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 include a valid email address and phone number for the point-of-contact.**

Organizational conflicts of interest are prohibited as detailed in TDOT Policy 101-05. Accordingly, a firm that has performed design, survey, or other preliminary engineering services generally will not be eligible for award of a CEI contract on the same highway project.

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:

Criteria and Relative Weights		
i.	Team capability (Section C, D, E, F, & G of Part II of the DT-0330 form).	20 %
ii.	Past work experience in the required disciplines (Section E, F, & G of Part II of the DT-0330 form).	20 %
iii.	Size of prior projects (Sections E, F, & G of Part II of the DT-0330 form).	5 %
iv.	Staff qualification and availability (Section I: Staffing/Certification Matrix).	35 %
v.	Technical approach (as explained in Section I of Part II of the DT-0330 form).	10 %
vi.	Workload capacity; including amount of work under contract with the Construction Division.	5 %
vii.	Past performance evaluations on Construction Division Projects, if available.	5 %

Following Phase II evaluation, no fewer than three* firms deemed most qualified for each item 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 for each item .

Post Selection

TDOT's Construction Division 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 the Construction Division. 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:

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

Butch Eley
Commissioner

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