

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

**August 29, 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 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 the Fixed 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.

Items may be withdrawn if anticipated funding does not become available.

Item No. 1

Project Description and Location:

Provide project specific CEI services for Interstate 65 from Near Rivergate Parkway to Near SR-41 (US-31W) Section 1. (PIN 124263.01), Widen; Davidson and Sumner Counties.

Schedule:

The earliest letting for the respective construction contract is 2/7/2025. While the completion date has yet to be determined, CEI services will begin prior to the highway contractor's Notice-to-Proceed, occur during the entire course of construction, and continue into the project close-out and final records phases. The CEI firm must submit all documentation to final records within one (1) month of the date that the completion notice is issued to the highway contractor. The CEI firm must complete all corrections needed by regional final records and regional materials and tests within six (6) weeks after request.

Scope of Services:

The scope of work will include but will not be limited to construction engineering, inspection, surveying, and materials testing.

Item No. 2

Project Description and Location:

Provide project specific CEI services SR-1 Summer Avenue, from near I-40 to 0.1 mile North of Sycamore View Rd (PIN 101609.01), Widen; Shelby County.

Schedule:

The earliest letting for the respective construction contract is 2/7/2025. While the completion date has yet to be determined, CEI services will begin prior to the highway contractor's Notice-to-Proceed, occur during the entire course of construction, and continue into the project close-out and final records phases. The CEI firm must submit all documentation to final records within one (1) month of the date that the completion notice is issued to the highway contractor. The CEI firm must complete all corrections needed by regional final records and regional materials and tests within six (6) weeks after request.

Scope of Services:

The scope of work will include but will not be limited to construction engineering, inspection, surveying, and materials testing.

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 [2021 Standard Specifications \(tn.gov\)](#), TDOT's [Construction Special Provisions \(tn.gov\)](#), TDOT's [Construction Circular Letters \(tn.gov\)](#), TDOT's [Standard Operating Procedures \(tn.gov\)](#), TDOT's [Technician Training Program \(tn.gov\)](#), [National Pollutant Discharge Elimination System \(NPDES\) Permit](#), [Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration](#), [TDOT Occupational Health and Safety Division](#), and TDOT Policy 355-01

(Approval of Construction Change Orders and Force Account Work).

Firms may request consideration by submitting a proposal consisting of a completed Form DT-0330 Part II. All proposals must be submitted electronically to Gwendolyn.Whittaker@tn.gov. For item 1, include "Item 1: I-65 Davidson/Sumner Co. CEI Part II" in the subject line of the email. For item 2, include "Item 2: SR-1 Shelby Co. CEI Part II" in the subject line of the email.

All proposals (Form DT-0330 Part II) must be received on or before **4:00 p.m. (Central Time) September 26, 2024**. For additional details regarding this project, please contact Ms. Gwen Whittaker at (615) 532-7522 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. Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. 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 1](#)), can be found at: [Consultant Information \(tn.gov\)](#). A pending prequalification status will be acceptable. **Please include a valid email address and phone number for the point-of-contact.**

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 (Sections C, D, E, F & G).	15 %
ii. Past work experience in the required disciplines (Sections E, F, & G).	15 %
iii. Size of prior projects (Sections E, F, & G).	5%
iv. Staff qualification and availability (Section I: Staffing/Certification Matrix)	35%
v. Technical approach (as explained in Section I).	20%
vi. Workload capacity; including amount of work under contract with TDOT Construction, if applicable.	5 %
vii. Past performance evaluations on TDOT Construction Projects, if available.	5 %

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 for each Item listed above 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: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>.

Butch Eley
Commissioner

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