

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

May 7, 2024

Preconstruction 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 various engineering services as described below. The method of payment shall be lump sum.

Items may be withdrawn if anticipated funding does not become available.

Item No. 1

Project Description and Location:

Provide Roadway design, Geotechnical services, and Traffic Signal design services for the widening of SR-54 (US-641), from near Smith Road to near Howard Road (north of Puryear) in Henry County. Design services required may also include, but not be limited to, urban drainage, subsurface utility engineering, and utility deconfliction. Geotechnical services to include foundation data for structural design(s) and possible small dam coordination and design.

Schedule:

The tentative plans and estimate turn-in date is 2/28/2029 with an earliest letting date of 5/11/2029. Plans development shall begin immediately after this contract is finalized.

Deliverables:

These include but are not limited to:

- Line and Grade Field Review plans, and Final Line and Grade plans
- Public Meeting submittal package
- Functional Design Field Review plans, and Final Functional Design plans
- Plan-in-Hand Field Review plans, and Final Plan-in-Hand plans
- PS&E Field Review plans, and Final PS&E package

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 [Design Guidelines](#), TDOT's [Drainage Manual](#), TDOT's [Instructional Bulletins](#), TDOT's [Standard Drawings](#).

Firms may request consideration by submitting a letter of interest. One or more items may be listed on one letter. These may be submitted to:

Mr. Gary Scruggs, P.E.

Region 4 Director of Preconstruction
300 Benchmark Place
Jackson, Tennessee 38301

Or electronically by email to:

Gary.Scruggs@tn.gov

All letters of interest must be received on or before **4:00 p.m. (Central Time) Tuesday, May 21, 2024**. For additional details regarding this project, please contact Mr. Gary Scruggs, P.E., Region 4 Director of Preconstruction at Gary.Scruggs@tn.gov or (731) 935-0149.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for letters of interest. The letter of interest shall not specifically identify sub-consultant(s), but rather indicate the scope of services anticipated to be completed by any sub-consultants. The sub-consultant shall be one that is 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. **Please include a valid email address and phone number for the point-of-contact in your letter of interest.**

Evaluation Process

Phase I Evaluation

The Department will evaluate the **current prequalification statements** (DT-0330 Part I) on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. The factors that will be considered in the Phase I evaluation will include:

- a) Work experience in the required disciplines (Profile of firm's experience in relevant profile codes: E14, R13, T03)
- b) Staff capabilities of the prime consultant: Employees by Disciplines (Local office staff in relevant function codes: 08, 12, 60)
- c) Qualification Type: UNLIMITED

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 experience, credentials, staff qualifications, and certifications.	40%
ii.	Past experience in the required disciplines (analysis of proposals).	40%
iii.	Evaluations on prior TDOT roadway projects, if available.	15%
iv.	Active projects under contract with TDOT Preconstruction Division, if applicable.	5%

Following Phase II evaluation, no fewer than three* firms 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 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 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

HHE/SH/GS/RP