

NOTICE TO CONSULTANT UTILITY COORDINATION SERVICES FIRMS REGARDING A REQUEST FOR LETTERS OF INTEREST

December 15, 2023

(UTILITY DIVISION)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of **four (4)** professional engineering consultant firms for the performance of utility relocation coordination services before and during construction and utility deconfliction on a continuing contractual basis as described below.

Each contract shall have a maximum contract amount of **\$2,000,000.00**. Each contract shall have a term of five (5) years, but work orders will only be issued during the first two (2) years. The method of payment shall be cost plus fixed fee or lump sum under each work order.

Utility Services Contract Scope

The consultant may be requested to perform professional engineering services pertaining to utility installations and relocations on alternative delivery projects (design build/CMGC) and traditional (Design Bid Build), including but not limited to the following:

- a) Utility coordination and deconfliction services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems;
- b) Inspection services in the areas of both distribution and transmission for electrical power, communications, gas/oil, water, and sewer/sanitary systems;
- c) Collection, analysis, and maintenance of data pertaining to average regional utility relocation and engineering costs;
- d) Preparation of TDOT utility relocation plans (U1) for contract assembled from the utility-submitted relocation plans;
- e) Review and analysis of utility relocation plans, cost estimates, work schedules and specifications including three-dimensional modeling and review utilizing department software;
- f) Workshop/training support as necessary for TDOT and utility staff;
- g) Provide Subsurface Utility Engineering (SUE) services including potholing and other geophysical testing as required;
- h) Provide roll plots, deconfliction matrix, meeting notes, and pertinent utility correspondence;
- i) Assess feasibility of project schedules and constructability;
- j) Provide recommendations regarding constructability pertaining to the utility relocation process for high-risk projects identified by department personnel through project development and construction;
- k) On selected new start projects, provide location plan studies prior to or during preliminary plans development, assisting with line and grade determinations to improve constructability;
- l) Proactively manage and recommend resolutions for utility related construction conflicts, assuring all applicable departmental and regulatory policies and procedures are adhered to during development and construction of the project;
- m) Verify "A-Date" and "B-Date" packages submitted by utilities have been mitigated for location conflicts, ensuring all utilities are included in package submittals;
- n) Advise regarding temporary relocations, phasing, and construction methods to minimize impact to project schedules;
- o) Provide relocation estimate review and schedule review and participate in meetings with utilities to mitigate risk during construction;
- p) Provide in-depth analysis regarding proposed utility changes for supporting documentation in construction;
- q) Assist the utilities, design firms, and department in ensuring that all necessary development activities are completed prior to construction, including deconfliction, permits, easements, etc.

Schedule

Schedules for services will be established by work order.

Deliverables

All documentation associated with work orders for Utility Engineering Services shall be submitted to TDOT as needed. Specific project documentation will be required to be electronically archived in the Department Integrated Right-of-Way Information System (IRIS) application.

Firms may request consideration by submitting a letter of interest to:

Mr. Mickey Hamilton, Utility Division Director
Utility Division, Suite 600
James K. Polk Building, 505 Deaderick Street,
Nashville, Tennessee 37243-0337

Or electronically by email to:
Michael.Horlacher@tn.gov
("Utility Letter of Interest" in subject line)

For additional details or questions, please contact

Mr. Michael Horlacher
(Phone 615.741.6802) or Email: Michael.Horlacher@tn.gov

All letters of interest must be received on or before **4:00 P.M. (Central Time), Friday, January 5, 2024.**

Technical Requirements

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of Utility Coordination services. These include, but are not limited to: TDOT's Utility Instructional Bulletins (UIB), TDOT's [Standard Specifications](#), TDOT's [Construction Circular Letters](#), [Construction Special Provisions](#), [National Pollutant Discharge Elimination System \(NPDES\) Permit, Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration](#), and [Contractor Employee Safety and Health Program](#).

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Letters of Interest. Additional information, including the Prequalification Form (DT-0330 Part 1) and an example letter of interest, can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo/prequalified-consultant-form.html>.

The letter of interest shall 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.

Please note: New or updated prequalification forms must be received before deadline for Letters of Interest. Additional prequalification procedures, prequalification forms, the current "Standard Procurement, Management, and Administration of Engineering and Design Related Services" policy, and additional information can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>

Interested consultants without internet access may obtain this information by contacting Ms. Christine Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov

Evaluation Process

Phase 1 Evaluation

The Department will evaluate the current DT-0330 Part 1 Pre-Qualification Statements on file for those submitting letters of interest and choose several consultants who would make viable candidates from which to invite proposals. The criteria that will be considered in Phase I are:

- a) Work experience in the required disciplines with TDOT and/or other clients;
 - b) Staff capabilities of prime consultant; and
 - c) Specialized expertise.
-

Phase 2 Evaluation

For firms submitting proposals (DT-0330 Part 2) during Phase 2 evaluation, the criteria that will be considered are:

Criteria and Relative Weights		
Based on total firm strength (Based on DT-0330 Pt. 1)	a) Prequalification in the following utility-related disciplines: Water, Sewer/Sanitary, Gas/Oil Distribution, Gas/Oil Transmission, Electric Distribution, Electric Transmission, Communications, SUE.	15%
	b) Revenue Index specific to the following utility-related disciplines: Communications Systems, Construction Management, Construction Survey, Cost Estimating Engineering Analysis, Electrical Studies & Design, Erosion Prevention, GIS: Development Analysis, Highway/Streets/Airfield, Land Survey, Lighting, Planning, Roadway Design, Seismic Design, Sewage Collection/Treatment, Structural Design, Surveying/Platting/Mapping, Storm Water Management, Testing & Inspection, SUE, Utility Design/Coordination/Inspection.	15%
	c) Total Number of Employees in the following utility-related disciplines: Civil Engineers, Inspectors, Managers, Cost Engineers/Estimators, Communications Engineers, Mechanical Engineers, Electrical Engineers, Sanitary Engineers, Specifications Writers, Value Engineers.	15%
Based on strength of assigned staff working on work advertised (Based on DT-0330 Pt. 2)	d) Assigned Staff qualifications specific to the following utility-related disciplines: Water, Sewer/Sanitary, Gas/Oil Distribution, Gas/Oil Transmission, Electric Distribution, Electric Transmission, Communications, SUE.	25%
	e) Past performance evaluations on ROW/Utility Division Utility Coordination Projects, if available.	15%
	f) Presentation to include: introductions, understanding of scope of work, past experience with utility coordination	15%

Following the Phase 2 evaluation, the **six* (6)** firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase 3 evaluation.

* In instances where fewer than six (6) 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 3 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. The Department will negotiate with the firms deemed to be most highly qualified in rank order.

Work Orders

Consultant selection for work orders will be determined by:

- a) Consultant availability to perform the work;
- b) Qualifications of the consultant to perform the work specific to the work order.

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-owned and 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)

Butch Eley
Commissioner