

**RESPONSES TO QUESTIONS/COMMENTS CONCERNING THE NOTICE TO CONSULTANTS REGARDING AN INTENT TO ADVERTISE FOR PROGRAM MANAGEMENT SERVICES.**

**Question 1:**

Q: What's the Part II due date for these?

A: Part II Due Dates are not finalized currently, but a tentative schedule is provided below.

Intent to Advertise Posted - December 16  
Receive Questions until – January 13  
Responses back to Consultants by – January 20  
Advertise – January 20  
Proposals Due by – February 17

**Question 2:**

Q: Are these statewide contracts?

A: Yes, there will be one contract awarded for traditional delivery and one for alternative delivery.

**Question 3:**

Q: Will questions/answers be posted on the website or directly to the firms that inquire?

A: We will be responding back directly to the firm that asks the questions, but will be posting a Q&A of all questions at the end of each week.

**Question 4:**

Q: Are you looking for comments on the draft advertisement? And/or thoughts based on experiences in other states with similar contracts?

A: We are not looking for any comments on the draft advertisement. It was posted as a draft so that industry would have a four week time period to ask any questions prior to full advertisement. At this time, we are only seeking to answer industry's questions directly related to this draft advertisement.

**Question 5:**

Q: Will there be a ceiling on the percent of participation on a given work order?

A: No.

**Question 6:**

Q: If a prime consultant receives a \$1M work order for services for the Department while a subconsultant receives \$2k worth of work orders for services. Does this constitute a conflict of interest for the subconsultant to pursue the project as a consultant on the contractor side?

A: All conflict of interests shall be determined on a case by case basis. A consultant cannot represent

or provide services to both the Department and the Contractor on the same project as this will cause a conflict of interest. For example, a conflict of interest occurs when work is performed by a consultant on the Department's behalf and also performs services for the contractor as their consultant.

**Question 7:**

Q: Can TDOT specify a time frame for considering a letter to void the conflict of interest?

A: Decisions on conflict of interests shall be completed within a one week timeframe.

**Question 8:**

Q: Is the intent that this one advertisement will take the place of all future consultant advertisements in the next 3 year cycle (or 5 years if the 2 year time extension is used)?

A: No. There will be other consultant service advertisements in the future.

**Question 9:**

Q: Is the intent that the selected consultant is used for staff augmentation at TDOT, to help administer the program, but not for actual design services?

A: The selected consultant could be utilized for both staff augmentation and/or design services.

**Question 10:**

Q: Does the Right of Way Support task include assistance with project appraisals?

A: Yes, the selected consultant could assist with the appraisal process.

**Question 11:**

Q: Under the Right of Way Support task, last sentence of the last bullet which reads "*The Consultant shall conduct negotiations for the acquisition of each parcel in accordance with all current departmental policies and procedures.*" Does this mean the Consultant should be listed on TDOT's prequalified acquisition/relocation consultants list for these services?

A: Yes, the Consultant performing the work should be prequalified for that specific work task.

**Question 12:**

Q: Will actual design related services be used through these contracts, or will there be future consultant selections for the design of identified projects?

A: Yes, there could both. This will be evaluated on a case by case basis depending on needs of the Department.

**Question 13:**

Q: Specific to Section B (Planning and Environmental Management). The last bullet point (top of page 4 of the PDF document), is the intent that the selected consultant will complete environmental documentation for all department initiated projects during the 3 year cycle, or only select ones?

A: It is not the intent of this contract that the consultant would complete all tasks of this contract within a 3-year cycle. The consultant may be requested to perform a portion of the environmental documentation or all documentation for an individual project.

**Question 14:**

Q: Specific to Section I (Traffic Operations Support). The first bullet point on the top of page 7 of the PDF, is the intent that the selected consultant will complete the design for maintenance of traffic (MOT) activities for all department initiated projects during the 3 year cycle, or only MOT design for signalization or minor intersection improvement projects as noted under bullet points 1 and 2 on the bottom of page 6 of the PDF? In other words, will there be future advertisements for design projects that will include MOT phasing and design services as part of future "turn key" development projects?

A: Yes, there is a potential that it could be for both. See Question 13 above.

**Question 15:**

Q: Does the prime need to perform a minimum percentage of the work?

A: No, the Department does not have a minimum percentage of work to be completed for this contract.

**Question 16:**

Q: Will assignments be made on individual pieces of various projects, or will assignments be for entire projects from planning to construction and maintenance?

A: Work orders will be executed on an as needed basis by the Department.

**Question 17:**

Q: Will work orders be issued on an annual basis, a semi-annual, or on a per project basis?

A: Work orders will be issued as needed by the Department.

**Question 18:**

Q: The Draft Advertisements state that the fixed fee ceiling shall be determined using the direct labor multiplied by 2.35 times the fee percentage. Is this correct? Using the 2.35 multiplier is not consistent with other TDOT proposal methodology and even falls short of the 2.45 cap for state-funded only projects.

A: This was an error on the draft advertisement and will be corrected on the official advertisement. 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, Net Fee Calculator).

**Question 19:**

Q: Is it anticipated that this contract and/or work orders under this contract will include federal funding, state funds only, or a mix of the two?

A: It could be a mix of the two.

**Question 20:**

Q: Does TDOT anticipate any of the work under this contract to be full-time positions where field overhead rates are utilized in lieu of office overhead rates?

A: Overhead rates will be determined during the work order scope and estimate review.

**Question 21:**

Q: With the potential for P3 projects on the horizon, does TDOT anticipate Tolling Services be provided by the GEC under one of these contracts or would a separate GEC contract be advertised for the delivery of those projects in the future?

A: At this time, the Department is not authorized to work on P3 projects.

**Question 22:**

Q: Has TDOT determined the software packages that they will be using for tracking Cost, Schedule, Documents, Reports, and Risk? If so, could those software tools be stated? Also, will TDOT be hosting those applications and databases, providing access to the GEC consultant team, or will the consultant be responsible for hosting and providing access to TDOT?

A: TDOT is currently utilizing Microsoft Project Online for the management of projects moving forward. TDOT will be handling the software package and external access will need to be granted.

**Question 23:**

Q: There are several active advertisements across TDOT's service lines where selection processes may overlap between the GEC contracts and the advertisements, potentially creating conflicts for the successful firms. Is there any guidance on how the Prime or Subs should approach this related to proposed staffing/teaming?

A: The selected firm needs to demonstrate that resources can be provided based on the needs of the Department. When the Department requests a particular resource, the consultant will be provided time to evaluate available resources to perform the requested work order.

**Question 24:**

Q: When out of state resources are proposed, what documentation, if any, would TDOT want proposers to provide related to availability or relocation for the out of state resources?

A: Cost plus fix fee will be the contract mechanism. If out of state travel is agreed upon then receipts would need to be provided as per Departmental policy and procedures. Agreements upon reimbursement will be considered for each work order.

**Question 25:**

Q: What is the departments expectations regarding consultant staff work locations and time allocations (embedded within TDOT HQ vs regional offices vs consultant's office (i.e. remote))?

A: Currently, this will be evaluated per work order. The Department has no expectation on staff work location or time allotments.

**Question 26:**

Q: The advertisement does not specifically mention utility support but does discuss ROW Support. Is assistance with the "utilities office" not anticipated?

A: Utilities are currently under the ROW Division thus any work order pertaining to utilities may fall under that division. Additional language will be added to the RFP to include utility coordination.

**Question 27:**

Q: Will consultant staff expenses (airfare/lodging/meals/etc.) for out of state travel to TN to assist with these GEC contracts be reimbursable?

A: Reimbursements will be evaluated for each work order.

**Question 28:**

Q: Does the department intend for team member roles to be filled by the firms to be full time (100%) on multiple projects or programs or serving in part time roles as supplemental staff?

A: The Department work orders will be determined by the Departments needs at the time of the contract.

**Question 29:**

Q: When a national or international firm proposes staff members that do not reside in Tennessee, what does TDOT want to see to verify that out-of-state staff are truly viable for this contract?

A: The resource needs to be able to provide the requested service of the work order. If an individual plans to stamp a set of plans they must have a Professional Engineering license in the State of Tennessee. For all CEI requests or field specific task orders, the individual must be able to be present on the actual job site to carry about the work order.

**Question 30:**

Q: Will these contracts require a TN PE in the PM role?

A: The PM role will not require a Tennessee Professional Engineers license.

**Question 31:**

Q: Will shortlisted consultants have an opportunity to interview as part of the selection process?

A: The Department is determining if an interview process will be included.