

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR PROPOSAL**

March 26, 2024

(Engineering Division – Structures Section)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action employer, seeks to retain the services of professional engineering consulting firms to provide in-house comprehensive expertise in the areas of routine and specialized bridge inspection and other services as described below. Four (4) contracts will be awarded for statewide assignments.

Contract Term, Maximum Contract Amount, and Method of Payment:

The contract term shall be four (4) years. Each agreement shall be effective as of August 1, 2024, and shall terminate July 31, 2028, except to the extent necessary to allow completion of previously issued work orders.

The contract ceiling amount shall be \$6,000,000.

The method of payment for these services will be either cost plus fixed fee or lump sum, based on assignment.

General Scope of Services:

On-call bridge inspection will be provided for a four (4)-year duration on a continuing contract basis, issuing assignments by individual work order. Detailed services will include, but not be limited to National Bridge Inspection Specifications (NBIS) routine, NSTM, underwater, and special inspections of all bridges as described and listed in the individual work assignments.

Deliverables and Technical Requirements:

Deliverables include but are not limited to: Comprehensive NBIS inspections of all bridge components, element level inspections of NHS bridges, assignment of accurate condition codes, data collection in InspectX software, final PDF of reports generated by InspectX, and timely and accurate reporting of critical findings or bridges that require immediate evaluation. Inspection reports will include ample documentation to accurately describe the current bridge condition, detailed sketches of all notable deficiencies, and will be signed by a NBIS qualified team leader. Proper response of all TDOT quality control and quality assurance findings will be required, and application of suggested revisions will be expected on all applicable future inspections.

Technical requirements for the NBIS routine inspection of all bridges should be completed using:

- FHWA 1995 Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges with the 2012 and 2019 updates (Coding Guide);
- Manual on Bridge Evaluations;
- InspectX software with TDOT standard bridge inspection forms; and
- TDOT's Bridge Inspection Program Procedures Manual.

Additional requirements:

- NBI qualified bridge inspection team leader must be present during all inspections; and
- Traffic control and specialize access equipment will be required when specified.

Proposal Submittal Requirements; Contact Information:

Firms may request consideration by submitting a proposal consisting of a completed Form DT-0330 Part II. These may be submitted to:

Mr. Ted Kniazewycz, P.E.
Structures Division Director
Suite 1100, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243

Or electronically by email to:
Ted.Kniazewycz@tn.gov

All proposals (Form DT-0330 Part II) must be received on or before **4:00 p.m. (Central Time) April 16, 2024**. For additional details regarding this project, please contact Ms. Rebecca Hayworth, P.E. at (615) 253-2448 or by email at rebecca.hayworth@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Statement of Qualifications. Additional information, including an example proposal (DT-0330, Part II (Contract Specific Qualifications)): <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms also may obtain this information by contacting tdot.psprequals@tn.gov. The proposal shall specifically identify any sub-consultant(s), and the sub-consultant(s) shall be 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.**

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 Department will consider the following criteria (relative weight):

Criteria and Relative Weights	
i. Past experience in required disciplines with TDOT and/or other clients.	40%
ii. Staff with professional qualifications, education, and experience in the required disciplines and availability of staff.	25%
iii. Workload capacity, including amount of work under contract with TDOT Structures Division.	20%
iv. Technical approach (as explained in Section I of Part II of the DT-0330 form).	10%
v. Evaluation on prior TDOT projects, if available.	5%

Following Phase II evaluation, a minimum of six (6)* firms deemed most qualified by the Consultant Evaluation Committee will be recommended to the Commissioner in alphabetical order for Phase III Evaluation.

* In instances where fewer than six 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 Consultant Evaluation Committee 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 firm(s) deemed to be most highly qualified in rank order. Contracts will be awarded to the four (4) top-ranked firms.

Work Order Assignments:

Individual work order assignments will be generally made on qualifications-based criteria that may include, but are not limited to:

- a. Consultant availability to perform the work;
- b. Qualifications of the consultant to perform the work specific to the work order; and
- c. Specialized expertise specific to the work order.

Equal Opportunity Commitment:

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, sex, creed, age, disability, or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and/or women-owned firms are encouraged to respond to all advertisements by the Department of Transportation. 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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program/small-business-development-program-dbe-faqs.html>.

Butch Eley
Commissioner

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