

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

**March 9, 2023  
(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 scope of work will include but will not be limited to construction engineering, inspection, surveying, and materials testing. The method of payment shall be cost plus fixed fee. Due to the uncertainty of (1) the schedule, and (2) the number of work crews needed for the project, 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Items may be withdrawn if anticipated funding does not become available.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 Walton Ferry Rd/Old Shackle Island Rd, from Nokes Dr to Volunteer Drive in Hendersonville (PIN 010766.01), Widen; Sumner County.

**Schedule:**

The earliest letting for the respective construction contract is 8/18/2023. 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.

**Deliverables:**

All documentation (see technical requirements below) associated with the construction engineering and inspection services for the project shall be submitted to TDOT as needed.

**Item No. 2**

**Project Description and Location:**

Provide Project Specific CEI services for SR-14 (Austin Peay Hwy), from East of Kerrville-Rosemark Road to Tipton County Line (PIN 100341.01), Reconstruction; Shelby County.

**Schedule:**

The earliest letting for the respective construction contract is 8/18/2023. 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.

**Deliverables:**

All documentation (see technical requirements below) associated with the construction engineering and inspection services for the project shall be submitted to TDOT as needed.

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 [Standard Specifications](#), TDOT's [Construction Circular Letters](#), TDOT's [Standard Operating Procedures](#), TDOT's [Field Operations Training](#), [Construction Special Provisions](#), [National Pollutant Discharge Elimination System \(NPDES\) Permit](#), [Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration](#), [Contractor Employee Safety and Health Program](#), and TDOT Policy 355-01 (Approval of Construction Change Orders

and Force Account Work).

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. Brian Egan, P.E.**  
**Construction Division Director**  
**Suite 700, James K. Polk Building**  
**505 Deaderick Street**  
**Nashville, Tennessee 37243-0236**

**Or electronically by email to:**  
[Laura.Doss@tn.gov](mailto:Laura.Doss@tn.gov)

All letters of interest must be received on or before **4:00 p.m. (Central Time) March 28, 2023**. For additional details regarding these projects, please contact Ms. Laura Doss at (615) 532-7445 or by email at [Laura.Doss@tn.gov](mailto:Laura.Doss@tn.gov).

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: <http://www.tdot.state.tn.us/ConsultantInfo.htm>. Interested firms also may obtain this information by contacting Ms. Chris Smotherman at (615) 741-4460 or [Christine.Smotherman@tn.gov](mailto:Christine.Smotherman@tn.gov). 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. **Please include a valid email address and phone number for the point-of-contact.**

Organizational conflicts of interest are prohibited as detailed in TDOT Policy 101-05. Accordingly, a firm that has performed design, survey, or other preliminary engineering services generally will not be eligible for award of a CEI contract on the same highway project.

## **Evaluation Process**

### **Phase I Evaluation**

The Department will evaluate the **current prequalification statements** on file for those submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. The criteria that will be considered in phase I are:

- i. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes B02, C15, C16, E14, I04, U04)
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes 12, 15, 16, 38, 60)\*
- iii. Qualification Type: UNLIMITED

\* Local office will be determined by company letterhead from Letter of Interest. Only staff from this office will be considered in Phase I scoring.

### **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:

<b>Criteria and Relative Weights</b>	
i. Team capability (Section C, D, E, F, & G of Part II of the DT-0330 form).	15 %
ii. Past work experience in the required disciplines (Section E, F, & G of Part II of the DT-0330 form).	15 %
iii. Size of prior projects (Sections E, F, & G of Part II of the DT-0330 form).	5 %
iv. Staff qualification and availability* (Section I: Staffing/Certification Matrix).	35 %
v. Technical approach (as explained in Section I of Part II of the DT-0330 form).	20 %
vi. Workload capacity; including amount of work under contract with the Construction Division, if any.	5 %
vii. Past performance evaluations on Construction Division Projects, if available.	5 %

\* If a person is working full time on another contract with HQ Construction, they are not considered available and should not be included in the staffing matrix. Inclusion of an employee who is working full time on another project will result in no points being given

for this criterion (iv).

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's Construction Division 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 the Construction Division. 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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