

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

May 15, 2023

(Structures Division – Structural Bridge Design Consulting Assistance)

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 structural design and other services as described below. Four (4) contracts will be awarded for statewide consultant assistance.

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

The contract term shall be five (5) years. Each agreement shall be effective as of September 1, 2023, and shall terminate August 30, 2028, except to the extent necessary to allow completion of previously issued work orders.

The contract ceiling amount shall be \$7,500,000.

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 structural design assistance and related support services will be provided for a five (5)-year duration on a continuing contract basis, issuing assignments by individual work order. Detailed services will include, but not be limited to, project management, planning documents, surveying, utility coordination, ROW services, structural analysis, structural design and detailing, full service hydraulic design, roadway design, traffic design, QA/QC reviews, and other related technical services. Projects will be at various sites across the state as described and listed in the individual work assignments. Traditional or alternate delivery methods may be utilized on this contract.

Deliverables and Technical Requirements:

Deliverables include but are not limited to: Preliminary, Right-of-Way, and Construction Field Review plans, Final Right-of-Way and Construction plans, Preliminary Bridge plans, final hydraulic reports, project site surveys, Right-of-Way procurement services, and other related project assignments.

Technical requirements in applicable standards, specifications, guidelines and policies must be satisfied in the performance of engineering services. These include, but are not limited to: TDOT Design Guidelines, TDOT Structural Design Guidelines, TDOT's Drainage Manual, TDOT's Instructional Bulletins, TDOT's Standard Drawings, US Coast Guard Requirements, US Army Corps of Engineers Requirements, TVA Requirements, FHWA Hydraulic Engineering Circulars and Hydraulic Design Series publications, and applicable AASHTO Specifications.

Letter of Interest Requirements; Contact Information:

Firms may request consideration by submitting a letter of interest to **Mr. Ted Kniazewycz, P.E., Director, Structures Division, Suite 1100 James K. Polk Bldg., 505 Deaderick Street, Nashville, TN 37243-0338**. All Letters of Interest must be submitted by email to ted.kniazewycz@tn.gov. Firms will receive an email to confirm receipt of their submittal.

All letters of interest must be received on or before **3:00 pm (Central Time), June 5, 2023**. The letter of interest must indicate the scope of services anticipated to be completed by any sub-consultants; however, it is not necessary to specifically identify the sub-consultant(s) to be used. All firms, including sub-consultants, must be prequalified or have a completed prequalification form filed with the Department by the deadline for the letters of interest.

Prequalification procedures, example letter of interest, list of prequalified firms and DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address: <http://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms may also obtain this information by calling Ms. Christine Smotherman at (615)741-4460 or by email at Christine.Smotherman@tn.gov. *Please include a valid email address and phone number for the point-of-contact in your letter of interest.*

Phase I Evaluation:

The Department will evaluate the **current prequalification statements** (DT-330 Part I) on file for those submitting letters of interest and choose several qualified firms who would make viable candidates from which to invite proposals and/or presentations. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. The factors that will be considered in evaluation of proposals include:

- a. Past work experience in required disciplines: Profile of firm's experience in relevant profile codes.
- b. Staff capabilities of the prime consultant: Employees by Disciplines (Local office staff in relevant function codes).
- c. Qualification Type: UNLIMITED.

Phase II Evaluation:

For firms submitting proposals (Part II of the DT-330 form) during Phase II evaluation, the Department will consider the following criteria (relative weight):

- a. Team experience, credentials, staff qualifications, and certifications (40%);
- b. Past experience in the required disciplines (analysis of proposals) (40%);
- c. Workload capacity, including amount of active work under contract with TDOT (15%);
- d. 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.

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
Deputy Governor and
Transportation Commissioner