

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR LETTERS OF INTEREST
February 3, 2023
(Traffic Operations Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of a **professional engineering consulting** firm to provide expertise in **construction engineering and inspection (CEI) services** as described below. The general scope of work will include construction engineering, inspection, 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. The fixed fee shall be determined in accordance with the formula described in TDOT's Policy 301-01, Standard Procurement, Management, and Administration of Engineering and Design Related Services.

The services shall include, but may not be limited to, one (1) part-time Construction Manager, one (1) full-time Lead Inspector, and three (3) Field Inspectors with sole responsibility to the project. The part-time Construction Manager will serve as the Department's single point of contact and will be responsible for ensuring an appropriate level of inspection for all phases and aspects of the project. The Construction Manager shall have a minimum of ten (10) years of industry experience and shall include at least three (3) years of Intelligent Transportation System (ITS) experience in the same or similar role for projects of similar size and complexity as the current advertised project. The Lead Inspector will be responsible for coordination and oversight during active construction ensuring proper documentation, materials management, problem solving, and other tasks as needed directing consultant staff. The Lead Inspector shall have a minimum of ten (10) years of experience of progressive responsibility on similar construction projects.

Intelligent Transportation Systems (ITS) Construction Engineering and Inspection (CEI) Services

Location and Project Description:

The project consists of ITS Expansion along I-40 from the Shelby/Fayette County line to near I-840 in Dickson County. The project will expand the SMARTWAY system by installing fiber optic communications and deploying ITS devices, including CCTV cameras, DMS, road weather sensors, and connected vehicle roadside units. Project length is 143 miles.

Scope of Work:

The Consultant shall provide inspection and oversight for testing, verification, and validation for the I-40 Smart Fiber Deployment Project. In addition to roadway construction work inspection, the consultant shall provide specialty Intelligent Transportation Systems (ITS) work inspection to oversee all contractor's work, which without limitation includes the following:

- Procurement of all materials and equipment called for in the plans, specifications, and estimates;
- Configuration of all equipment to default settings prior to deployment;
- Field installation of all materials and equipment;
- Local acceptance testing of all materials and equipment;
- Installation/integration/testing of backhaul communications;

- Submission of required FCC information for licensing; and
- System Integration work to include the following:
 - Coordination with TDOT, TDOT’s representative and/or local signal agency;
 - Coordinate with TDOT IT and/or local signal agency to implement security requirements; and
 - Acceptance testing – subsystem and final system tests.
 - Development of MAP Files
 - Loading of the DSRC application on the RSU

Schedule:

The construction project is scheduled to be let August 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 and Technical Requirements:

All documentation associated with ITS CEI services work shall be submitted to TDOT as needed. Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of ITS CEI services. These include, but are not limited to:

- TDOT ITS Project Development Guidelines
- TDOT 2021 Standard Specifications for Road and Bridge Construction
- TDOT Roadway Design Guidelines
- Manual on Uniform Traffic Control Devices (MUTCD)
- TDOT Traffic Design Manual
- AASHTO Operations Green Book for TSMO
- TDOT Standard Traffic Operations Drawings
- TDOT Standard Roadway Design Drawings
- Future AASHTO Transportation Operations Manual
- TDOT ITS SP725
- National Pollutant Discharge Elimination System (NPDES) Permit

Submission of Letters of Interest

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

Mr. Lee Smith, P.E.
Traffic Operations Division
Interim Director
Suite 1800, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236
TDOT.TrafficOps@tn.gov

All letters of interest shall be submitted electronically and received on or before **4:00 p.m. (Central Time) February 17, 2023**. All subsequent responses and files shall be submitted electronically. For additional details regarding this project, please contact Mr. Jon Storey at (615) 741-8676 or by email at Jon.Storey@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: <https://www.tn.gov/tdot/business-redirect/consultantinfo/currentads.html>. Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615) 741-4460 or 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.**

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 – I04, B02, C12, C15, C16, C18, E14, U04);
- ii. Staff capabilities of prime consultant: Employees by Disciplines (local office staff in relevant Function Codes – Part I of the DT-330 Form); and
- iii. Qualification Type: UNLIMITED.

Phase II Evaluation

All files for Phase II proposals shall be submitted and sent electronically. For firms submitting proposals (Part II of the DT-0330 form) during Phase II evaluation, the criteria that will be considered are:

Criteria and Relative Weights	
i. Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form). (See Note 1 below table.)	35 %
ii. Staff qualification and availability (Section H: Staffing Certification/Availability Matrix). (See Note 2 below table.)	20 %
iii. Technical approach (as explained in Section H of Part II of the DT-0330 form).	35 %
iv. Past performance evaluations on projects. (See Note 3 below table.)	10 %

Notes:

- 1) Provide documentation including a Staff Certification/Availability Matrix form to supplement information in Section C of Part II of the DT-0330 that details the availability of each member of the proposed team to work on projects on this contract. Attach documentation to Section I of Part II of the DT-0330.
- 2) Provide documentation that details the workload of each member of the proposed team. This documentation shall be combined with the requested documentation in Note 1 and can be presented as percent of time allotted for this contract and other work. Attach documentation to Section I of Part II of the DT-0330.
- 3) For past project performance documentation, provide one (1) TDOT project final evaluation letter and two (2) other client (i.e., non-TDOT) project final evaluation letters. If no TDOT project final evaluation letters are available, a third other client project final evaluation letter may be submitted instead.

Following Phase II evaluation, a minimum of three (3)* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where two (2) 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. TDOT's Traffic Operations Division will then negotiate with the firms deemed to be most highly qualified in rank order in Phase III. One (1) contract will be awarded.

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: <https://www.tn.gov/tdot/civil-rights/small-business-development-program.html>.

Butch Eley,
Commissioner

BE/WR/BP/LJS