

**NOTICE TO ENVIRONMENTAL SERVICES FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

December 29, 2015

(Environmental Division)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of professional environmental services firms for on-call environmental services in one or more of the disciplines described below.

Initial maximum contract amounts for each discipline are indicated within the descriptions of each discipline below. The method of payment for each contract will be cost plus fixed fee.

Each agreement shall be effective as of July 1, 2016, and shall terminate June 30, 2021, except to the extent necessary to allow completion of previously issued work orders. No new work orders shall be issued after June 30, 2018.

Qualified firms may submit letters of interest on any or all of the disciplines listed below:

1. **Archaeology services**, which may include survey, testing, preparation of data recovery plans and data recovery field work; and preparation of technical reports meeting State and Federal legal standards. **To be considered, a prospective firm must provide documentation demonstrating that it meets all of the following minimum criteria:** (a) has conducted Phase I surveys, Phase II testing and Phase III data recovery on archaeological projects using in-house full-time, permanently employed professional archaeological Principal Investigators and Field Directors that meet or exceed the Secretary of Interior's Guidelines for Archaeological and Historical investigations, and (b) have Section 106 experience as demonstrated by the successful completion of archaeological investigations on five (5) transportation projects within the last five years (provide citations for two technical reports). The initial maximum contract amount will be set at \$750,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$1,125,000.00.
2. **Historic Preservation**, which may include historical surveys; records searches at the Tennessee Historical Commission; field surveys of properties potentially eligible for the National Historic Register; compliance activities associated with Section 106 of the National Historic Preservation Act, Tennessee Public Law 699 and Section 4(f) of the U.S. DOT Act; mitigation plans for historic properties impacted by planned transportation projects; and various reports related to historic properties in Tennessee. **To be considered, a prospective firm must provide documentation demonstrating that it meets all of the following minimum criteria:** (a) has an in-house staff member who is an architectural historian with an advanced degree in History, Historic Preservation, or Architectural History that meets the Secretary of the Interior's Standards and Guidelines for Architectural History and has two years of Section 106 experience involving transportation projects, and (b) has in-house staff that thoroughly understand the Tennessee State Historic Preservation Office guidelines for Section 106 projects as demonstrated by the successful completion of five (5) Section 106 projects for above-ground resources within the last five (5) years. The initial maximum contract amount will be set at \$500,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$750,000.00.
3. **Ecology Services**, which may include conducting ecological and environmental surveys; stream channel monitoring; wetland identification, delineation and monitoring; water quality surveys; finding stream and wetland locations for mitigation purposes; watercourse identifications (WWCs, ephemeral, intermittent, perennial streams, springs/seeps); endangered species surveys; stream mitigation plans; stream restorations; construction oversight for ecological concerns; aquatic and terrestrial surveys; design, prepare plans, build, provide oversight and monitor stream relocations; providing ecological expertise and training and ecological planning reports preparation. **To be considered, a prospective firm must provide**

documentation demonstrating that it meets all of the following minimum criteria: (a) has on staff a minimum of three full-time degreed biologists with at least three (3) years of experience on ecological studies related to TDOT or other state departments of transportation projects, (b) has successfully completed at least five (5) ecology projects related to TDOT or other state departments of transportation studies within the past two years (c) has on staff a wetland specialist, and (d) has successfully completed at least five stream or wetland mitigation projects within the last five (5) years. The initial maximum contract amount will be set at \$1,500,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,250,000.00.

4. **Preparation of NEPA Documentation: Categorical Exclusions (CE), Environmental Assessments (EA), and Environmental Impact Statements (EIS) and Re-Evaluations of CEs, EAs, or EISs**, which may include the preparation or review of environmental documents in accordance with the Tennessee Environmental Procedures Manual, the Tennessee Environmental Streamlining Agreement (TESA), Federal Highway Administration, and other state and federal requirements; the collection of information/data on the natural, cultural, social and economic areas of the project; the performance of technical studies/analyses relative to archaeological, Native American and historical resources, ecology (streams, wetlands and endangered species), hazardous materials, air and noise, floodplain information, the use of GIS for analysis; and the preparation of graphics. The Environmental Division is seeking firms that have in-house full-time, experienced NEPA and technical study staff with the capability to complete any NEPA document. **To be considered, a prospective firm must provide documentation in tabular form demonstrating that it meets all of the following minimum criteria:**

- (a) Prospective firm has a Quality Control system in place for document review, state system type;
- (b) Prospective firm has experience in the completion of various Categorical Exclusions documents including PCEs, C-list, and D-list, and within the last three (3) years has successfully completed ten (10) Categorical Exclusion documents for linear transportation projects, include the name and location of the project for each listed; and
- (c) Prospective firm has prepared various Environmental Assessments, Environmental Impact Statements and/or EA/EIS Re-Evaluation documents. To demonstrate depth of experience, in tabular form, prospective firms must provide a list of up to five (5) EAs, EISs, and/or EA/EIS Re-Evaluation documents for linear transportation projects that were completed or worked on within the last six (6) years for which the prospective firm was the lead NEPA writer, include the name and location of the project for each listed. Additionally, provide the total of each type (EA, EIS, and EA/EIS Re-Evaluation) for linear transportation projects that the prospective firm has worked on in the past six (6) years for which the prospective firm was the lead NEPA writer. For those totals, indicate how many have been completed with federal and state approval within the past six (6) years.
- (d) Identify any NEPA expertise that must be subcontracted.

The initial maximum contract amount will be set at \$1,500,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,250,000.00.

5. **Hazardous Materials**, which may include the preparation of work plans and reports for environmental investigations and remedial actions at contaminated or potentially contaminated sites according to federal and state requirements. **To be considered, a prospective firm must provide documentation demonstrating that it meets all of the following minimum criteria:** (a) has at least one in house staff member that is a senior, licensed, professional geologist in Tennessee; (b) has at least one AHERA-trained in house staff member qualified to oversee asbestos surveys and abatement; (c) has successfully completed within the last five years at least four each of the following studies: Phase I Environmental Site Assessment; Phase II Environmental Site Assessment; UST equipment and soil removal actions (or similar); asbestos inspections (structures and/or bridges) and oversight of asbestos abatements (structures only); (d) can demonstrate its ability to respond onsite to an emergency project within 6 hours of notification in at least two of the four TDOT regions; and (e) can demonstrate its ability to coordinate and work with various state and local agencies. The initial maximum contract amount will be set at \$1,000,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$1,500,000.00.
6. **Environmental Permitting**, which may include the development of water quality permit applications and Storm Water Pollution Prevention Plans (SWPPPs); review of stream and wetland mitigation plans; preparation and review of Erosion Prevention and Sedimentation Control (EPSC) Plans; technical advice

and assistance; training; and inspection, evaluation, and recommendation of EPSC measures. **To be considered, a prospective firm must provide documentation demonstrating that it meets all of the following minimum criteria:** (a) has an in-house, Tennessee-Licensed, Professional Civil Engineer with three (3) years of EPSC design experience, two (2) years of EPSC inspection experience, current Tennessee Department of Environment and Conservation (TDEC) Level 1 (Fundamentals of Erosion Prevention and Sediment Control for Construction Sites), and either TDEC Level 2 (Design Principles for Erosion Prevention and Sediment Control for Construction Sites) or current Certified Professional in Erosion and Sediment Control (CPESC); (b) has a minimum of two (2) full-time staff having TDEC Level 1, and Level 2 certification or CPESC; (c) has successfully applied for and received water quality permits (e.g., TDEC Aquatic Resource Alteration Permit, U.S. Army Corps of Engineers Section 404 Permit, TVA 26a Permit) for three (3) linear transportation projects in Tennessee (e.g., state, county, or city roadway systems) within the last five (5) years; and (d) has successfully developed a SWPPP in Tennessee which received a NPDES General Permit for Discharges of Stormwater Associated with Construction Activities (CGP) for three (3) linear transportation projects within the last five (5) years. When listing permits obtained, please include the permit number issued by the regulatory agency. The initial maximum contract amount will be set at \$1,000,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$1,500,000.00.

7. **Natural Channel Stream Design**, which may include assessing existing site conditions; completing detailed stream surveys; designing and certifying plans for Natural Channel Stream Design (NCS D) and/or restoration; construction oversight; and post-construction monitoring to ensure the success of the natural channel stream design and for regulatory purposes. **To be considered, a prospective firm must provide documentation demonstrating that it meets all of the following minimum criteria:** (a) has a minimum of one Tennessee-Licensed, Professional Civil Engineer having current TDEC Level 1 and TDEC Level 2 certification and three (3) years of EPSC design experience, (b) has a minimum of one full-time staff member having successfully completed a geomorphologic / NCS D course, (e.g., Rosgen Level I and II NCS D or equivalent); (c) has successfully completed three NCS D projects within the last five years; (d) has successfully completed three NCS D projects for which the firm has provided construction oversight within the last five years. The initial maximum contract amount will be set at \$1,500,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,250,000.00.
8. **Noise and Air Quality**, which may include noise and air quality analysis, design, programmatic issues, policy questions, technical advice and assistance, training, and other activities to support technology and methodology enhancements. **To be considered, a prospective firm must provide documentation demonstrating that it meets all of the following minimum criteria:** (a) list in-house staff with experience in conducting highway traffic noise and air analyses in accordance with 23 CFR 772, and (b) list at least five projects successfully completed by the firm in accordance with TDOT's Noise Policy 520-01 and TDOT's Procedures for Highway Traffic Noise Abatement or for any other state department of transportation; and (c) demonstrate that the staff who would conduct noise studies for TDOT have the qualifications necessary to conduct noise studies as outlined in TDOT's Noise Policy 520-01 and TDOT's Procedures for Highway Traffic Noise Abatement. The initial maximum contract amount will be set at \$500,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$750,000.00.
9. **Landscape Architecture/Outdoor Advertising**, which may include landscaping, planning activities, preparation of project site plans, mitigation plans and reports, mapping, technical advice and assistance and public involvement. It is desirable for firms to document experience with outdoor advertising control, and/or litter program management, and/or scenic byways, and/or experience with projects funded with federal funds. Familiarity with TDOT's Landscape Design Guidelines is preferred; however, experience in roadside landscaping is required. **To be considered, a prospective firm must provide documentation demonstrating that it meets the following minimum criteria:** (a) has staff with documented experience in roadside landscaping projects. The initial maximum contract amount will be set at \$600,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$900,000.00.
10. **Construction Quality Assurance (QA) and Corrective Action**, which may include environmental quality assurance site inspections and assessments for TDOT construction projects and the immediate response to any TDOT site statewide to assess and investigate significant sediment discharges into Waters of the State

of Tennessee; development of corrective action plans to address removal and restoration activities associated with accumulated sediments and related material; assistance in the preparation of permit applications to state and federal agencies for any corrective action activities; construction of any necessary in-stream and site sediment removal/ remediation activities to obtain regulatory compliance for the TDOT site; technical expertise guidance regarding site environmental issues as needed and through a competitive bid process obtaining the services of an experienced contractor to conduct remediation activities including sediment removal and associated stream channel restoration; and providing TDOT with a written report/summary of each corrective action project. **To be considered, a prospective firm must provide documentation demonstrating that it meets all of the following minimum criteria:** (a) has at least two staff that have TDEC Level 1 Certification (Fundamentals of Erosion Prevention and Sediment Control for Construction Sites); (b) have at least 2 staff that have TDEC Level 2 Certification (Design Principals for Erosion Prevention and Sediment Control for Construction Sites) or CPESC (Certified Professional in Erosion and Sediment Control) Certification; (c) has successfully completed five QA projects within the last five years; and (d) has successfully completed five sediment removal and associated stream channel restoration projects with the last five years. The initial maximum contract amount will be set at \$750,000.00. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$1,125,000.00.

In addition to the discipline specific factors noted above, the following will be considered in the evaluation of letters of interest:

- a. Ability and relevant expertise of the firm's personnel to be used in performing the service;
- b. Past experience in the required disciplines with TDOT and other clients;
- c. Qualification and availability of staff;
- d. Demonstrated ability to meet schedules without compromising sound professional practices;
- e. Evaluations on prior TDOT projects, if available;
- f. Size of project and limited or unlimited pre-qualification status;
- g. Amount of work under contract with TDOT;
- h. Whether the consultant can perform the work efficiently without compromising sound professional practices; and
- i. Other factors including interviews and demonstrations as approved by the applicable chief.

Firms may request consideration by submitting a letter of interest **for each discipline** for which they wish to propose. Each letter must include a one to three page attachment that (1) briefly addresses how the firm meets the minimum criteria of the specific discipline; and (2) indicates if any sub-consultants are anticipated to perform a portion of the work. The letter of interest shall not specifically identify sub-consultant(s), but rather indicate the scope of services anticipated to be completed by sub-consultant(s). Letters of interest must also include the following information: point of contact, telephone number and a valid email address.

TDOT will evaluate the current pre-qualification statements on file for those submitting letters of interest and, based on the criteria described in this request, choose several firms in each discipline who would make viable candidates from which to invite proposals and/or presentations. The firm and any sub-consultants will be evaluated as a team. Any sub-consultants must be pre-qualified by TDOT to perform their specific portion of the work. Please note: New or updated pre-qualification forms must be received before the deadline for letters of interest. A pending pre-qualification status for the prime and sub-consultants will be acceptable for the letter of interest, however only pre-qualified firms will be considered responsive to a Request for Proposals.

Firms interested in pre-qualifying with the Department of Transportation shall submit the appropriate pre-qualification forms to Ms. Christine Smotherman, Design Division, Suite 1300, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243. Additional pre-qualification procedures, example letters of

interest, list of pre-qualified firms and Disadvantaged Business Enterprises (DBEs); TDOT's standard procurement policy and additional information can be found at <http://www.tn.gov/tdot/topic/consultantinfo>. Interested firms without internet access can obtain this information by contacting Ms. Smotherman at (615) 741-4460 or by email at Christine.Smotherman@tn.gov.

Letters of Interest should be addressed to **Mr. Jim Ozment, Director, TDOT Environmental Division, Suite 900, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243**. Submittals must be provided in .pdf format and submitted in person on CD or by email to TDOT.Env.BusinessServices@tn.gov. All letters of interest must be received by the Environmental Division on or before **4:00 p.m. (Central Time), January 25, 2016**. For additional details regarding the services requested in this notice, please contact Ms. Holly Cantrell at 615-532-5869 or by email to TDOT.Env.BusinessServices@tn.gov.

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-owned and women-owned firms are encouraged to respond to all advertisements by TDOT. For 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://tn.gov/tdot/topic/small-business>.

John C. Schroer
Commissioner

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