

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

**October 6, 2017**

**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 NEPA documentation services, to include preparation or review of Categorical Exclusions (CE), Environmental Assessments (EA), and Environmental Impact Statements (EIS), and Re-Evaluations of CEs, EAs, or EISs, as further described below. A total of ten (10) contracts may be awarded.

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

The contract term shall be five (5) years. Each agreement shall be effective as of April 1, 2018, and shall terminate March 31, 2023, except to the extent necessary to allow completion of previously issued work orders. New work orders will be issued only within the first three (3) years.

The initial maximum contract amount shall be \$2,250,000. The contract ceiling may be increased, as needed, but in no event shall the contract exceed \$3,375,000.

The method of payment for each contract will be cost plus fixed fee.

**Required Scope of Services:**

**Preparation and development 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), and Federal Highway Administration and other state and federal requirements.

**Letter of Interest Requirements; Contact information:**

Firms may request consideration by submitting a letter of interest addressed to **Ms. Susannah Kniazewycz, Director, TDOT Environmental Division, Suite 900, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243**. Letters must include a one to three page attachment that (1) briefly addresses how the firm meets the minimum criteria of the Phase I Evaluation; 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). All firms must be pre-qualified or have a completed prequalification form filed with the Department prior to the deadline for the letters of interest.

Letters of interest must also include the following information: **point of contact, telephone number and a valid email address**. Submittals must be provided in .pdf format and submitted in person on CD or by email to [TDOT.Env.BusinessServices@tn.gov](mailto: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), October 20, 2017**.

Prequalification procedures, an example letter of interest, a list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at <http://www.tn.gov/tdot/topic/consultantinfo>. Interested firms may also obtain this information by calling Mr. Mike Cook at (615) 253-9917 or by email at [TDOT.Env.BusinessServices@tn.gov](mailto:TDOT.Env.BusinessServices@tn.gov).

For additional details regarding the services requested in this notice, please contact Mr. Mike Cook at (615) 253-9917 or by email to [TDOT.Env.BusinessServices@tn.gov](mailto:TDOT.Env.BusinessServices@tn.gov).

## **Phase I Evaluation:**

The Department will evaluate the current DT-330 Part I Prequalification Statements on file for those firms submitting letters of interest and choose several firms who would make viable candidates from which to invite proposals and/or presentations. **To be considered, a Prospective firm must provide the requested information in tabular form demonstrating that the Prospective firm meets all of the following minimum criteria:**

### **PCEs, C-list CEs, and D-list CEs:**

- Demonstrate that the firm has full time in-house current employees with experience completing the above document types (current staff experience from past firms will be considered); and
- Provide in tabular form no more than ten (10) Categorical Exclusion documents for linear transportation projects completed within the last three (3) years by current employees of the firm. Include the following information for each document:
  - road name and termini,
  - location (city, county, state),
  - date of completion, and
  - employee's role in the document's development;

### **EAs, EISs, and/or EA/EIS Re-Evaluation:**

- Demonstrate that the firm has full time in-house current employees with experience completing the above document types (current staff experience from past firms will be considered); and
- Provide in tabular form no more than five (5) EAs, EISs, and/or EA/EIS Re-Evaluation documents for linear transportation projects completed within the last six (6) years by current employees of the firm, for which said individual(s) was the lead NEPA writer. Include the following information for each document:
  - road name and termini,
  - location (city, county, state),
  - document type (EA, EIS, EA Re-evaluation, EIS Re-evaluation),
  - employee's role in the document's development, and
  - document completion status, including federal and state approval.

In addition to the above listed criteria, identify any NEPA expertise that must be sub-contracted.

Note: Previous services and evaluations with the Environmental Division, where available, will be considered during the evaluation process.

## **Phase II Evaluation:**

After evaluation of Phase I submittals, for those firms invited to submit Phase II proposals, the Department will evaluate the Prospective Firm's responses to the DT-330 Part II Contract Specific Questionnaire and any Supplemental Questions posed by the Department based on the following criteria (relative weight):

- a. Collective experience of current firm employees in the development of NEPA documentation – credentials and staff qualifications (40%);
- b. Firm experience in the development of NEPA documentation (10%);
- c. Availability of personnel with necessary experience in the development of NEPA documentation for provision of work under TDOT NEPA contract (30%);
- d. Past performance on prior TDOT NEPA document development, if available (10%); and
- e. Participation of qualified and certified Disadvantaged Business Enterprise sub-consultants (10%).

**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. Contracts will be awarded to the ten (10) top-ranked firms.

**Work Orders:**

Individual work order assignments will be 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, 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 <https://tn.gov/tdot/topic/small-business>.

John C. Schroer  
Commissioner