

**NOTICE TO CONSULTANT ENGINEERING FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**Freight & Logistics Division
February 2, 2022**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of professional engineering consulting firms for two (2) four-year contracts to provide engineering and design-related services for the Freight & Logistics Division on an on-call basis as described below. The scope of work will include but will not be limited to performance of multimodal freight and logistics transportation system design and development, project planning, technical studies, and professional engineering services as further described below.

Scope of Services:

The consultant may be requested to perform professional engineering and design-related services for the development, support, and advancement of Tennessee's multimodal freight transportation program.

The scope of work may include some or all the following:

- Feasibility and engineering services relative to first mile/last mile solutions, freight safety, congestion reduction and reliability improvements, truck parking, curbside management, waterways and ports, rail and intermodal infrastructure, etc.;
- The performance of internal/external stakeholder meetings, site visits, collection and analysis of multimodal freight safety and traffic data, the development of conceptual designs and planning level cost estimates, and all other engineering services needed to complete reports for multimodal freight transportation and related projects;
- Statewide multimodal freight transportation systems comprehensive plans (freight, highway, rail, water, air, pipeline, etc.);
- Regional, urban, rural, and corridor multimodal freight transportation studies and comprehensive plans;
- Freight policy analysis and development, freight data/technologies research and analysis, commodity flow analysis and freight forecasting, economic and industry analysis, and multimodal freight transportation congestion and safety analysis; and
- Freight stakeholder and outreach support, regulatory review and support, grants development and support, cost-benefit analysis, freight resilience and freight sustainability analysis, freight innovation advancements and technologies support, and other multimodal freight mobility and logistics services as needed to meet current federal and state transportation regulations and/or any other subsequent federal or state legislation.

Contract Term and Ceiling:

The contract term shall run for a period of four (4) years. All services must be completed within this contract term except to the extent that additional time may be needed, as approved by TDOT, to complete a previously issued work order. New work orders will be issued only within the first three (3) years of the contract term. The initial maximum total contract dollar amount that may be awarded under each contract is \$2,000,000. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,500,000.

There is no guarantee that work orders will be issued on the contract as the determination of use of the contract will be workload driven and based on available funding and need.

Method of Payment:

The method of payment will be determined in the work order and shall be either cost plus fixed fee or lump

sum. The fixed fee ceiling shall be determined in accordance with TDOT Policy 301-01, Attachment D. Due to the uncertainty of the schedule and the number of staff necessary for the project, payment of the net fee will be based on the percentage of the total fixed fee proportionate to the completion of the assignment.

Individual Work Order Assignments:

Two (2) on-call contracts will be awarded on a statewide basis. Consultant selection for each individual work order assignment will be determined by:

- Past performance on prior work orders issued under the contract;
- Qualifications of the consultant to perform the work specific to the work order; and
- Consultant availability to perform the work.

Deliverables and Technical Requirements:

All documentation (see technical requirements below) associated with the transportation engineering services for the project will be submitted to TDOT as required. Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of transportation engineering services. These include, but are not limited to: AASHTO Policy on Geometric Design of Highways and Streets (Green Book), Manual on Uniform Traffic Control Devices, Roadside Design Guide, Highway Safety Manual, Highway Capacity Manual, TDOT Design Standards and Guidelines, PROWAG, TDOT Multimodal Project Scoping Manual, and all other guidelines and manuals referenced by the Freight and Logistics Division or Divisions of TDOT.

Firms may request consideration by submitting an **electronic** letter of interest to:

Dan Pallme, Assistant Chief of Environment & Planning Bureau
Freight and Logistics Director
James K. Polk Building, Suite 900
505 Deaderick Street, Nashville, TN 37243

Please send letter of interest by email to: Amy.Kosanovic@tn.gov. All letters of interest must be received on or before **4:00 p.m. (Central Time), Wednesday, February 23, 2022**. For additional details regarding this notice, please contact Amy Kosanovic at (615) 313-3759 or by email at Amy.Kosanovic@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.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-consultant(s). 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 firm's point of contact.**

Phase I Evaluation

The Department will evaluate the **current pre-qualification 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 pre-qualification forms must be received before the deadline for letters of interest. The factors that will be considered in Phase I:

- a) Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes- Part I of the DT-0330 Form);
- b) Staff capabilities of prime consultant: Employees by Disciplines (local office staff in relevant Function Codes- Part I of the DT-0330 Form); and
- c) Prequalification Type: UNLIMITED.

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:

Criteria and Relative Weights	
Team Capability and Work Experience Section C of Part II of DT-0330 form (10%); Section D of Part II of DT-0330 form (10%); and Section E of Part II of DT-0330 form (20%).	40%
Previous Experience in Required Disciplines Section F of Part II of DT-0330 form (20%); Section G of Part II of DT-0330 form (10%); Section I of Part II of DT-0330 form (10%); and Project Coordination and Public Meeting Experience (10%).	50%
Evaluations of Prior TDOT Projects; if available.	5%
Amount of Work Under Contract with TDOT; if available.	5%

Following Phase II evaluation, no fewer than five* firms deemed most qualified by the Consultant Selection Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

*In instances where only four or fewer 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. Two (2) contracts 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>.

Joseph Galbato III
Interim Commissioner

JG/DP