

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

**12/12/2016
(Traffic Operations Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of **six** professional engineering consulting firms to provide expertise in ***Traffic Engineering Design Services*** as described below. The method of payment shall be cost plus percentage net fee. Items may be withdrawn if anticipated funding does not become available. Contract ceiling is **\$1 million** per consultant.

Traffic Engineering Design Services Contract

Description:

Traffic engineering design services for projects. These design services include but not limited to:

- a) Traffic signal design plans
- b) Intersection control beacon design plans
- c) School zone design plans
- d) Traffic signal timing plans
- e) Traffic signal intersection and corridor optimization
- f) Traffic signal warrant analyses
- g) Roadway lighting design plans
- h) Roadway design plans
- i) Surveying
- j) Drainage
- k) Earthwork
- l) Intersection improvements
- m) Roadway corridor improvements
- n) Interchange improvements
- o) Traffic signing design plans
- p) Pavement marking design plans
- q) System engineering analyses
- r) Engineering and feasibility studies
- s) Construction cost estimates
- t) Capacity and safety analyses
- u) Standards and specifications
- v) Data collection including traffic counts
- w) Field reviews
- x) Shop drawing reviews
- y) Maintenance reviews
- z) Design assistance
- aa) Project scoping
- bb) Construction submittal reviews

Schedule:

Services will be established on a continuing contractual basis for a period of three (3) years.

Individual Assignments:

Each specific task or work order shall be awarded to the most qualified consultant to complete the task based on the consultant's proposal (DT-330 Part 2) and if available, actual performance on work orders issued under this contract. The qualifications-based evaluation criteria may include, but are not limited to, the following:

- Work experience in the required disciplines with TDOT and/or other clients
- Specialized expertise
- Staff capabilities of prime consultant
- Workload capacity, including amount of work under contract with TDOT, if applicable
- Past performance on TDOT Projects

Deliverables:

All documentation (see technical requirements below) associated with work orders for traffic engineering design services shall be submitted to TDOT as needed.

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

Mr. Brad Freeze, P.E.
Traffic Operations Division Director
Suite 1200, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236

Or electronically by email to:
TDOT.TrafficOps@tn.gov

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of Intelligent Transportation Systems (ITS) Services. These include, but are not limited to: TDOT's [ITS Project Development Guidelines](#), TDOT's [Standard Specifications](#), TDOT's [Construction Circular Letters](#), TDOT's [Standard Operating Procedures](#), TDOT's [Field Operations Training](#), [Construction Special Provisions](#), [National Pollutant Discharge Elimination System \(NPDES\) Permit](#), [Manual on Uniform Traffic Control Devices](#), [Occupational Safety and Health Administration](#), and [Contractor Employee Safety and Health Program](#).

All letters of interest must be received on or before **4:00 p.m. (Central Time) 12/28/2016**. For additional details regarding these projects, please contact Mr. Steve Bryan at (615) 741-2152 or by email at Steve.Bryan@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: <http://www.tn.gov/tdot/article/currentads>. Interested firms without internet access may obtain this information by calling Ms. Anita Price at (615) 741-2576 or Anita.Price@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.**

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 five (5) years in relevant Profile Codes)
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes)
- iii. Qualification Type: LIMITED or 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	
i. Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form).	40 %
ii. Staff qualification and availability (Section H: Staffing/Certification Matrix).	25 %
iii. Technical approach (as explained in Section H of Part II of the DT-0330 form).	10 %
iv. Workload capacity; including amount of work under contract.	10 %
v. Past performance evaluations on Traffic Engineering Projects, if available.	15 %

Following Phase II evaluation, the eight (8)* 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 seven (7) 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. TDOT's Traffic Operations Division will then negotiate with the firms deemed to be most highly qualified in rank order in Phase III. Six (6) 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: <http://www.tn.gov/tdot/topic/small-business>.

John C. Schroer
Commissioner

