

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

**February 19, 2021**  
**Strategic Transportation Investments Division**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of professional engineering firms for four-year continuing contracts as described below. The scope of work will include but will not be limited to performance of various engineering studies on various projects, to include Road Safety Audits, and development of final roadway construction plans and specifications, to support the Local Roads Safety Initiative (LRSI) and to conduct all levels and types of engineering investigations as necessary.

The method of payment shall be cost plus fixed fee. The fixed fee ceiling shall be determined in accordance with 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.

**Item No. 1**

**Project Description and Location:**

On-call engineering services for the development of the Local Roads Safety Initiative projects located in TDOT Region 1. (1 contract)

**Item No. 2**

**Project Description and Location:**

On-call engineering services for the development of the Local Roads Safety Initiative projects located in TDOT Region 2. (1 contract)

**Item No. 3**

**Project Description and Location:**

On-call engineering services for the development of the Local Roads Safety Initiative projects located in TDOT Region 3. (1 contract)

**Item No. 4**

**Project Description and Location:**

On-call engineering services for the development of the Local Roads Safety Initiative projects located in TDOT Region 4. (1 contract)

**Schedule 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 two (2) 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.

**Deliverables:**

All documentation (see technical requirements below) associated with the transportation engineering services for the project shall 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: TDOT’s [AASHTO Policy on Geometric Design of Highways and Streets \(Green Book\)](#), [Manual on Uniform Traffic Control Devices](#), [Roadside Design Guide](#), [TDOT Design Standards and Guidelines](#), [Highway Safety Manual](#), [Highway Capacity Manual](#), [ITE Trip Generation Manual](#), [STID Road Safety Audit Manual](#), [STID No Plans Guidance Manual](#), [STID Transportation Investment Report Manual](#), [STID Technical Report Manual](#), [STID Location Study Manual](#), and [STID Needs Assessment Manual](#).

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

Mr. Steve Allen  
Strategic Transportation Investments  
Division Director  
Suite 1000, James K. Polk Building  
505 Deaderick Street  
Nashville, Tennessee 37243

Please send by email to:  
[Antonia.Hayes@tn.gov](mailto:Antonia.Hayes@tn.gov) and  
cc: [Terry.Gladden@tn.gov](mailto:Terry.Gladden@tn.gov)

All letters of interest must be received on or before **2:00 p.m.** (Central Time), Monday, **March 8, 2021**. For additional details regarding these projects, please contact Ms. Antonia Hayes at (615) 253-2781 or by email at [Antonia.Hayes@TN.gov](mailto:Antonia.Hayes@TN.gov).

There is a “Letter of Interest” form for submittal to the Strategic Transportation Investments Division at the following internet address:

<https://www.tn.gov/content/dam/tn/tdot/business/current-advertisements/S.T.I.D. Letter of Interest.doc>.

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](mailto: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.

Any questions concerning TDOT prequalification procedures may be sent directly by e-mail either to:

Antonia Hayes  
Office # (615-253-2781)  
E-Mail [Antonia.Hayes@tn.gov](mailto:Antonia.Hayes@tn.gov)

or

Terry Gladden  
Office # (615-253-7689)  
E-Mail [Terry.Gladden@tn.gov](mailto:Terry.Gladden@tn.gov)

**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 and/or presentations. Please note: New or updated pre-qualification forms must be received before 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	
1. Team Capability and Work Experience a. Section C of Part II of DT-0330 form (5%); b. Section D of Part II of DT-0330 form (5%); and c. Section E of Part II of DT-0330 form (20%).	30%
2. Past Experience in Required Disciplines a. Section F of Part II of DT-0330 form (10%); b. Section G of Part II of DT-0330 form (10%); and c. Section I of Part II of DT-0330 Form i. Staffing/ Certification Matrix (15%); ii. Engineering Software Capabilities and Experience (10%); and iii. Project Coordination and Public Meeting Experience (10%).	55%
3. Evaluations of Prior TDOT STID Projects; if available.	10%
4. Amount of Work Under Contract with TDOT; if available.	5%

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

\* In instances where only two 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 for each item. One (1) firm will be awarded a contract for each item listed in this advertisement.

## Post Selection

TDOT's Strategic Transportation Investments Division will then negotiate with the firm(s) deemed to be most highly qualified in rank order. Before the invitation of a cost proposal is made, a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking will be established with the prospective consultant. This may be done by conference, phone, or correspondence as determined appropriate by the Strategic Transportation Investments Division. Instructions will be given regarding the method of compensation and the documentation needed to justify the proposed compensation. One (1) contract will be awarded for each Item.

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>.

Clay Bright  
Commissioner

CB/SA/AH