

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS

December 22, 2025

(Traffic Operations Division)

Transportation Systems Management & Operations Services - Statewide RFP

Responses to questions/comments

January 15, 2026

Q1: If we are only doing Phase II for this submittal, the evaluation criteria list Section I: Staffing/Certification Matrix as part of the criteria, but Section I in the DT-0330 is "additional information". Can TDOT please clarify if the evaluation criteria: "iii. Staff qualification and availability (Section I: Staffing/Certification Matrix)," pertains to Section G instead?

A1: No, the information requested in Section I is not the same as that requested in Section G. Section I must include a staffing matrix that clearly identifies staffing proficiency and corresponding certifications. This matrix should serve as a concise summary of the experience detailed in the submitted resumes.

[Staffing Matrix - TSMO](#)

Q2: The Consultant Information site (tn.gov) states: "ALWAYS mail Part II of the DT-0330 form to the TDOT official who requested the submission. If you have questions concerning the form, contact the same individual." However, the Traffic Operations TSMO On-Call RFQ states: "Firms may request consideration by submitting a proposal. All proposals **must be submitted electronically (PDF format)** to TDOT.PSAdvertisements@tn.gov with "Traffic Operations TSMO On-Call" in the subject line of the email." Please confirm if only submitting via email will suffice for this submittal, and that the submittal does not need to be mailed.

A2: Please ensure all submittals follow the instructions outlined in the advertisement and are submitted electronically to tdot.psadvertisements@tn.gov.

Q3: Are proposers permitted to include a Technical Approach or Project Approach in Section I?

A3: Section I is intended to be used when the other sections are not applicable to the requirements outlined in the advertisement.

Q4: Are additional staff qualifications not included in Section E (Resumes) such as a Project Manager's Management Approach, a Senior Advisor's unique qualification permitted to be included in Section I?

A4: Section I is intended to be used when the other sections are not applicable to the requirements outlined in the advertisement.

Q5: What are the most typical types of work assigned under the current (or previous) TSMO On-Call contracts?

A5: Current TSMO on call work includes implementation of TSMO program plan initiatives. These efforts are detailed in the TSMO Program Plan which is publicly available on the Traffic Operations Website.

Q6: Given the breadth of the scope described in the advertisement, what are TDOT's top two priority focus areas for this On-Call contract?

A6: By nature, TSMO is a broad subject matter. The overarching purpose of this On-Call contract is to continue efforts outlined in the current TSMO On-Call while beginning to bridge into the next phase of TDOT TSMO program. The second purpose is to address design needs for any forthcoming ITS projects.

Q7: The provided Staffing Matrix includes the following staffing categories: Engineering Support, Project Management Support, Data Analysis Support, ITS Design Support, and Administration Support. May respondents modify, add to, or remove these staffing buckets, or must they remain as provided?

A7: For continuity in grading, the staffing matrix should not be amended.

Q8: Are Sections F and G required for this submittal? It appears on the opportunity "Evaluation Criteria and Relative Weights" they have been omitted. If they are required, under which criteria will they be scored?

A8: Yes, both Sections F and G are still required and must be completed on the DT-0330 form. Sections F and G are support sections of DT-0330 Part II for sections that precede them, they will be included in the scoring of item criteria I of the posted advertisement.

Q9: Section H typically requires commitment letters and overhead rates. Please confirm that this section is also still required.

A9: Yes, that is correct. If overhead approval letters are not in hand, it is acceptable to attach pre-qualification approval letters.

Q10: How are "Past performance evaluations on TDOT Projects, if available." scored? Is the past performance tied to our key personnel or to the Firm? Is there a directory available where firms can access their past performance evaluations for either key personnel or the firm?

A10: Evaluations are completed by TDOT Project Managers. Professional Services maintains this data and will provide it to the Traffic Operations Division during the scoring process. Firms may request copies of completed evaluations from their TDOT Contract Manager.

Q11: Is there a page limit for Phase II proposals?

A11: There are no page limits.