

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS

November 10, 2025

(Environmental Division)

On-Call Environmental Services (Air & Noise - Cultural Resources - Ecology - HazMat)

Responses to questions/comments

January 22, 2026

Q1: Due to the holiday, would it be possible to have a one-week extension?

A1: An extension will not be granted.

Q2: For staff presented in this proposal are we limited to the individuals specifically listed in our prequalification, or may we include all staff?

A2: No, you may include additional staff. However, this should be limited to staff who will perform work under the contract.

Q3: For staff presented in this proposal, are we limited to the number of staff listed in the prequalification, or may we demonstrate additional capacity (recent hires)?

A3: Please identify the staff who will be performing work under the contract.

Q4: We are submitting as the Prime for Cultural Resources. Do we need a separate overhead rate approval letter from the Finance Division?

A4: If you do not have an approved overhead rate letter, you are not required to submit one.

Q5: During the last RFP period, we attached an Organizational Conflict of Interest Disclosure Statement as an appendix to the DT-0330 Part 2 form. Is this required again? If so, can you direct us to the appropriate form?

A5: No, it's not required.

Q6: In previous contract RFPs an appendix for resumes was requested. Is that the case this round, or should resume information only be included in Section E?

A6: Resume information should be included only in Section E, unless a separate appendix is specifically requested.

Q7: Does this mean that Section E is limited to 10 pages, and within those 10 pages resumes can be different lengths with no resume more than 3 pages?

A7: Section E is limited to 10 pages in total as outlined in the advertisement.

Q8: Based on the Global Instructions and the Item-Specific Instructions (Item 2) for Sections F and G, how many example projects are we allowed to include in Section F?

Are we limited to 10 projects as stated in the Global Instructions, or does the Section G requirement of no more than three projects per class of action (with three required classes of action for Item 2) reduce the limit to nine projects?

A8: Firms may include up to ten (10) example projects in Section F. The Section G limitation of three (3) projects per Class of Action applies only to the Section G matrix and does not reduce the Section F matrix. All projects submitted must comply with the eligibility requirements outlined in DT-0330, including the ten-year completion limitation.

Q9: Each of our Section F projects is representative of multiple COAs, which means our experience in each of the COAs will be equally represented (as required), but would equal more than 3 projects per COA. Is that allowed?

A9: No, it is not allowed, the submission must adhere to the advertisement and supplement.

Q10: Regarding the On-Call Environmental Services contracts released on November 10, 2025, the most recent supplemental information for Air & Noise, Cultural Resources, Ecology, and Hazardous Materials states experience listed in the Section E Resumes must be within the past (5) years. Does this limit also apply to the Section F Sample Projects, or does the ten-year limit (stated in the Part II instructions) still applicable?

A10: Per DT-0330, projects should not be included if the professional services were completed more than ten (10) years ago.

Q11: For Item 2, can separate reports for the same TDOT project (PIN) count toward an example for a "Combined Cultural Resources Assessment"?

A11: No. Two separate reports don't equal a combined report. A combined report is Historic and Archaeology resources in one report.

Q12: Are fonts other than Times New Roman permitted for Phase II proposals?

A12: Yes.

Q13: Please confirm that Section H is for Letters (subconsultant letters and overhead approval letters), and Section I is for Additional Information (there appears to be conflicting information between the posted LOIs, DT-0330 form on the TDOT website, and the Supplemental Information that was provided)

A13: Section H is for letters.

Q14: Please confirm what information, if any, should be provided in Section I. Additional Information?

A14: Section I is for additional information.

Q15: In the Supplemental Information and Clarifications version 2 – 1. Global Instructions; A. Staff Eligibility. It states, "Staff listed must have performed the cited work while employed at the firm." What about subcontractors? This conflicts with the Part II instructions for Section E. Resumes. It states that resumes should be grouped by firm. We assume we would provide a Section E. resume for our subcontractor. Is this correct?

A15: REVISED: *Provide a resume for everyone that has included the cited work while employed at the firm. Example: If someone was a Project Manager and they have 20 years of experience in total and six years of experience with the current firm this would meet the criteria. However, if that same individual has 20 years of experience but has zero experience with the current firm this will not meet the criteria.*

Q16: Are consultants permitted to include subcontractors in the Phase II submittal if subcontractors were not identified in the Phase I submittal?

A16: Yes.

Q17: Could you provide an explanation/example of how we provide 10 projects in Section F – all of which align with the 3 Item 2 COAs – but don't feature the extra one in Section G? As another example, For Item 1, which has only two COAs, this seems to mean dropping 4 of the 10 example projects.

A17: Section G is a table that summarizes the information outlined in Section E and F. An example and detailed instructions for completing form DT-0330 Part II are available online. The example project must include descriptions of cultural resources, consistent with the requirements outlined in the supplement. As noted in the supplement, you may list up to ten (10) projects.

Q18: Section E Resume Length The supplemental states: “Each resume must be limited to three (10) pages.” This appears to be a typographical error. Could you please confirm the maximum number of pages that each resume can be and that Section E remains capped at ten (10) pages in total?

A18: Resumes submitted under Section E are limited to a total of ten (10) pages.

Q19: Staff Experience: Current Firm vs. Prior Employer The Global Staff Eligibility section states that staff listed must have performed the cited work while employed at the firm. May an individual resume include a project experience that pre-dates their employment at the prime firm?

A19: No. Staff listed must have performed the cited work while employed at the firm.

Q20: Air & Noise — Applicable Profile Codes The supplemental lists E09/E11 under Item 1: Air & Noise. However, the Air & Noise advertisement did not specify profile codes, and E09/E11 are typically associated with NEPA. Please confirm the correct profile codes for Air & Noise, or confirm that no profile codes are required?

A20: The applicable profile codes for Air & Noise should be A01 and E09.

Q21: Air & Noise — “Class of Action” Terminology The supplemental uses “class of action” to mean Noise Study and Air Quality Study. Should we treat these as discipline categories (not NEPA “Class of Action” terms) and must Section G include at least one and no more than three projects per each (i.e., both Noise and Air Quality), with the understanding that up to ten projects, may be included overall? Please provide clarification.

A21: Profile codes A01 and E09 should be represented. For Section G, firms must include one (1) to three (3) projects for each of the following linear transportation classes of action: Noise Study and Air Quality Study.

Q22: Given the material changes and clarifications required, would TDOT consider a **one-week extension to Monday, February 2, 9:00 am CT** to allow consistent updates across all shortlisted firms? If an extension isn't possible, we would appreciate written clarifications at your earliest convenience.

A22: We are unable to provide a time extension.

Q23: In the Air & Noise, Cultural Resources, Ecology, and Hazardous Materials Supplemental Information and Clarifications, it states that each resume must be limited to three (10) pages. Please clarify whether this means each individual resume is limited to three pages, or if the entire resume section is limited to a total of ten pages.

A23: Section E is limited to ten (10) pages in total.

Q24: Is the Section E Matrix included in the overall Section E page limit?

A24: This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F.

Q25: Please clarify whether the overall page limit for Section E remains at ten (10) pages, given that the supplemental information document states we can show up to 3-page resumes for proposed staff?

A25: Section E is limited to a total of ten (10) pages.

Q26: Section H of DT0330 requests a copy of TDOT's overhead approval letter for the firm (and subconsultants). We have not completed our first approval, but it is being submitted with our most recent audit results. Is it OK to document submittal of the information if the rates have not been fully approved by the proposal submission deadline?

A26: A Pre-Qualification Approval letter is acceptable in lieu of the overhead approval letter. The overhead OH letter is required once the firm is selected.

Q27: Per Section I, when referring to the division, are you requesting all outstanding TDOT work for the firm, or only the outstanding work associated with the current contract, as applicable?

A27: Please list the current projects the firm has under contract with the Division.

Q28: Referring to Question #19 from the posted Q&As, please clarify that resumes can show individual experience from previous firms.

A28: No. Staff listed must have performed the cited work while employed at the submitting firm.

Q29: With questions and clarifications being issued so close to the submittal due date, will TDOT consider an extension of the deadline?

A29: No.

Q30: Is there a minority set aside or DBE/SBE/MBE/WBE requirement for these contracts?

A30: No.

Q31: Do subcontractors on the submitting team need to be pre-qualified with TDOT?

A31: Yes. Any sub-consultant must be prequalified by TDOT to perform the specific tasks required.

Q32: Please confirm the email address to send the submittals to.

A32: TDOT.PSAdvertisements@tn.gov

Q33: Can you confirm whether Section G should only include three projects per Class of Action, even if Section F lists up to ten projects? If so, how should we select which projects to include in Section G—should they be the first three listed in Section F, or can we choose any three that best represent the roles?

A33: Section F allows firms to present up to ten (10) example projects. Section G references those projects through the key personnel Participation Matrix. Firms may select the projects from Section F that best represents their experience and relevance to each Class of Action.

Q34: Can you please clarify under which box in Section E you would like us to show staff availability under? Under what box would you like this shown in Section E?

A34: Staff availability should be addressed in Section E (Resumes of Key Personnel Proposed for this Contract). The DT-0330 Part II instructions do not include a separate section or box specifically for staff

availability. Availability should therefore be communicated within each individual resume, consistent with the person's proposed role and participation in the contract.

Q35: For Section F, may the 10th project highlight cultural resource management support not specifically requested as a COA. For example, could this focus more broadly on Section 106 coordination support or Section 4(f) evaluations?

A35: The DT-0330 Part II instructions do not reference Section 106 coordination or Section 4(F) evaluations. However, firms may include example projects that demonstrate relevant cultural resource management experience, provided the projects are similar in scope to the services being proposed and clearly demonstrate the firm's role and relevance to the contract.

Q36: Will the TDOT evaluations requested count towards the 40-page limit?

A36: Yes, all submitted narrative and supporting information included in the proposal is subject to the overall page limitation.

Q37: For the evaluation criteria "Past Performance evaluations of previous work performance and history of current employees and the firm, including TDOT performance evaluations, if available." How would you like firms to show the history of current employees?

A37: Firms should demonstrate past performance by showing history of current employees through the relevant staff experience and qualifications identified in Section C, E, and F.

Q38: If we list subcontractors as part of the team, do they need to have a prequalification and overhead rate letter from TDOT?

A38: Yes. Subcontractors listed as part of the proposed team are required to have TDOT prequalification if they will be performing professional services under the contract.

Q39: Is additional information, as listed in "Criteria and Relative Weights, 20%" of the advertisement (such as capabilities statement, staff availability, past work performance, history of the firm and staff, etc.) that is beyond Form DT0330, Part II (but included as Factor 2 in the previous RFP) go in Section I?

A39: No. The DT-0330 Part II form is intended to capture the information evaluated under the stated criteria. Section I (Additional Information) should be only used to provide information specifically requested by the agency or selection criteria that are not otherwise covered in Section A through H, in accordance with the instructions.