

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS

November 10, 2025

(Environmental Division)

On-Call Environmental Services (Compliance- Mitigation- Permits)

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: On some of the past advertisements there has been some specific instructions as to what the department would like to see in our Phase II submissions. Do you happen to know if there is something already out that I am overlooking other than what was listed on the Evaluation Criteria and Relative Weights section?

A2: We are emailing supplemental documents out to all short listed candidates soon.

Q3: Can you please provide a list of who else was short listed?

A3: No. Once the selected firms have an executed agreement, you can make a public information request to obtain that information.

Q4: Would you like us to submit separate proposals for permitting and compliance or one combined proposal addressing both scopes?

A4: A separate proposal should be submitted for each item. Compliance is item 1 and Permitting is item 3.

Q5: For Compliance, Under Criterion ii, do the 5 example projects for evaluating compliance need to be completed projects?

A5: No, the projects do not need to be completed. The activities need to be “completed by” current in-house staff.

Q6: Is there a font requirement for the Phase II submittals?

A6: The advertisement did not specify any font requirements; however, Times New Roman in 12-point font is generally considered the easiest to read.

Q7: Are consultants permitted to include subcontractors in the Phase II submittal if subcontractors were not identified in the Phase I submittal?

A7: Yes.

Q8: The Additional Information document requests an indicated percentage of time dedicated to specific inspection types. Does this mean we need to indicate the time that each person spends on QA roles vs QC roles?

A8: For the Compliance contract proposers will need to provide, for each staff member proposed for the contract, the percent of their work week they will be available to conduct QA inspections as part of the contract. Additionally, when noting past experience for these staff, proposers will need to indicate their percentage of time over the last 10 years that has been spent working on SWPPP/EPSC plan development, EPSC inspections, QA inspections for permit compliance, and other inspections for permitting compliance. These will be presented as four separate percentages.

Q9: Per Section I, when referencing the division, are you requesting all outstanding TDOT work for the firm, or only the outstanding work associated with the current contract, as applicable?

A9: Please list the current projects you have under contract with the Division. You can see examples of that by clicking the link: [ARCHITECT - ENGINEER QUALIFICATIONS](#)

Q10: Is there a minority set aside or DBE/SBE/MBE/WBE requirement for these contracts?

A10: No.

Q11: Do subcontractors on the submitting team need to be pre-qualified with TDOT?

A11: Yes. Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.

Q12: Can you please confirm the email address to send the submittals to?

A12: TDOT.PSAdvertisements@tn.gov