

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

**November 10, 2025
(Environmental Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in **various environmental services** as described below. The method of payment shall be cost plus fixed fee. Fixed fee is calculated using the following formula: Fixed fee = (Direct salary + Overhead based on the most recently approved field and/or office indirect cost rate) x (fixed fee rate as determined by the Fixed Fee Calculator). Payment of the fixed fee will be based on the actual labor costs rather than the estimated labor costs used for the basis of the agreement.

Items may be withdrawn if anticipated funding does not become available.

Item No. 1

Project Description and Location:

Provide on-call environmental NEPA services on various TDOT projects, Statewide (8 contracts).

Schedule and Ceiling:

The awarded contract(s) shall run for a period of five (5) years and all services must be completed within this contract term except as additional time may be needed to complete a previously issued work order. New work orders will be issued only within the first four (4) years. The total dollar amount for all contracts that will be awarded under each contract is \$4,000,000.

Scope of Services:

Environmental documentation and related services shall include, but not be limited to, the preparation, coordination, review, and revision of the following:

- Tennessee Environmental Evaluation Reports (TEER)
- Categorical Exclusions (CE)
- Environmental Assessments (EA) and Findings of No Significant Impact (FONSI)
- Environmental Impact Statements (EIS)
- Re-evaluations of CEs, EAs, or EISs

When applicable in the scope of services, a consultant may assist in evaluating certain goods and services and making recommendations to the State under the services provided. Under no circumstances may a professional services contract be utilized to procure goods, services, or assets for use by the State that are not project related and/or required for the performance of engineering and design related services, including software and hardware.

When support services are anticipated in the performance of a consultant contract, they may include providing the appropriate level of staff as outlined by disciplines defined in scopes of services generated under this contract. It is expected that the scope of work for these future work orders may require the selected consultant to make some of their staff available on-site within TDOT Headquarters and/or the regional offices as required.

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of this contract. These include, but are not limited to: TDOT's [Design Guidelines](#), TDOT's [Drainage Manual](#), TDOT's [Instructional Bulletins](#), TDOT's Environmental Division Guidelines, Handbooks, and Toolkits, the Tennessee Environmental Streamlining Agreement (TESA), TDOT's [Standard Drawings](#), TDOT's [Standard Specifications](#), TDOT's [Construction Circular Letters](#), TDOT's [Standard Operating Procedures](#), [Construction Special Provisions](#), and [National Pollutant Discharge Elimination System \(NPDES\) Permit](#).

Firms may request consideration by submitting a letter of interest. All letters of interest must be submitted electronically (PDF format) to TDOT.PSAdvertisements@tn.gov with "Environmental NEPA Firm Name" in the subject line of the email.

Questions regarding this advertisement must be submitted no later than **4:00 pm (Central Time) on December 2, 2025**

A pre-submittal meeting will be conducted for the Item on November 18, 2025, from 1:00pm to 3:00pm CST at Region 3 Auditorium, 6601 Centennial Blvd., Nashville, Tennessee. The pre-submittal meeting will be mandatory for consultants submitting as the prime on any of the Items. During this meeting, TDOT will provide information regarding the project delivery goals, anticipated scope, and potential risks. There is no limitation on the number of participants. This presentation will be recorded, and participants will be provided with the opportunity to ask questions during the allotted time. Any information provided by TDOT shall be considered as informational only and is subject to change. The presentation and a list of attendees, including contact information, will be posted to the Professional Services webpage following the meeting.

All letters of interest must be received on or before **4:00 pm (Central Time)** December 4, 2025. For additional details regarding this project, please contact TDOT.PSAdvertisements@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the first submission deadline. 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. Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. Prequalification procedures, example letter of interest, list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information, including the Prequalification Form ([DT-0330, Part 1](#)), can be found at: [Consultant Information \(tn.gov\)](#). A pending prequalification status will be acceptable. **Please include a valid email address and phone number for the point-of-contact.**

Evaluation Process

Phase I Evaluation

The Department will evaluate the **current prequalification statements** (DT-0330 Part I) on file and the letters of interest and choose firms who would make viable candidates from which to invite proposals. The factors that will be considered in the Phase I evaluation will include:

- a) **Firm Overview:** summary of the firm and its credentials, qualifications, and expertise relevant to NEPA documentation.
- b) **Project Fit:** A short explanation of what makes the firm uniquely qualified for this work.
- c) **Qualification 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		
ii.	Relevant Staff Experience and Qualifications: firm and staff experience related to preparing Environmental Documents and profile codes E09 and E11. List the components of the NEPA document that the employee is responsible (Sections C, E, and F).	35 %
iii.	Relevant Project Examples: Include completion of TDOT or other transportation Environmental documents that include descriptions of all NEPA Classes of Action. (Sections F and G).	35 %
iii.	Staff Availability of current employees in the development of NEPA documentation. Include estimated availability by providing a percentage of time each employee can dedicate to TDOT projects (Section E and I).	15 %
iii.	Past Performance evaluations of previous work performance and history of current employees and the firm, including TDOT performance evaluations, if available.	15 %

Section E shall be no more than 10 pages. Section F shall include 10 completed projects, should be no more than 7 Categorical Exclusions and no more than 3 Environmental Assessments and/or Environmental Impact Statements. The proposal package shall contain no more than 40 pages including front and back cover. Section H will not count toward the 40 -page limit.

Following Phase II evaluation, a number of firms no less than two* greater than the number of contracts being awarded, and that are deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner for each Item listed above in alphabetical order for Phase III evaluation.

* In instances where less than the minimum required number of qualified consultants respond with proposals, or where the evaluated proposals do not result in a sufficient number of qualified firms, 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.

Post Selection

TDOT 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 TDOT. Instructions will be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

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 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>.

Will Reid, P.E.
Commissioner

WWR/SS/BAW