

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS

November 10, 2025

(Environmental Division)

On-Call Environmental Services (NEPA)

Responses to questions/comments

January 22, 2026

Q1: Can you elaborate on the information being requested regarding Criteria ii on page 3 of the advertisement (copied below), specifically the “history of current employees and the firm” line?

A1: The completed evaluations are completed within Environmental and if we do not have one for a specific firm it is not held against them.

Q2: Can you clarify where “Staff Availability of current employees in the development of NEPA documentation” should be included in sections E and I (Criteria iii on page 3 of the advertisement)?

A2: The information is located in the DT-0330 Part II document. Found here: [Prequalified Consultant Form](#)

Q3: Are fonts other than Times New Roman permitted for Phase II proposals?

A3: Yes.

Q4: 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).

A4: Section H is for letters.

Q5: Please confirm what information, if any, should be provided in Section I. Additional Information?

A5: Section I is for additional information.

Q6: Do profile codes E09 and E11 include the people preparing the technical studies for inclusion in the NEPA documents or just those actually writing the NEPA documents?

A6: It would include anyone the firm plans to use to prepare the NEPA documents.

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: For Sections F and G, the supplemental requests “ten (10) NEPA documents completed within the past five (5) years.” Could a project where a Draft EIS was signed in June 2019, and re-evaluations and NEPA activities have continued since, be consistent with the TDOT request?

A8: A NEPA document signed within the last 5 years.

Q9: Given the timing of the supplemental and the need to adjust content, would TDOT consider a one week extension to Monday, February 2, 9:00 am CT deadline to ensure consistent, high quality submittals across all shortlisted firms?

A9: No.

Q10: Given the nature of an on-call contract, percentages and subconsultants used for a task order may fluctuate depending on the needs of the project(s) assigned. Therefore, is the percentage of work to be done by each office and subcontractor a requirement of the DT-0330 Part II form for this on-call contract? If so, can subcontractors be listed as “as/if needed?”

A10: Yes, they can listed as “as/if needed” if the exact percentage isn't known.

Q11: Depending on the needs of an assigned NEPA document, other profile codes beyond E09 and E11 may be relevant to the development of the NEPA document. Should staff and/or subcontractors be included in section C for services under other profile codes relevant to completion of the NEPA document, such as Historical Preservation (H08), Air Pollution Control (A04), Ecological and Archeological Investigations (E01), Traffic and Transportation Engineering; Signal Design, Traffic Counts (T03), and others? Or should these additional offices/subcontractors be excluded from our submittal?

A11: No. The intent of this question is to learn more about who at the firm will be performing the work for the NEPA studies that don't fall under other profile codes. For example: Section 4(f) for parks & recreation areas, Section 6(f), etc.

Q12: 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?

A12: Please list the current projects they have under contract with the Division. You can see examples of this by clicking the link: [ARCHITECT - ENGINEER QUALIFICATIONS](#)

Q13: Is there a minority set aside or DBE/SBE/MBE/WBE requirement for these contracts?

A13: No.

Q14: Do subcontractors on the submitting team need to be pre-qualified with TDOT?

A14: Yes. Any sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.

Q15: Can you please confirm the email address to send the submittals to?

A15: TDOT.PSAdvertisements@tn.gov

Q16: Referring to Question #19 from the posted Q&As, please clarify that resumes can show individual experience from previous firms.

A16: No. Staff listed must have performed the cited work while employed at the firm.

Q17: With questions and clarifications being issued so close to the submittal due date, will TDOT consider an extension of the deadline?

A17: No.

Q18: In response to Q2 in Addendum 3, the 2020 submittal Staff Availability was a separate appendix requested. Under what box would you like this shown in Section E?

A18: No preference.

Q19: Please Confirm if a TEER can be used as one of the 7 CEs allowed.

A19: Yes.

Q20: Can you specify what components of the NEPA document you require to be listed in Section F? Is this more focused on roles, e.g., technical writer, resources subject matter expert, Quality Reviewer/Manager, etc.?

A20: This question is more focused on staff experience with components of the NEPA document, such as Section 4(f), Section 6(f), Wild & Scenic Rivers, etc.

Q21: For EA/EIS documents with multiple child PINs, may multiple project reevaluations be counted under one project page

A21: Yes.

Q22: If projects of similar scope are issued under the same WO, may they be shown under one project sheet or are they treated as separate projects?

A22: Separate projects.

Q23: If a resume should be included of a quality manager, is it allowed to be outside of the listed project codes?

A23: Yes, if the quality manager is contributing to the NEPA document completion.

Q24: Will the TDOT evaluations requested count towards the 40-page limit?

A24: Yes.

Q25: 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?

A25: In the relevant staff experience and qualifications identified in Section C, E, and F.