



TDOT

Department of
Transportation

Environmental Division

On-Call Advertisement Pre-Proposal Meeting

Environmental Division On-call Advertisements

Agenda

- Welcome & Introductions
- General Environmental On-call Contract Information
- NEPA Guidance
- Technical Studies Guidance
- Permit Compliance Guidance
- Professional Services Guidance
- Questions

Environmental Division On-call Advertisements

- Current On-call contracts expire March 2026
- Issues historically with on-call contracts include:
 - Going from unlimited to limited status
 - Loss of the only qualified staff
 - No “bench depth” to replace loss of staff or to accommodate workload
 - Consistent monthly invoicing/progress reporting
 - Submitting sub-par work/ using Environmental staff as your Quality Assurance

Environmental Division On-call Advertisements

- 56 New On-call Contracts

Item	Description	Estimated Cost	
1.	Air & Noise Contracts	3 Contracts @ \$1,125,000 Each =	\$3.375M
2.	Compliance Contracts	6 Contracts @ \$1,600,000 Each =	\$9.6M
3.	Cultural Resources Contracts	12 Contracts @ \$2,000,000 Each =	\$24M
4.	Ecology Contracts	4 Contracts @ \$2,000,000 Each =	\$8M
5.	HazMat Contracts	10 Contracts @ \$2,000,000 Each =	\$20M
6.	Mitigation Contracts	5 Contracts @ \$1,500,000 Each =	\$7.5M
7.	NEPA Contracts	8 Contracts @ \$4,000,000 Each =	\$32M
8.	Permits Contracts	8 Contracts @ \$2,225,000 Each =	\$17.8M
		Total:	\$122.275M

Environmental Division On-call Advertisements

- New contract expectations
 - Have an internal Quality Assurance process and follow it.
 - Know our processes, do not assume it is like another DOT.
 - Invoice in accordance with Professional Services guidelines.
 - Fulfill the obligations of the contract, such as:
 - Keeping unlimited status
 - Maintaining pre-qualifications and all licenses, certifications and training, equipment, etc. required to do the work.
 - Ensuring you maintain qualified staff and/or have qualified resources to take on work assignments.

Environmental Division On-call Advertisements

- Additional expectations
 - If the work requires interacting with property owners or the public, have branded vehicles and branded employee with badges/ID.
 - If there are performance issues, go ahead and assume that a meeting will be called for in Nashville for the project managers and resource managers of your firm to resolve the issues.
 - Be solutions oriented and proactive to resolve issues.
 - Recognize that we have our standard work programs, but occasionally additional and/or expedited projects could come up.
 - Do not contact any Federal or State agency without approval from TDOT Environmental Division.

Environmental Division On-call Advertisements

- Looking to have new contracts in place by Feb/Mar 2026
- First steps:
 - Ensure you have the appropriate pre-qualifications.
 - Understand requirements of the individual contracts that you will pursue and “game plan” your approach on how you will successfully fulfill the obligations and expectations of the contract if you are selected.
 - Send questions by 4pm Central Time Dec. 2
 - Send in Letters of Interest (LOIs) by **4pm Central Time Dec. 4**

NEPA

Tammy Sellers- Manager

NEPA Scoring Table

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 %

NEPA Notes and Reminders

- Scope of Services includes TEERs, CEs, EA/FONSIs, EIS and re-evaluations of all federal types of documents
- Proposal Package should be no greater than 40 pages including front and back cover
- Section F includes 10 completed projects: no more than 7 CEs and no more than 3 EAs/EISs and Section H does not count toward the 40-page limit
- Focus on presenting the team that will actually be doing the work when providing resumes/credentials.
- Firms need to highlight transportation and/or related experience.

Technical Studies

Brandon Chance- Manager

Technical Studies & Permit Compliance Scoring Table

Criteria and Relative Weights		
i.	Relevant Experience of Key Personnel: Experience of the designated Project Managers and current firm employees in the development of the documentation in relevant fields (Sections C, D, E, F, and G).	30 %
ii.	Demonstrated Project Experience: firm's collective history of successfully completing TDOT, transportation, or other linear projects; experience with applicable project types; and demonstrated ability to demonstrate regulatory compliance (Sections E, F, and G).	25 %
iii.	Past Work Performance and history of current employees and firm, including TDOT performance evaluations (if available).	20 %
iv.	Staff Availability and Capacity in the relevant fields. (Sections C, E, F, and G).	15%
v.	Professional Credentials and Specialized Training: Review of relevant certifications or credentials held by current employees (e.g., DOT/IATA training, environmental certifications, professional licenses), (as explained in Section E and I.	10 %

Technical Studies Notes and Reminders

- 40 Page limit (not including Section H) for proposal package, including no more than 10 pages in Section E (resumes)
- Firms need to highlight transportation and/or related experience.
- Focus on presenting the team that will actually be doing the work when providing resumes/credentials.
- Focus on clearly presenting the correct credentials – for the technical area

Technical Studies Notes and Reminders

- Cultural Resources Advertisement includes both Archaeology and Historic Preservation – proposal must demonstrate competency in both disciplines
- Hazardous Materials – demonstrate ability to handle various aspects of testing, remediation, and compliance
- Ecology – TN QHP certification will be required. Demonstrated experience in the southeast and TN. Include species permit numbers.
- The proposal must be easy to follow and review.

Permit Compliance Guidance

Permit Compliance

Shawn Wurst- Manager

Technical Studies & Permit Compliance Scoring Table

Criteria and Relative Weights		
i.	Relevant Experience of Key Personnel: Experience of the designated Project Managers and current firm employees in the development of the documentation in relevant fields (Sections C, D, E, F, and G).	30 %
ii.	Demonstrated Project Experience: firm's collective history of successfully completing TDOT, transportation, or other linear projects; experience with applicable project types; and demonstrated ability to demonstrate regulatory compliance (Sections E, F, and G).	25 %
iii.	Past Work Performance and history of current employees and firm, including TDOT performance evaluations (if available).	20 %
iv.	Staff Availability and Capacity in the relevant fields. (Sections C, E, F, and G).	15%
v.	Professional Credentials and Specialized Training: Review of relevant certifications or credentials held by current employees (e.g., DOT/IATA training, environmental certifications, professional licenses), (as explained in Section E and I.	10 %

Permit Compliance Notes and Reminders

- 50 Page limit (not including Section H) for proposal package, including no more than 20 pages in Section E (resumes)
- Focus on presenting the team that will actually be doing the work when providing resumes/credentials.
- Firms need to highlight transportation and/or related experience.

Permit Compliance Notes and Reminders

- Scope of services includes:
 - Permitting: 401/404 permitting, TVA permitting, SWPPP development, permit modifications, and other related tasks as requested. For SWPPP need PE/CPESC/TNEPSC Level 2/LA certs.
 - Mitigation: Identifying and assessing potential mitigation sites, developing mitigation plans (PE required), detailed stream/wetland surveys, success monitoring, and other related tasks as requested.
 - Compliance: Perform quality assurance inspections on transportation projects. TNEPSC Level 1 and either CPESC, CESSWI, or TNEPSC Level 2 will be required.

Professional Services

Laura Doss- Director

Phase I evaluations

- Any questions about the 3 advertisements should be emailed to TDOT.PSAdvertisements@tn.gov
- Deadline for questions – December 2 at 4PM CT
- Deadline for LOIs – December 4 at 4PM CT
 - Specific guidance for subject line of email for each advertisement/item
 - Be sure to address:
 - Firm Overview
 - Project Fit

Phase II evaluations

- A proposal must be submitted for each item you are pursuing.
- Be sure to address each Criteria
- Take note of Section limits and Page limits.

Criteria and Relative Weights		
i.	Relevant Experience of Key Personnel: Experience of the designated Project Managers and current firm employees in the development of the documentation in relevant fields (Sections C, D, E, F, and G).	30 %
ii.	Demonstrated Project Experience: firm's collective history of successfully completing TDOT, transportation, or other linear projects; experience with applicable project types; and demonstrated ability to demonstrate regulatory compliance (Sections E, F, and G).	25 %
iii.	Past Work Performance and history of current employees and firm, including TDOT performance evaluations (if available).	20 %
iv.	Staff Availability and Capacity in the relevant fields. (Sections C, E, F, and G).	15%
v.	Professional Credentials and Specialized Training: Review of relevant certifications or credentials held by current employees (e.g., DOT/IATA training, environmental certifications, professional licenses), (as explained in Section E and I.	10 %

Section E shall be no more than 10 pages. Section F shall include no more than 10 projects. 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.

Questions?

**Thank you for your time today and good
luck on your proposals!**