

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR PROPOSALS

July 2, 2026

(Project Management Division)

On-Call General Engineering Consultant Services on various TDOT projects, Statewide RFP

Responses to questions/comments

July 30, 2026

Q1: Is there a TDOT template or preferred format for the Staffing/Certification Matrix, or should proposers develop their own?

A1: Proposers should develop their own staffing/certification matrix.

Q2: How many contracts will be awarded and how. Will contracts be awarded for the different scopes of work individually or three contracts in total.

A2: There will be a total of three contracts awarded, and they will be awarded based on the criteria and the highest 6 scoring proposals will be invited to continue the evaluation process by making a presentation. Each of the GEC contracts will contain the full scope of work.

Q3: Section D requires an organizational chart as an attachment following Section C but does not specify a page size. May the organizational chart be submitted on an 11" × 17" landscape page, or is it limited to 8.5" × 11.

A3: There is no page size requirement, however, please be mindful that proposals may be printed or viewed electronically by scorers.

Q4: Can we have multiple 8.5"x11" org chart pages?

A4: If you don't exceed the page limit, you are fine to have the multiples for the organizational chart.

Q5: Please confirm that Construction Management Support (Item J of the Scope of Services) will be part of this contract.

A5: Yes, Item J will be part of this contract. Each GEC contract will contain all the items listed.

Q6: With the scope and nature of this GEC, and not knowing what specific tasks will come, can we list the percent of work to be completed by each firm in Section C with "% TBD"?

A6: Yes, the Department would like to see the approximate percentage of work the prime and team are expected to complete.

Q7: In Section C, there is a column for DBE. With current discussions on the future of the DBE program, how should this be filled out? Should it be changed to SBE?

A7: The firm will need to check the DBE column if the firm has been reevaluated after the October 2025 Interim Final Rule.

Q8: Due to the number of subs and office locations of each firm, can we only provide the lead office location in Section C, or are we required to list each office expected to do work for each firm?

A8: The firm should list each office expected to work on this contract.

Q9: Based on preliminary conversations, it sounds like the selected firms will be precluded from going after future advertisements related to projects they have worked on. Will the winning teams and their subs be allowed to pursue advertisements that are not related to the tasks they have worked on? Further, if a firm under this contract works on a project, but other firms on the team have not, will they be allowed to pursue those projects?

A9: Yes, they will be able to pursue advertisements that are not related. Yes, they can pursue those projects.

Q10: It is our understanding that this contract could include anything TDOT needs help with from preparing advertisements to design and project management. Based on the wording of the scope, it would appear this contract has very little design. Will design services for development of construction plans be included in the contract and what percent of the work does TDOT anticipate being dedicated to those design services?

A10: Yes, design will be included in this contract, the expectation will be no more than 5% of contract. The Department will continue to utilize existing on-call and project specific design advertisements

Q11: Can Section F projects be more than 1 page per project?

A11: No

Q12: Please clarify which section of the DT-0330 the staffing/certification matrix be located since the evaluation criteria mentions it as part of Section D and F.

A12: Section D

Q13: With September 30 anticipated as the date for Phase II Selection Results, can TDOT provide estimated dates for presentations so our key team members can ensure availability?

A13: No, we do not have the estimated dates at this time. Firms will be contacted 3 weeks after the proposals are submitted to begin scheduling presentations.

Q14: Should consultants provide the amount of work under contract with TDOT in Section I, or will TDOT obtain this information from your own records?

A14: TDOT will obtain this information, however, the Prime will need to include a list of projects currently under contract with the Department and the status and/or stage of completion of each project under Section I.

Q15: For scope elements that are currently described as a single bullet point, can TDOT provide further detail regarding the specific services, deliverables, and expectations associated with these tasks to assist consultants in developing their proposed approach, staffing plan, and level of effort?

A15: Each scope could be expanded further; however, the level of detail may vary depending on future needs and the availability of internal TDOT staff. For divisions that already have on-call contracts performing related tasks, we plan to continue using those on calls.

Q16: In Section F - Project Examples, is it acceptable to list a program rather than a project/contract? For example, if a firm was part of a GEC contract for three terms, can that count that as one project with three renewals? Similarly, if there was a GEC where 3 contracts were awarded, where a prime and sub won contracts, but not the same contract, could that be listed as 1 project example in Section F and counted for both firms?

A16: Yes, team can include a program example instead of a specific project example. If prime and subs were both working on a GEC over multiple renewals it is acceptable to be listed as one project.

Q17: Could TDOT clarify how it plans to develop work orders for small tasks or embedded staff services? Specifically, will TDOT use one all-encompassing work order for project management and program management tasks? Clarification on this would help us understand how to respond to those types of requests and how TDOT intends to procure the different categories of work.

A17: TDOT anticipates issuing work orders based on the specific needs of the Department at the time services are required. The structure, scope, and duration of each work order will be determined by the nature of the requested services and may vary throughout the contract term. TDOT has not predetermined that project management or program management services will be procured under a single all-encompassing work order. Work orders may be issued for individual tasks, ongoing support services, embedded staff assignments, or other service needs as determined by TDOT. Consultants should respond to the solicitation based on the requirements provided and demonstrate their capability to perform the full range of services identified in the scope.

Q18: Section F indicates that proposers should provide no more than ten (10) example projects. Can TDOT clarify whether this limitation applies solely to the number of projects submitted, or whether there is also an associated page limitation? Specifically, may each example project include multiple pages of supporting information, provided the total number of projects does not exceed ten?

A18: Section F is 10 projects/Programs. The limitation in Section F applies to the number of projects submitted. There is no specific page limitation established for individual projects within Section F. Proposers may include supporting information for each project as deemed appropriate; however, the proposal package must comply with the overall proposal requirements, including the maximum of 120 pages for the proposal package and the specific limitations identified for other sections.

Q19: The advertisement says the presentations will occur within 3 weeks of the proposal deadline on page 9. However, at the July 13 pre-submittal meeting, James Kelley said it would be at least 3 weeks after the proposal deadline. Which timeline for the presentations is correct?

A19: At least 3 weeks after the proposal.

Q20: What specific environmental services are expected in category S vs. environmental services listed in category B?

A20: I believe that you meant T instead of S. B is directly related to Environmental services related to projects included in the Highway Program (10 Year Plan and 3 Year Program ProjectsPlans). T is directly related to work with our Concepts Design sections work within Stage 0 of the PDN including but not limited to Interstate access, review of candidate projects, and possible PEL reviews.

Q21: Can TDOT further clarify what is intended by Scope Item V. Roadway Technology Support? We assume that this is not ITS, as ITS is covered under Scope Item Q. So we weren't sure if the intent with Scope Item V may be related to electronic toll collection, OpenRoads Designer, software implementation support, or something else?

A21: This would include all items to support possible software implementation. It is not expected to include electronic toll collection support.

Q22: The scoring criteria references a “staffing/certification matrix” under Sections D and F. Does TDOT intend to provide a staffing/certification matrix template for proposers to include in their submittals? If not, and proposers are expected to develop their own matrix, please confirm the section in which it should be included.

A22: The advertisement has been revised to state Section D and E for those criteria. Proposers should develop their own staffing matrix and use Section D. Use the organizational chart in Section D and add the information requested.

Q23: Can TDOT clarify its expectations for **L. Program Management Support** versus **C. Project Management Support** under this contract?

A23: L includes services for the management and support of the Program this work can include development of Standard Operating procedures, providing updates to department guidance documents, or assessments of current department procedures. C is to provide services for the direct Management of a project included in the Highway Program (10 Year Plan and associate 3 Year Program Projects).

Q24: Given the potential size of GEC teams, could you clarify whether the Staffing/Certification Matrix is intended to include only key staff members?

A24: The matrix is intended for key staff.

Q25: Are firms required to include TDOT overhead rate letters for prime and subconsultants with their submittal?

A25: Please refer to the instructions found in Section H to indicate what letters are needed.