

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

8/19/2019

Revised 8/23/2019

(Traffic Operations Division)

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of **four (4)** professional engineering consulting firms to provide expertise in **Roadway Lighting Design Services** on a continuing contractual basis as described below. The method of payment shall be cost plus percentage net fee. Contract ceiling is **\$1 million** per contract. Each contract shall have a term of three (3) years.

Roadway Lighting Design Services Contract

Description:

Roadway Lighting Design Services for projects. These services include but are not limited to:

- a. Roadway lighting design
- b. Roadway lighting analyses
- c. Photometric analyses software (AGI32)
- d. Photometric layouts
- e. Roadway lighting warrant analyses
- f. Surveying
- g. Geotechnical analyses and design including collecting soil borings
- h. Temporary Traffic Control (TTC) design
- i. Work Zone Significance Determination (WZSD) form
- j. Transportation Management Plan (TMP) form
- k. Construction cost estimates
- l. Standards and specifications
- m. Site reviews
- n. Field reviews
- o. ROW submittal checklists
- p. Construction submittal checklists
- q. Shop drawing reviews
- r. Maintenance reviews
- s. Design assistance
- t. Design guidance/manuals/specs/standards updates
- u. Project scoping
- v. Post-letting submittal reviews
- w. Construction submittal reviews
- x. Monthly progress summary reports
- y. Training of TDOT staff regarding roadway lighting design

Schedule:

Schedule for services will be established by work order.

Individual Assignments:

Consultant selection for work orders will be determined by:

- a) Consultant availability to perform the work; and
- b) Qualifications of the consultant to perform the work specific to the work order.

Deliverables:

All documentation (see technical requirements below) associated with work orders for roadway lighting design services shall be submitted to TDOT as needed.

Firms may request consideration by submitting a letter of interest by email to:

Mr. Brad Freeze, P.E.
Traffic Operations Division Director
Suite 1800, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236
TDOT.TrafficOps@tn.gov

All letters of interest shall be submitted electronically and received on or before **4:00 p.m. (Central Time) 9/16/2019**. All subsequent responses and files shall be submitted electronically. For additional details regarding these projects, please contact Mr. Steve Bryan at (615) 741-2152 or by email at Steve.Bryan@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Letters of Interest. Additional information, including the Prequalification Form (DT-0330, Part 1), and an example letter of interest can be found at: <https://www.tn.gov/tdot/business-redirect/consultantinfo/currentads.html>. Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov. 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. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required. A pending prequalification status will be acceptable. **Please include a valid email address and phone number for the point-of-contact.**

Phase I Evaluation

All files for Phase I proposals shall be submitted and sent electronically. The Department will evaluate the current prequalification statements on file for those submitting letters of interest, and all interested firms classified as UNLIMITED will pass the Phase I evaluation and will be requested to submit a proposal for Phase II. Please note: New or updated prequalification forms must be received before the deadline for letters of interest.

Phase II Evaluation

All files for Phase II proposals shall be submitted and sent electronically. 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	
i. Team organization, capability, work experience, and technical approach (Section C, D, E, F, G, H & I of Part II of the DT-0330 form)	30 %
ii. Staff qualification and availability (Section C, D, & I of Part II of the DT-0330 form) and TDOT Staff Certification/Availability Matrix information (see notes below table)	25 %
iii. Firm workload capacity (Section I of Part II of the DT-0330 form).	15 %

iv.	Past project performance for TDOT and other clients (Section I of Part II of the DT-0330 form). (see notes below table)	20 %
v.	Conclusion overall summary (2 page maximum) of why choose your firm for this TDOT contract. (Section I of Part II of the DT-0330 form).	10 %

Notes:

- 1) Upon request, the standard TDOT Staff Certification/Availability Matrix form will be sent to firms for use in this proposal. To request this form, please contact Mr. Steve Bryan at (615) 741-2152 or by email at Steve.Bryan@tn.gov.
- 2) For past project performance documentation, provide one (1) TDOT project final evaluation letter and two (2) other client (i.e. non-TDOT) project final evaluation letters. If no TDOT project final evaluation letters are available, a third other client project final evaluation letter may be submitted instead.

Following Phase II evaluation, no less than six (6)* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where five (5) or fewer qualified consultants respond with proposals, 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. TDOT's Traffic Operations Division will then negotiate with the firms deemed to be most highly qualified in rank order in Phase III. Four (4) contracts will be awarded. Upon request, the successful firms shall submit two (2) hard copies of their proposal to Mr. Brad Freeze at the above address.

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 as well as other minority- and/or women-owned 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>.

Clay Bright
Commissioner

CB/ WWR/PBF