

**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 **one (1) professional engineering consulting firm** to provide expertise in ***Intelligent Transportation Systems (ITS) Engineering Services – Software*** on a continuing contractual basis as described below. The method of payment shall be cost plus percentage net fee. Contract ceiling is **\$4 million**. The contract shall have a term of three (3) years.

Intelligent Transportation Systems (ITS) Engineering Services – Software Contract

Description:

The consultant may be requested to perform professional engineering services pertaining to ITS software development, deployment, and integration, including but not limited to:

- a. System engineering analysis
- b. ITS architecture maintenance
- c. Software development
- d. Software deployment
- e. Software integration

Schedule:

Schedule for services will be established by work order.

Individual Assignments:

Consultant selection for work orders will be determined by:

- Consultant availability to perform the work; and
- 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 traffic engineering 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 Ms. Veda Nguyen at (615) 532-

0421 or by email at Veda.Nguyen@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 capability and work experience (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). (see notes below table)	30 %
iii. Firm workload capacity (Section I of Part II of the DT-0330 form).	10 %
iv. TDOT and other clients past project performance (Section I of Part II of the DT-0330 form). (see notes below table)	10 %
v. Presentation/Interview	20 %

Notes:

- 1) Provide documentation to supplement information in Section C of Part II of the DT-0330 that details the availability of each member of the proposed team to work on projects on this contract. Attach documentation to Section I of Part II of the DT-0330.
- 2) Provide documentation that details the workload of each member of the proposed team. This documentation shall be combined with the requested documentation in Note 1 and can be presented as percent of time allotted for this contract and other work. Attach documentation to Section I of Part II of the DT-0330.
- 3) 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 three (3)* 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 two (2) 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. One (1) Contract will be awarded.

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