

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

**January 6, 2022
(Traffic Operations Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of **two (2)** professional engineering consulting firms to provide expertise in ***Traffic Engineering & Transportation Systems Management and Operations (TSM&O) Planning Services*** on a continuing contractual basis as described below. The method of payment will be determined in the work order and shall be either cost plus percentage net fee or lump sum. Contract ceiling is **\$2 million** per contract. Each contract shall have a term of five (5) years and all services must be completed within this contract term except to the extent that additional time may be needed, as approved by TDOT, to complete a previously issued work order. New work orders will be issued only within the first three (3) years.

Traffic Engineering & TSM&O Planning Services

Description:

The consultant may be requested to perform professional engineering services pertaining to TSM&O planning services, including but not limited to:

- a) Active Freeway Management Studies
- b) Active Arterial Management Studies
- c) Integrated Corridor Management Studies
- d) Freight Studies
- e) Transit Studies
- f) Road Diet Studies and Guidance
- g) Macro/Meso/Microsimulation Analyses
- h) 3D Visualizations
- i) GIS Applications
- j) Connected and Autonomous Vehicle Technology Studies
- k) Electric Vehicle Infrastructure Studies
- l) Economic Impact Analysis
- m) Emissions Analysis
- n) Manual/Guidelines Development or Rewrites
- o) Develop or Edit Standard Drawings/Special Provisions
- p) Grant Proposals
- q) Develop/Present Training to TDOT staff
- r) TSMO Program Plan update and maintenance
- s) TSMO Service Layer Plans and updates
- t) Develop Strategic Project Plan
- u) Traffic Incident Management (TIM) guidance
- v) TIM Training
- w) Work Zone Studies and guidance
- x) MUTCD Signage and Pavement Marking guidance

Schedule:

Schedule for services will be established by work order.

Individual Work Order Assignments:

Consultant selection for work order will be determined by:

- Past performance on prior work orders issued under the contract;
- Specialized expertise of the consultant's staff specific to the work order;
- Consultant's staff availability to perform the work; and
- Qualifications of the consulting firm to perform the work specific to the work order.

Deliverables and Technical Requirements:

All documentation associated with work orders for Traffic Engineering & TSM&O Planning services shall be submitted to TDOT as needed. Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of Traffic Engineering & TSM&O Planning services. These include, but are not limited to:

- TDOT ITS Project Development Guidelines
- TDOT Roadway Design Guidelines
- Manual on Uniform Traffic Control Devices (MUTCD)
- TDOT Traffic Design Manual
- FHWA Standard Highway Signs
- FHWA 2012 Supplement to the 2004 Standard Highway Signs
- Tennessee Supplement to the Standard Highway Signs Book
- AASHTO Operations Green Book for TSMO
- TDOT Standard Traffic Operations Drawings
- TDOT Standard Roadway Design Drawings
- TSMO/Traffic Operations Program Plan (Future Policy Statement)
- TDOT Highway System Access Manual
- Future AASHTO Transportation Operations Manual
- Highway Safety Manual
- Highway Capacity Manual

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

Mr. Lee Smith, P.E.

Traffic Operations Division

Interim Director

Suite 1800, James K. Polk Building

505 Deaderick Street

Nashville, Tennessee 37243-0236

TDOT.TrafficOps@tn.gov

All letters of interest must be received on or before **4:00 p.m. (Central Time) January 21, 2022**.

All subsequent responses and files shall be submitted electronically. For additional details regarding these projects, please contact Mr. Jon Storey at (615) 741-8676 or by email at Jon.Storey@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

The Department will evaluate the current prequalification statements on file for those submitting letters of interest, and choose several firms, who would make viable candidates from which to invite proposals. Please note: New or updated prequalification forms must be received before the deadline for letters of interest. The criteria that will be considered in Phase I are:

- i. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes– Part I of the DT-330 Form);
- ii. Staff capabilities of prime consultant: Employees by Disciplines (Local office staff in relevant Function Codes – Part I of the DT-330 Form); and
- iii. Qualification Type: UNLIMITED.
- iv. The Prime company must employ at least one full-time Professional Engineer and one full-time AICP-certified Planner.

Phase II Evaluation

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, availability, and work experience (Sections C, D, E, F, G, H & I of Part II of the DT-0330 form). (See Notes 1-3 below table.)	25 %
ii.	TDOT and other clients past project performance (Section I of Part II of the DT-0330 form). (See Notes 1-3 below table.)	5 %
iii.	Review of additional questions for clarifications, unique skills, or technical experience of firm (Section I of Part II of the DT-0330 form) (See Note 4 below table.)	70 %

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 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.

- 4) See the attached DT-330 Part II Eleven (11) Additional Questions for Clarifications.

Following Phase II evaluation, a minimum of four (4)* firms deemed most qualified by the Consultant Selection Committee (CEC) will be recommended to the Commissioner in alphabetical order for Phase III evaluation.

* In instances where three (3) 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. Two (2) contracts 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>.

Joe Galbato, III
Interim Commissioner

JG/PP/LJS

TSMO Planning Services Continuing Contract

DT-330 Part II

Eleven (11) Additional Questions for Clarifications

To be submitted with the DT-330 Part II forms

Up to 70 Points

1. **Include up to ten (10) resumes, limited to two (2) pages per resume for each Engineer and Planner proposed to work on this contract (5 points).** The resumes should supplement those provided in Part E of the DT-330 Part II form with additional information and / or additional staff. The prime firm must employ at least one full-time Professional Engineer and one full-time AICP-certified Planner and shall be represented in the provided resumes. The remaining resumes may be from the prime firm or subconsultant team members (if applicable). The staff should have experience in work associated with DOT projects (e.g., Planning, Traffic, Roadway Design, TSMO, ITS), with a minimum of five (5) years of experience.
2. **Describe what Transportation Systems Management and Operations (TSMO) means to your firm or team in a maximum of two (2) pages (5 points).**
3. **Indicate your firm or team's experience with TDOT or other agencies within the past ten (10) years that may include the following studies (10 points).** Please include number of projects, year of involvement, and brief descriptions.
 - a) Active Freeway Management Studies
 - b) Active Arterial Management Studies
 - c) Integrated Corridor Management Studies
 - d) Freight Studies
 - e) Transit Studies
 - f) Road Diet Studies
 - g) Signing and pavement marking studies or plans
 - h) Work Zone Studies

4. **Indicate your firm or team's experience with TDOT or other agencies within the past ten (10) years developing guidance documents that may include the following topics (5 points).** Please include number of projects, year of involvement, and brief descriptions.
 - a) Road Diet Guidance
 - b) Develop or Edit Standard Drawings
 - c) Develop or Edit Special Provisions
 - d) Develop/Present Training Materials
 - e) Work Zone Guidance

5. **Indicate your firm or team's experience with TDOT or other agencies within the past ten (10) years conducting analysis that may include the following topics (5 points).** Please include number of projects, year of involvement, and brief descriptions.
 - a) Emissions Analysis
 - b) Macro/Meso/Microsimulation Analyses
 - c) 3D Visualizations
 - d) GIS Applications
 - e) Economic Impact Analysis

6. **Describe your firm or team's experience with TDOT or other agencies within the past ten (10) years developing TSMO Program Plans and TSMO Service Layer/Implementation Plans (10 points).** Please provide e-mail and phone references for the owning agency(s).

7. **Describe your firm or team's experience with TDOT or other agencies within the past ten (10) years developing Grant Proposals (5 points).** Please provide information concerning if the grant proposal was successful, the contract value for the grant proposal, and the amount awarded in the grant, with corresponding benefit/cost ratio of the grant proposal. Please provide e-mail and phone references for the owning agency(s).

8. **Describe your firm or team's experience with Connected and Automated Vehicle technologies (5 points).** Experience may be planning, guidance, readiness assessments, and/or design related, or other. Please provide e-mail and phone references for the owning agency(s).

9. **Describe your firm or team's experience with Electric Vehicle Infrastructure technologies (5 points).** Experience may be planning, guidance, readiness assessments, and/or design related, or other. Please provide e-mail and phone references for the owning agency(s).

10. **Describe your firm or team's experience with Traffic Incident Management (10 points).** Experience may be planning, guidance, training, or other. Please provide e-mail and phone references for the owning agency(s).

11. Indicate technical computer and software capabilities and project examples of their use by your firm or team (5 points).

- a) Computer Aided Design (CAD) capabilities
- b) GIS
- c) Digital Photo Renderings
- d) Highway / Roadway Capacity Analysis
- e) Roundabout Capacity Analysis
- f) Signal warrants
- g) Traffic Simulation Modeling