



**NOTICE TO PROFESSIONAL ENVIRONMENTAL SERVICES FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST (LOI)**

**Pre-Construction Environmental Review and Analysis
(Environmental Division)**

December 1, 2022

The Tennessee Department of Transportation (TDOT), an Equal Opportunity, Affirmative Action Employer, seeks to retain consulting firms to provide expertise and management for all environmental reviews and analysis during a transportation project's development, including Air Quality, Archaeology, Ecology, Hazardous Materials, Historic Preservation, Noise Pollution, National Environmental Policy Act (NEPA) documentation, Stream and Wetland Mitigation, and Environmental Permitting. Contract type shall be a general consultant services agreement to be performed on an on-call basis.

The Division intends to award three (3) contracts, each of which will have an initial amount of \$5,000,000 and a maximum ceiling of \$8,000,000. The initial contract amount may be increased, as needed, via an appropriately executed amendment, but in no event shall a contract ceiling exceed the amount shown for the Maximum Ceiling for the relevant discipline.

The contract term will be five (5) years. Each contract will be effective as of April 1, 2023 and will terminate March 31, 2028.

The method of payment for each work order issued under a contract will be cost plus fixed fee. Items may be withdrawn if anticipated funding does not become available.

Scope of Work:

The full scope of work to be addressed in each response must include, but may not be limited to, management of the environmental review process for a transportation project's development for all discipline areas described as:

Discipline Area	Scope of Work
A. Air Quality	<ul style="list-style-type: none">• Air quality surveys, analysis, and documentation
B. Archaeology	<ul style="list-style-type: none">• Archaeological services and activities necessary to ensure compliance with relevant state and federal laws, regulations, and permit requirements which will include, but not be limited to archaeological surveys, testing, and data recovery investigations
C. Ecology	<ul style="list-style-type: none">• Water resource, habitat, species, water quality, and associated aquatic and terrestrial environmental surveys

Discipline Area	Scope of Work
	<ul style="list-style-type: none"> • Wetland identification, delineation, assessment, and monitoring • Watercourse (wet weather conveyances, ephemeral, intermittent, and perennial streams; springs/seeps) identification, delineation, assessment, and monitoring • Threatened or endangered species surveys (e.g., surveys for federally listed bats) identification, delineation, assessment, and monitoring • Development and provision of survey grade GPS/GIS shapefiles • Construction oversight for ecological concerns • Collection of data for use in the Tennessee Stream Quantification Tool (TNSQT)
D. Hazardous Materials	<ul style="list-style-type: none"> • Preparation of work plans and reports for hazardous materials environmental site investigations, and asbestos building and bridge surveys • Performance of remedial actions at contaminated or potentially contaminated sites, including asbestos abatement, according to federal and state requirements
E. Historic Preservation	<ul style="list-style-type: none"> • Compliance activities and documentation associated with Section 106 of the National Historic Preservation Act, Tennessee Public Law 699, and Section 4(f) of the U.S. DOT Act • Mitigation plans for historic properties adversely affected by planned transportation projects • Various reports related to historic properties in Tennessee
F. Noise Pollution	<ul style="list-style-type: none"> • Noise pollution surveys, analysis, and documentation • Noise barrier design
G. NEPA Documentation	<ul style="list-style-type: none"> • NEPA class of action documentation, including any required public outreach, for Categorical Exclusions (CEs), Environmental Assessments (EAs), Environmental Impact Statements (EISs), Re-Evaluations of CEs, EAs, or EISs, and Tennessee Environmental Evaluation Reports (TEER), in accordance with the Tennessee Environmental Procedures Manual or its equivalent, the Tennessee Environmental Streamlining Agreement (TESA), Federal Highway Administration requirements, and other state and federal requirements
H. Mitigation	<ul style="list-style-type: none"> • Selecting and planning potential compensatory mitigation sites

Discipline Area	Scope of Work
	<ul style="list-style-type: none"> • Designing and certifying compensatory mitigation plans in accordance with state and federal requirements • Producing right-of-way and construction plans in compliance with TDOT design standards • Wetland and stream jurisdictional determinations, delineations, and forms, including TNSQT determinations. • Conducting detailed stream or wetland assessments • Topographic and boundary surveys • Designing and preparing EPSC plans and SWPPPs • Natural stream channel design review • Stream and wetland mitigation construction oversight • Post-construction mitigation site monitoring
I. Environmental Permitting	<ul style="list-style-type: none"> • Development and review of state and federal water quality permit applications and Storm Water Pollution Prevention Plans (SWPPPs) for NPDES Construction General Permit coverage • Preparation and review of Erosion Prevention and Sedimentation Control (EPSC) plans

Selection Process:

Phase I – Letter of Interest

The Department will evaluate those firms submitting a LOI and choose several firms who would make viable candidates from which to invite proposals and presentations.

All firms must be prequalified or have a completed prequalification form filed with the Department prior to the deadline for the LOI acceptance listed in the above schedule. Prequalification procedures, an example LOI, a list of prequalified firms and DBE's, TDOT's standard procurement policy, and additional information can be found at <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms may also obtain this information by contacting Ms. Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

All LOIs must be delivered by email with electronically signed documents to TDOT.Env.BusinessServices@tn.gov on or before **4:00 p.m. (Central Time), January 6, 2023**. Any LOI information received after the noted deadline will not be considered. The LOI can be addressed as follows:

VIA ELECTRONIC SUBMITTAL (TDOT.Env.BusinessServices@tn.gov)

Ms. Susannah Kniazewycz, Director
TDOT Environmental Division

**James K. Polk Building, Suite 900
505 Deaderick Street
Nashville, Tennessee 37243**

Each LOI Phase I submittal must:

- A. Be provided as a single .pdf file.
- B. Not exceed ten (10) single-sided pages (not including the section dividers and appendices). Except for charts, exhibits, and other illustrative and graphical information, all LOI pages must be 8.5” by 11” sized. Charts, exhibits, and other illustrative and graphical information included in the LOI may be 11” by 17” sized. All text, except for the front cover of the LOI and resumes, must be single spaced, 12-point font.
- C. Include the name, telephone number, and a valid email address for the firm’s point of contact. TDOT will send all procurement communications to the contact person for the lead consultant firm during the procurement process.
- D. Include the scope of services anticipated to be completed by any sub-consultant and identify all the sub-consultant firms the lead consultant firm will use for these services. The sub-consultant shall be one that is prequalified by TDOT to perform the specific tasks required.
- E. Briefly address how the firm meets the minimum discipline-specific criteria for the Phase 1 Evaluation Criteria. References to licenses, certifications, issued permits, TDOT-specific projects should include appropriate credentials for validation by TDOT during the Phase I Evaluation.

Phase I Evaluation Criteria

Discipline Area	Criteria
1. Air Quality	<ul style="list-style-type: none"> • Full-time, permanently employed staff experienced in conducting highway traffic air analyses in accordance with 23 CFR 772 • Completion of up to three (3) highway traffic air analyses within the last five (5) years.
2. Archaeology	<ul style="list-style-type: none"> • Full-time, permanently employed staff of Principal Investigator(s) and Field Director(s) that meet or exceed the U.S. Secretary of the Interior’s Professional Qualifications Standards for Archaeology and the Tennessee State Historic Preservation Office’s minimum qualifications for conducting archaeological resource management studies in Tennessee • Experience conducting Phase I surveys, Phase II testing, and Phase III data recovery investigations in support of Section 106 of the National Historic Preservation Act
3. Ecology	<ul style="list-style-type: none"> • Full-time, permanently employed degreed biologists or equivalent with at least three (3) years’ experience in the identification of resources, habitat, and protected species related to TDOT or other linear construction projects

Discipline Area	Criteria
	<ul style="list-style-type: none"> • A qualified hydrologic professional (QHP) in the state of Tennessee • Completion of three (3) TNSQT (or equivalent) evaluations for submission to regulatory agencies
4. Hazardous Materials	<ul style="list-style-type: none"> • Full-time, permanently employed staff member that is a senior, licensed, professional geologist in Tennessee • Full-time, permanently employed AHERA-trained staff member qualified to oversee asbestos surveys and abatement • Have successfully completed within the last five years at least three (3) each of the following studies: Phase I Environmental Site Assessment; Phase II Environmental Site Assessment; UST equipment and soil removal actions (or similar); asbestos inspections (structures and/or bridges) and oversight of asbestos abatements (structures only)
5. Historic Preservation	<ul style="list-style-type: none"> • Full-time, permanently employed staff member who meets the Secretary of the Interior's Standards and Guidelines for Architectural History and is a Historian with an advanced degree in History, Historic Preservation, or Architectural History and has at least two years of Section 106 of the National Historic Preservation Act experience involving transportation projects • Completion of up to three (3) Section 106 projects for above-ground resources within the last five (5) years.
6. Noise Pollution	<ul style="list-style-type: none"> • Full-time, permanently employed staff experienced in conducting highway traffic noise analyses in accordance with 23 CFR 772 • Completion of up to three (3) projects in accordance with TDOT's Noise Policy 520-01 and TDOT's Procedures for Highway Traffic Noise Abatement or for any other state department of transportation

Discipline Area	Criteria
7. NEPA Documentation	<p><u>Programmatic CEs, C-list CEs, and D-list CEs:</u></p> <ul style="list-style-type: none"> • Full-time, in-house, current employee with practical knowledge and experience writing CEs (current staff experience from past firms will be considered) • Completion of three (3) CEs for linear transportation projects within the last five (5) years by current employees of the firm (current staff experience from past firms will be considered). <p><u>EAs, EISs, and/or EA/EIS Re-Evaluations:</u></p> <ul style="list-style-type: none"> • Full time, in-house, current employee with practical knowledge and experience writing EAs and/or EISs (current staff experience from past firms will be considered) • Completion of two (2) EAs, or EISs, or EA/EIS Re-Evaluation documents for linear transportation projects within the last six (6) years by current employees of the firm (current staff experience from past firms will be considered).
8. Mitigation	<ol style="list-style-type: none"> 1. Full-time, permanently employed staff with degrees in biology, ecology, or a related field, with at least 5 years of experience in stream and wetland ecology 2. A qualified hydrologic professional (QHP) in the state of Tennessee 3. Minimum of one full-time staff member having successfully completed geomorphologic / natural channel stream design training 4. Have designed at least three (3) compensatory stream mitigation projects within the last five years
9. Environmental Permitting	<ul style="list-style-type: none"> • Full-time, permanently employed, Tennessee-Licensed, Professional Civil Engineer with three (3) years of EPSC plans and SWPPP development experience, current Tennessee Department of Environment and Conservation (TDEC) Level 1 (Fundamentals of Erosion Prevention and Sediment Control for Construction Sites) training, and either TDEC Level 2 (Design Principles for Erosion Prevention and Sediment Control for Construction Sites) or current Certified Professional in Erosion and Sediment Control (CPESC) • Maintain full-time staff having TDEC Level 1 certification, and Level 2 certification or CPESC • Have successfully applied for and received water quality permits (e.g., TDEC Aquatic Resource Alteration Permit, U.S. Army Corps of Engineers Section 404 Permit, TVA 26a Permit) for three (3) linear or transportation projects

Discipline Area	Criteria
	<p>in Tennessee (e.g., utility lines or state, county, or city roadway systems, etc.) within the last five (5) years</p> <ul style="list-style-type: none"> • Have successfully developed SWPPPs in Tennessee that received NPDES General Permit for Discharges of Stormwater Associated with Construction Activities (CGP) coverage for three (3) linear or transportation projects within the last five (5) years.

Following Phase I evaluation, the firms deemed to be viable candidates will be asked to submit proposals for Phase II evaluation.

Phase II – Request for Proposal

Firms invited to submit Phase II proposals will submit a Form DT-0330 Part II. Proposal format requirements, discipline-specific supplemental questions, delivery address and deadlines will be included in the notification sent to the firms selected from Phase I. The Department will evaluate the submitted DT-0330 Part II Form, including the responses to discipline-specific supplemental questions, based on the relevant criteria described below. Following Phase II evaluation, the five (5) 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 fewer than five (5) 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 II Evaluation Criteria

Evaluation Sections	Criteria	Weight
<ul style="list-style-type: none"> • Team Capability, Credentials, and Experience 	<ul style="list-style-type: none"> • Sections C, D, and E of Form DT-0330 Part II and related discipline-specific supplemental questions <ul style="list-style-type: none"> ○ Proposed Team ○ Key Personnel and Organization ○ Key Personnel Resumes with Relevant Experience 	20%
<ul style="list-style-type: none"> • Discipline-Specific Project Examples of Team Qualifications and Key Personnel Participation including: <ul style="list-style-type: none"> • Air Quality • Archaeology • Ecology • Hazardous Materials • Historic Preservation • Noise Pollution • NEPA Documentation 	<ul style="list-style-type: none"> • Sections F and G of Form DT-0330 Part II for each discipline 	45% (5% for each discipline)

Evaluation Sections	Criteria	Weight
<ul style="list-style-type: none"> Mitigation Environmental Permitting 		
<ul style="list-style-type: none"> Staffing Qualifications and Availability 	<ul style="list-style-type: none"> Section H of Form DT-0330 Part II for each discipline and staffing required license/certification/degree (Archaeology and Historic Preservation) matrix 	15%
<ul style="list-style-type: none"> Technical Approach and Overall Proposal Quality 	<ul style="list-style-type: none"> Section I of Form DT-0330 Part II and related discipline-specific supplemental questions <ul style="list-style-type: none"> Environmental Review and Analysis Management Understanding and Approach 	20%

Phase III – Final Selection

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. Contracts will be awarded to the top-ranked firms up to the total number of contracts anticipated for award.

Work Order Issuance Criteria

Individual work order assignments will be made based on qualifications-based criteria that may include, but are not limited to:

- Consultant availability to perform the work
- Qualifications of the consultant to perform the work specific to the work order
- Specialized expertise specific to the work order

Equal Opportunity Commitment:

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>.

For additional details regarding the services requested in this notice, please contact Mike Cook at 615-253-9917 or by email to TDOT.Env.BusinessServices@tn.gov.