

**NOTICE TO CONSULTANT ENGINEERS
REGARDING A REQUEST FOR PROPOSAL**

**January 23, 2024
(Right-of-Way Division)**

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, seeks to retain the services of professional engineering consulting firms to provide expertise in ***statewide Outdoor Advertising Program (ODA) services*** as described below. The scope of work will include but will not be limited to:

Survey Data Collection and Management:

- Post processing region staff's field survey data for the following:
 - pending ODA applications in final inspection status, allowing for real time corrections; and
 - newly submitted ODA applications in initial inspection status, allowing for real time corrections.
- Generating Log Miles for pending applications and newly-built devices on a bi-weekly basis, including:
 - GPS coordinates
 - spacing measurement to adjacent ODA devices in the existing inventory
- Updating existing online Sign Inventory Map with processed application and new device data, including:
 - Sign Inventory records with new tag replacement numbers;
 - Sign Inventory records for new permit owners;
 - Sign Inventory records for sign face directions.
- Correcting errors of existing database information related for regulated routes and Scenic and Parkway designations.
- Updating regulated routes based upon TDOT route modifications or route relocations.
- Developing existing survey methodology with the use of Trimble Geo6, Geo7, Laser Ace, Cameras, and digital light meters.
- Developing and maintaining a Data Dictionary for data collection to be used in conjunction with our handheld Trimble survey units.
- Maintaining and trouble-shooting problems region staff have with Trimble survey units.
- Meetings with staff on site as necessary to assist in data collection.
- Supplement Region staff as needed to assist in data collection/processing.
- Supplement HQ staff as needed to assist in processing outdoor advertising and vegetation control applications.

IT Development -

- Work with TDOT IT to develop new TDOT GIS Map Portal to bring our data in-house.

Research / Development Stage -

- Develop new survey methodologies using the following:
 - Trimble R2 Antenna
 - iPad
 - Spike
 - ESRI's Field Maps application.

It is expected that the scope of work may require the selected consultant to make some of their staff available on-site within TDOT Headquarters and/or the regional offices as required.

The method of payment for each work order issued under the contract will be at the discretion of TDOT and will be either cost plus fixed fee or lump sum. Fixed fee is calculated using the following formula: Fixed fee = (Direct salary + Overhead based on the most recently approved field and/or office indirect cost rate) x (fixed fee rate as determined by Attachment D, Net Fee Calculator). Due to the uncertainty of (1) the schedule, and (2) the number of work crews needed for the project, payment of the fixed fee will be based on the actual labor costs rather than the estimated labor costs used for the basis of the agreement. Items may be withdrawn if anticipated funding does not become available.

Schedule and Ceiling:

The contract term shall run for a period 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. The maximum total contract dollar

amount that may be awarded under the contract is \$5,000,000.

Firms may request consideration by submitting a proposal consisting of a completed Form DT-0330 Part II. These may be submitted to:

Mr. Jeff Hoge
Right-of-Way Division Director
Suite 600, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243-0236

Or electronically by email to:
brian.dickerson@tn.gov

All proposals (Form DT-0330 Part II) must be received on or before **4:00 p.m. (Central Time) February 13, 2024**. For additional details regarding this project, please contact Mr. Brian Dickerson at (615) 741-1877 or by email at brian.dickerson@tn.gov.

All firms must be pre-qualified or have a completed prequalification form filed with the Department by the deadline for the Statement of Qualifications. Additional information, including an example proposal ([DT-0330, Part II \(Contract Specific Qualifications\)](https://www.tn.gov/tdot/business-redirect/consultantinfo.html)): <https://www.tn.gov/tdot/business-redirect/consultantinfo.html>. Interested firms also may obtain this information by contacting Ms. Chris Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov. The proposal shall specifically identify any sub-consultant(s), and the sub-consultant(s) shall be 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.**

Evaluation Process

Phase I Evaluation

This phase will be eliminated for this advertisement.

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.	Demonstrated proficiency in outdoor advertising regulatory requirements and processes with TDOT or other clients	20 %
ii.	Prior experience with global positioning system (GPS) surveys to collect and organize location data	20 %
iii.	Prior experience using geographic information system (GIS) analysis to provide information and relevant mapping	20 %
iv.	Prior experience in professional field training, field equipment support/maintenance, data processing, and data management	20 %
v.	Prior experience with project and program management	20 %

Following Phase II evaluation, no fewer than three* firms deemed most qualified by the Consultant Evaluation Committee (CEC) will be recommended to the Commissioner for each Item listed above in alphabetical order for Phase III evaluation.

* In instances where only two 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 for each item .

Post Selection

TDOT's Right-of-Way Division will then negotiate with the firm deemed to be most highly qualified in rank order. Before the invitation of a cost proposal is made, a mutual understanding of the scope of work and all technical and administrative requirements of the proposed undertaking will be established with the prospective consultant. This may be done by

conference, phone, or correspondence as determined appropriate by the Right-of-Way Division. Instructions will be given regarding the method of compensation and the documentation needed to justify the proposed compensation.

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: [Small Business Development Program \(tn.gov\)](http://www.tn.gov)

Butch Eley
Commissioner

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