

**NOTICE TO CONSULTANT ENGINEERING FIRMS
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**Bureau of Environment & Planning
Multimodal Division**

June 18, 2023

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of four (4) professional engineering firms for five-year continuing contracts as described below. The scope of work will include but will not be limited to performance of various pedestrian, bicycle, micromobility, and transit engineering services as described below.

The method of payment shall be cost plus fixed fee. The fixed fee ceiling shall be determined in accordance with Policy 301-01 (Attachment D). Due to the uncertainty of the schedule and the number of staff necessary for the project, payment of the net fee will be based on the percentage of the total fixed fee proportionate to the completion of the assignment.

Description and Location:

On-call engineering services for the delivery of Multimodal projects and programs statewide including but not limited to the following:

- a. The update and/or development of TDOT Multimodal plans
- b. The update and/or development of TDOT Multimodal guidance documents
- c. The update and/or development of TDOT Multimodal prioritization resources (such as multimodal prioritization index, level of traffic stress, network analysis, benefit cost analysis)
- d. The planning, design, and delivery of TDOT Multimodal projects (such as Pedestrian Road Safety projects, sidewalk and bike lane projects, and complete streets projects)
- e. The support and/or administration of TDOT Multimodal grant programs
- f. The support and/or administration of other TDOT Multimodal programs and initiatives statewide.

The scope of work may include some or all the following:

- a. Public and stakeholder engagement efforts needed for the development of multimodal plans, projects, and programs.
- b. The performance of literature and peer reviews, technical studies, and all other engineering services needed to update and/or develop multimodal guidance documents.
- c. The development of data analysis tools to help with project selection and project evaluation.
- d. The performance of internal/external stakeholder meetings, site visits, collection and analysis of multimodal safety and traffic data, the development of conceptual designs and planning level cost estimates, and all other engineering services needed to complete planning reports for multimodal projects.
- e. The performance of field surveys, design, plans development and all other engineering services for multimodal design projects.
- f. The performance of work needed to support the administration of grant programs, and other multimodal programs and initiatives statewide consistent with Federal and State programs and objectives.
- g. The performance of work needed to implement priority actions identified in TDOT's current Statewide Active Transportation Plan.

Contracts:

Four (4) on-call contracts shall be awarded, each of which will have an initial amount of four million dollars (\$4,000,000) and a maximum ceiling of five million dollars (\$5,000,000). 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. The contract term will be five (5) years.

There is no guarantee that work orders will be issued on the contract as the determination of use of the contract will be workload driven and based on available funding.

Work Orders:

Work orders will be generated on an as-needed basis to describe the scope of work required for specific projects. Individual work order assignments will be made 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; and
- Specialized expertise specific to the work order.

Deliverables:

All documentation (see technical requirements below) associated with the engineering services for the projects and programs shall be submitted to TDOT as required.

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of engineering services. These include, but are not limited to: AASHTO Policy on Geometric Design of Highways and Streets (Green Book), Manual on Uniform Traffic Control Devices (MUTCD), Roadside Design Guide, Highway Safety Manual, Highway Capacity Manual, TDOT Design Standards and Guidelines, TDOT Multimodal Project Scoping Manual, and all other guidelines and manuals referenced by the Multimodal Division.

Firms may request consideration by submitting an **electronic** letter of interest by **email** to:

Daniel Pallme
Interim Multimodal Division Director
Suite 900, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243
Phone: (615) 741-4031

Please send letter of interest by email to: Antonia.Hayes@tn.gov and copy Terry.Gladden@tn.gov . All letters of interest must be received on or before **2:00 p.m.** (Central Time), Friday, **July 7, 2023**. For additional details regarding these projects, please contact Antonia Hayes and Terry Gladden by email.

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.html>. Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615) 741-4460 or Christine.Smotherman@tn.gov.

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>.

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-consultant(s). 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 firm's point of contact.**

Evaluation Process:

Phase I Evaluation

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

- a. Work experience in the required disciplines: Experience Categories (annual average revenue for last 5 years in relevant Profile Codes - Part I of the DT-0330 Form);
- b. Staff capabilities of prime consultant: Employees by Disciplines (local office staff in relevant Function Codes - Part I of the DT-0330 Form); and
- c. Prequalification Type: UNLIMITED.

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	Relative Weights
1. Team Capability and Work Experience <ul style="list-style-type: none"> a. Section C of Part II of DT-0330 form (10%); b. Section D of Part II of DT-0330 form (10%); and c. Section E of Part II of DT-0330 form (15%). 	40%
2. Previous Experience in Required Disciplines <ul style="list-style-type: none"> a. Section F of Part II of DT-0330 form (15%); b. Section G of Part II of DT-0330 form (10%); c. Section I of Part II of DT-0330 form (10%). 	40%
3. Approach to Encourage Public Engagement.	10%
4. Past Performance on Prior TDOT Projects, if available.	10%

Following Phase II evaluation, no fewer than six* 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 only four 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. Contracts will be awarded to the top-ranked firms (4 contracts).

Butch Eley
 Commissioner

BE/DP