

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

April 22, 2021
Multimodal Division

The Tennessee Department of Transportation (TDOT), an Equal Opportunity/Affirmative Action Employer, is seeking to retain the services of professional engineering firms for four-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.

Item No. 1

Project Description and Location:

On-call engineering services for the development and oversight of Multimodal projects statewide including but not limited to the update and/or development of TDOT Multimodal manuals, scoping and design guidance documents and standard drawings, grant programs, and other multimodal programs and initiatives statewide. (3 Contracts)

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

- a. The performance of internal/external stakeholder meetings, site visits, collection and analysis 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.
- b. The performance of field surveys, roadway design, plans development and all other engineering services for multimodal design projects (e.g., Pedestrian Road Safety Initiative, sidewalks, complete streets, transit corridors, etc.) and restriping plans with multimodal components.
- c. The performance of literature and peer reviews, technical studies, and all other engineering services needed to update and/or develop multimodal manuals, scoping and design guidance documents and standard drawings, grant programs, and other multimodal programs and initiatives statewide consistent with Federal and State programs and objectives.
- d. The performance of work needed to implement priority actions identified in TDOT's updated Statewide Active Transportation Plan including but not limited to pedestrian and bicycle safety action plans, a complete streets program, inventory and analysis of walking and bicycling conditions, transit stop design and placement, other transit-related components, etc.

Schedule and Ceiling:

The contract term shall run for a period of four (4) years. 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 two (2) years of the contract term. The initial maximum total contract dollar amount that may be awarded under each contract is \$2,000,000. The contract may be amended, as needed, to increase the maximum contract amount, but in no event shall the maximum contract amount exceed \$2,500,000.

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.

Deliverables:

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

Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of transportation 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, 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 to:

Suzanne Carlson
Multimodal Division Director
Suite 1200, James K. Polk Building
505 Deaderick Street
Nashville, Tennessee 37243

Please send letter of interest by email to: Veda.Nguyen@tn.gov. All letters of interest must be received on or before **4:00 p.m.** (Central Time), Thursday, **May 6, 2021**. For additional details regarding these projects, please contact 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.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-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.**

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 and Relative Weights	
1. Team Capability and Work Experience 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 (20%).	40%
2. Previous Experience in Required Disciplines a. Section F of Part II of DT-0330 form (20%); b. Section G of Part II of DT-0330 form (10%); c. Section I of Part II of DT-0330 form (10%); and d. Project Coordination and Public Meeting Experience (10%).	50%
3. Evaluations of Prior TDOT Projects; if available.	5%
4. Amount of Work Under Contract with TDOT; if available.	5%

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

*In instances where only three 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. Three (3) contracts will be awarded.

Work Orders

Consultant selection for work orders will be determined by:

- a) Consultant availability to perform the work;
- b) Qualifications of the consultant to perform the work specific to the work order.

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/SC/VN