

**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 ***Intelligent Transportation Systems (ITS) Statewide Construction Engineering and Inspection (CEI) services*** on a continuing contractual basis as described below. The method of payment shall be cost plus percentage net fee. Contract ceiling is **\$5 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.

**Intelligent Transportation Systems (ITS) Statewide Construction Engineering and Inspection (CEI) Services**

**Description:**

The consultant may be requested to perform professional CEI services on ITS Projects, including but not limited to:

- a. Construction inspection on ITS Construction and Maintenance contracts;
- b. Submittal review for all ITS and communications design elements, devices, buildings, components, and infrastructure;
- c. Oversight for testing, verification, and validation for devices and systems;
- d. Supporting the Installation, integration, testing of communications systems;
- e. Supporting Network configuration and testing;
- f. Erosion prevention and sediment control (EPSC) inspection;
- g. Utility and local signal agencies coordination services;
- h. Surveying;
- i. Materials testing;
- j. Coatings inspection; and
- k. Related administrative assistance.

**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 ITS CEI services shall be submitted to TDOT as needed. Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of ITS CEI services. These include, but are not limited to:

- TDOT ITS Project Development Guidelines
- TDOT 2021 Standard Specifications for Road and Bridge Construction
- TDOT Roadway Design Guidelines
- Manual on Uniform Traffic Control Devices (MUTCD)
- TDOT Traffic Design Manual
- AASHTO Operations Green Book for TSMO
- TDOT Standard Traffic Operations Drawings
- TDOT Standard Roadway Design Drawings
- Future AASHTO Transportation Operations 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](mailto:TDOT.TrafficOps@tn.gov)

All letters of interest shall be submitted electronically and 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](mailto: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](mailto: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.

### **Phase II Evaluation**

All files for Phase II proposals shall be submitted and sent electronically. For firms submitting proposals (Part II of the DT-0330 form) during Phase II evaluation, the criteria that will be considered are:

<b>Criteria and Relative Weights</b>	
i. Team capability and work experience (Section C, D, E, F, & G of Part II of the DT-0330 form). (See notes below table.)	45 %
ii. Staff qualification and availability (Section H: Staffing/Certification Matrix). (See notes below table.)	35 %
iii. Technical approach (as explained in Section H of Part II of the DT-0330 form).	15 %
iv. Past performance evaluations on projects, if available. (See notes below table.)	5 %

Notes:

- 1) Provide documentation including the attached Staff Certification/Availability Matrix form 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 (i.e., non-TDOT) 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.

Following Phase II evaluation, a minimum of four (4)\* 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 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

# DT-330 Part II ITS CEI Certification Matrix



Team Member/Task	Number of personnel for each discipline	Years of Experience Necessary	10 HR OSHA Construction Safety	Fiber Optic Construction Safety	Certified Training/Certification	Certified Network Associate	TDEC Level 1	TDEC Level 2	P.E.	R.L.S	TDOT HMA Certified Roadway Inspector	TDOT Concrete Plant Technician	TDOT Asphalt Plant Technician	TDOT Concrete Field Technician	CPESC	TDOT Hazardous Materials/ACI Grade 1	Work Zone & Aggregate Technician	Column 1
<b>Project/Construction Manager</b>	2	15+	R	S	S	S	S	S	S							S	R	0
Employee Name			R	S	S	S	S	S								S	R	0
<b>Admin Support</b>	2	2+																0
Employee Name																		0
<b>Senior Inspector</b>	5	10+	R	S	S	S	R			S	S	S	R	S		S	R	0
Employee Name			R	S	S	S	R			S	S	S	R	S		S	R	0
<b>Construction Inspectors</b>	15	5+	R	S	S	S	S			S*	S	S	S*	S*		S	R	0
Employee Name			R	S	S	S	S			S*	S	S	S*	S*		S	R	0
Employee Name			R	S	S	S	S			S*	S	S	S*	S*		S	R	0
Employee Name			R	S	S	S	S			S*	S	S	S*	S*		S	R	0
Employee Name			R	S	S	S	S			S*	S	S	S*	S*		S	R	0
<b>EPSC Inspectors</b>	3	2+	R				R	S										0
Employee Name			R				R	S										0
<b>Asph./Conc. Plant Inspectors</b>	3	2+	R								R	R						0
Employee Name			R								R	R						0
<b>Survey Crew</b>	1	2+	R						S								R	0
Employee Name			R						S								R	0
																		0

Friday, November 19, 2021

R Required for the team member  
S Will be considered in the Scoring  
S\* If any inspector performs this work; certification is required