

**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 **three (3)** professional engineering consulting firms to provide expertise in **Roadway Lighting Design Services** on a continuing contractual basis as described below. The method of payment shall be cost plus percentage net fee. Contract ceiling is **\$1 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.

**Roadway Lighting Design Services**

**Description:**

Roadway Lighting Design Services for projects. These services include but are not limited to:

- a) Roadway lighting design
- b) Roadway lighting analyses, including warrant analyses
- c) Photometric analyses software (AGI32)
- d) Photometric layouts
- e) Surveying, roadway, drainage, and earthwork design
- f) Geotechnical analyses and design, including collecting soil borings
- g) Data collection, including traffic counts
- h) Site and field reviews
- i) ROW and construction submittal checklists
- j) Temporary Traffic Control (TTC) design including the Work Zone Significance Determination (WZSD) and Transportation Management Plan (TMP) forms
- k) Construction quantities takeoffs and cost estimates
- l) Letting, post-letting, construction, shop drawing, and maintenance reviews
- m) Construction Engineering Inspections (CEI)
- n) Design assistance and guidance/manuals/specs/standards updates
- o) Project scoping and project progress summary reports
- p) Training of TDOT staff regarding roadway lighting design services

**Schedule:**

Schedules for services will be established by work order.

**Prime Consultant and Sub-consultant Roles:**

A firm shall not submit multiple responses to this solicitation in different roles, i.e., as both a prime consultant and a sub-consultant. If a firm submits a response as a prime consultant, the firm shall not also submit a response as a sub-consultant to any other firm submitting a response as a prime consultant. A firm responding to this solicitation only in role of a sub-consultant may submit with more than one prime consultant.

**Individual Work Order Assignments:**

Consultant selection for work orders 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 Roadway Lighting Design services shall be submitted to TDOT as needed. Technical requirements in applicable standards, specifications, and policies must be satisfied in the performance of Roadway Lighting Design services. These include, but are not limited to:

- TDOT Traffic Design Manual
- TDOT Roadway Design Guidelines
- TDOT ITS Project Development Guidelines
- Manual on Uniform Traffic Control Devices (MUTCD)
- FHWA Standard Highway Signs
- FHWA 2012 Supplement to the 2004 Standard Highway Signs
- Tennessee Supplement to the Standard Highway Signs Book
- AASHTO Operations Green Book for TSMO
- TDOT Standard Traffic Operations Drawings
- TDOT Standard Roadway Design Drawings
- TSMO/Traffic Operations Program Plan (Future Policy Statement)
- TDOT Highway System Access Manual
- Highway Safety Manual
- Highway Capacity Manual

Firms may request consideration by submitting a letter of interest 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 I), 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 organization including involvement (Section C & D of Part II of the DT-0330 form).	18 %
ii. Team capability, work experience, and technical approach (Section E, F, G, H & I of Part II of the DT-0330 form).	18 %
iii. Staff qualification and availability (Section C, D, & I of Part II of the DT-0330 form) and TDOT Staff Certification/Availability Matrix information. (See notes below table.)	18 %
iv. Firm workload capacity (Section I of Part II of the DT-0330 form).	12 %
v. Past project performance for TDOT and other clients (Section I of Part II of the DT-0330 form). (See notes below table.)	12 %
vi. Conclusion overall summary (2 page maximum) of why TDOT should select your firm for this contract. Include relevant information such as innovative strategies you have brought to your clients, specialized training or certifications of your staff, cost and time saving strategies you have successfully deployed, history working with tight deadlines, or other information that demonstrates why your firm should be selected. (Section I of Part II of the DT-0330 form).	22 %

Notes:

- 1) Provide documentation including the attached Staff Certification/Availability Matrix 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 evaluation 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 five (5)\* 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 four (4) 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. Three (3) 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

