

**NOTICE TO CONSULTANT ENGINEERS  
REGARDING A REQUEST FOR LETTERS OF INTEREST**

**August 15, 2024  
(Traffic Design 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 **transportation engineering services** as described below. The scope of work will include, but not be limited to:

- a. Road Safety Audits
- b. Safety analysis (Historic and Predictive)
- c. Traffic studies
- d. Traffic Modeling & Simulation
- e. Local Roads Safety Initiatives
- f. Training
- g. Manual development
- h. Traffic Design Plans development
- i. No Plans document development

The method of payment shall be cost plus fixed fee. 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 project development schedule, and (2) the number of projects assigned, 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Items may be withdrawn if anticipated funding does not become available.

**Item No. 1**

**Project Description and Location:**

On-call transportation engineering services on various Traffic Design Division (TDD) projects, Statewide. (3 contracts)

**Schedule and Ceiling:**

The contract term shall run for a period of four (4) 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 two (2) years. The total contract dollar amount to be awarded under each contract is \$2,000,000.

Individual work order assignments will be made on the following qualifications-based criteria:

- i. Consultant availability to perform the work;
- ii. Qualifications of the consultant to perform the work specific to the work order;
- iii. Specialized expertise specific to the work order;
- iv. Past performance on prior work orders issued under the contract;

**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: TDOT's [AASHTO Policy on Geometric Design of Highways and Streets \(Green Book\)](#), [Manual on Uniform Traffic Control Devices](#), [Roadside Design Guide](#), [TDOT Design Standards and Guidelines](#), [Highway Safety Manual](#), [Highway Capacity Manual](#), [ITE Trip Generation Manual](#), [Road Safety Audit Manual](#), and [No Plans Guidance Manual](#).

Firms may request consideration by submitting a letter of interest to Michelle Nickerson electronically at [Michelle.nickerson@tn.gov](mailto:Michelle.nickerson@tn.gov).

All letters of interest must be received on or before **4:00 p.m. (Central Time) Tuesday, September 3, 2024**. For additional details regarding these projects, please contact Ms. Michelle Nickerson at (615) 741-0894 or by email at [Michelle.Nickerson@tn.gov](mailto:Michelle.Nickerson@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: [Prequalified Consultant Form \(tn.gov\)](#). 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. Any 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.**

**Evaluation Process:**

**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:

- a) Work experience in the required disciplines (Profile of firm's experience in relevant profile codes: T03)
- b) Staff capabilities of the prime consultant: Employees by Disciplines (Staff in relevant function codes: 08, 12, 60)
- c) Qualification 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:

<b>Criteria and Relative Weights</b>	
1. Team Capability and Work Experience. (Sections C, D, & E)	30%
2. Past Experience in required disciplines. (Sections F, G, and I) a) Engineering Software Capabilities and Experience (20%) b) Project Coordination and Public Meeting Experience (15%)	35%
3. Staffing/Certification Matrix (Section I)	20%
4. Evaluations of Prior TDOT Projects; if available.	10%
5. Amount of Work Under Contract with TDOT; if available.	5%

Following Phase II evaluation, no fewer than five (5)\* 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 fewer than five (5) 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.

### **Post Selection**

TDOT will then negotiate with the firm(s) 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 to be most appropriate by TDOT. 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 \(tn.gov\)](https://www.tn.gov/small-business-development-program)

Butch Eley  
Commissioner

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