



STATE OF TENNESSEE
TRANSPORTATION

**REQUEST FOR QUALIFICATION # 40100-50911
AMENDMENT # 4
FOR COMPREHENSIVE ON CALL CONSULTING**

DATE: FEBRUARY 20, 2025

RFQ # 40100-50911 IS AMENDED AS FOLLOWS:

The State is amending their response to RFQ 40100-50911 Amendment 2's Questions and Comments, Question 14 below.

1. This RFQ Schedule of Events updates and confirms scheduled RFQ dates. Any event, time, or date containing revised or new text is highlighted.

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFQ Issued		12/16/2024
2.	Disability Accommodation Request Deadline	2:00 p.m.	12/19/2024
3.	Pre-Response Conference	10:00 a.m.	1/3/2025
4.	Notice of Intent to Respond Deadline	2:00 p.m.	1/7/2025
5.	Written "Questions & Comments" Deadline	2:00 p.m.	1/13/2025
6.	State response to written "Questions & Comments"		2/10/2025
7.	Updated State Response to Question # 14		2/20/2025
8.	RFQ Response Deadline	2:00 p.m.	3/7/2025
9.	RFQ Cost Proposal Opened (ONLY for the apparent successful Respondents)	2:00 p.m.	3/28/2025
10.	Cost Negotiations (Optional)		3/31/2025-4/3/2025
11.	State Notice of Qualified Respondents and Rankings Released and RFQ Files Opened for Public Inspection		4/9/2025
12.	End of Open File Period		4/16/2025

2. State responses to questions and comments in the table below amend and clarify this RFQ.

Any restatement of RFQ text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFQ document.

RFQ Section 5.6	Pg. 12	<p>1. Section 5.6 Contract Award: Section 5.6 Contract Award states that if 3 current work orders have been issued to one respondent then that respondent will not be eligible to receive another work order until 1 of the three work orders is complete. However, section A Scope - A.3 indicates that if the State has already issued one (1) current work order to a Contractor, that Contractor will not be eligible to receive another work order</p>	<p>Contractors are not limited to the number of Work Orders they may be assigned. Please see Amendment Item #3 for RFQ 40100-50911 Release #2 resolving the A.3 discrepancy.</p> <p>Please see the revisions made in Item #3, Item #4, and Item #5 below for additional revisions regarding Work Orders.</p>
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		until such work has been deemed fully complete by the State. Can the State please clarify the number of active work orders which can be issued to a single contractor?	
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3. Delete RFQ Section 1.1 Statement of Purpose in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

1.1. Statement of Purpose

The State, Department of Transportation (“TDOT”) Long Range Planning Division, intends to procure planning and/or professional consultants or consultant firms, to perform transportation planning studies and related analyses. Such work will include evaluation of long range and short term transportation needs due to development in the various areas within the State on behalf of the State or local governmental entities or organizations, as requested by the State. Respondents should have the capability and capacity to perform a wide range of transportation planning and conceptual design tasks.

The State intends to qualify Respondents based on the responses to the RFQ to award Master Contracts to qualified Respondents and then use its Delegated Authority process to issue Work Orders during the delegation period.

Qualified Respondents will be ranked by Category, based on the RFQ evaluation score. The highest ranked Respondent per category will be offered work orders as they become available. If a Respondent is not available to perform the work, the work order will be offered to the next ranked Respondent. Work Orders will be assigned to Contractors in ranked order on a rotating basis per category. Contractors are not limited to the number of Work Orders they may be assigned. The awarded Respondent(s) from the RFQ will enter into a Master Contract. TDOT will issue a Statement of Work “SOW” to the Respondent. Once finalized, Work Order(s) will be executed. Work orders will be issued from this RFQ for a five (5) year period.

The maximum liability of the State’s Delegated Authority is Ten Million Dollars (\$10,000,000.00).

4. Delete RFQ Section 5.6, Contract Award in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

5.6 Contract Award

Multi-Award Process

Respondents shall be given a rank order for preference of work orders issued by the consultant categories RFQ Attachment G Award Category Matrix. This RFQ will qualify and rank Respondents to award up to three (3) Master Contracts per Category. When work comes available, the State will follow the Statement of Work “SOW” process under its Delegated Authority to issue and execute Work Orders.

The consultant categories and corresponding RFQ Section C. Items are:

1. Section C Category 1: Statewide, Regional, & Community Planning
2. Section C Category 2: Active Transportation/Travel Demand Management
3. Section C Category 3: Corridor Study/Complete Street
4. Section C Category 4: Carbon Management
5. Section C Category 5: Needs Assessment
6. Section C Category 6: Multidisciplinary 1 Intelligent Transportation Systems (ITS), Transportation Systems Management And Operations (TSMO)
7. Section C Category 7: Multidisciplinary 2 (Freight, Multimodal, Environmental)
8. Section C: Grant Applications

For each response per category from Section B and Section C scores evaluated, the Solicitation Coordinator will calculate the total points for each category of the Proposal Evaluation Team member scores for RFQ Attachment B and C, Technical Response & Evaluation Guide, and record the ranking.

When work is required by the State, the top-ranked Respondent in the applicable category of work will be sent a Statement of Work "SOW". Upon the Respondent's acceptance of the SOW, the State will execute a Work Order. **Work Orders will be assigned to Contractors in ranked order on a rotating basis per category. Contractors are not limited to the number of Work Orders they may be assigned.** The Contractor is not obligated to accept a work order. If the Contractor does not accept the work order, it will be offered to the next ranked Contractor. The awarded Contractor shall only be permitted to decline a work order a maximum of three times per calendar year. Declining additional work orders will result in the highest ranked Contractor being re-ranked to the lowest position.

Work orders shall be issued as authorized in Section A.8. of the pro forma contract, at a cost not to exceed the billing rate per personnel in the Respondent's cost proposal.

5. Delete RFQ Attachment H, Master Contract, Provision A.3 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

A.3. The State reserves the right to, in its sole discretion, solicit proposals for and award Work Orders for services included in the scope of this Contract to third parties, and any such actions shall not be deemed to be a breach of this Contract. The Contractor acknowledges, understands and agrees that (i) this Contract does not guarantee that any work will be awarded to the Contractor and does not contain any "exclusive" to the Contractor for any portion of the services that can be provided under this Contract; and (ii) that contracts or Work Orders for these same services may be awarded to third parties.

If deemed to be in the best interest of the State, the State may issue a Work Order to a third party. In making such a determination, the State shall consider the following in order:

a. Conflict of Interest – If the Contractor has a conflict of interest as determined by the State, it will not be assigned the project.

b. Ranking – Contractor's ranking in the relevant work category resulting from the State solicitation, as may be amended, requesting responses in competition for this Contract;

c. Availability – Work Orders will be assigned to Contractors in ranked order on a rotating basis per category. Contractors are not limited to the number of Work Orders they may be assigned.

d. The Contractor is not obligated to accept a Work Order. If the Contractor does not accept the work order, it will be offered to the next ranked Contractor.

Decisions relating to allocations of work to a contractor by the State are final and cannot be appealed by the Contractor. In the event that the Contractor is in default under a Work Order, the State has the right to withhold awards of additional Work Orders to the Contractor until such default is cured to the reasonable satisfaction of the State.

6. RFP Amendment Effective Date. The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.