

FREDERICKSBURG DISTRICT MAJOR PROJECTS PROGRAM SUPPORT SERVICES

Option Pre-Proposal Conference

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Scope of Work

The Scope of this contract anticipates providing professional engineering and support services assisting the Department staff to manage and oversee the Fredericksburg District Major Projects program ensuring technical , fiscal, schedule and quality goals are met. The scope of services include

- Contract Administration
- Project Management
- Design Support Services
- Right of Way and Utility Services
- Environmental Services
- Tolling
- Traffic Engineering and Forecasting
- Transit planning and coordination
- Fiscal and Financial Plan Support Services
- Construction Management and Inspection
- Intelligent Transportation Systems (ITS)
- Geotechnical Engineering / Materials
- Project Controls and Constructability
- Public Affairs/Outreach Services
- DBE/SWaM Program support
- Stakeholder/Agency Coordination
- Safety program support
- Document Control

Duration of Contract: 5 years

Contract Value: \$25 Million

Anticipated Milestone Schedule

- Expression of Interest Due - 04/20/2018 at **2:00** PM
- Short List Posted - 05/18/2018
- Interviews/Technical Presentations - 05/31/2018
- Final Consultant Selection - 06/20/2018
- Scoping/Negotiations Kick Off Meeting - 06/22/2018
- Pre-Award Documents Due - 07/03/2018
- Consultant Contract Signed - 08/20/2018

Conflict of Interest

VDOT has decided to utilize the following approach during the procurement of this contract

The firms listed below that are Lead Design firms for the 95 Express Lanes – Fredericksburg Extension Project will not be allowed to participate as a Prime Consultant or as a Joint Venture due to a conflict of interest:

- HNTB
- Dewberry Engineers Inc.
- WSP

All of the above firms are still permitted to pursue the Fredericksburg District Major Projects Program Support Services contract as a subconsultant.

Project specific conflicts will be determined at the time of work assignments consistent with the Department policy below: <http://www.virginiadot.org/business/resources/LocDes/IIM-APD-2.pdf>

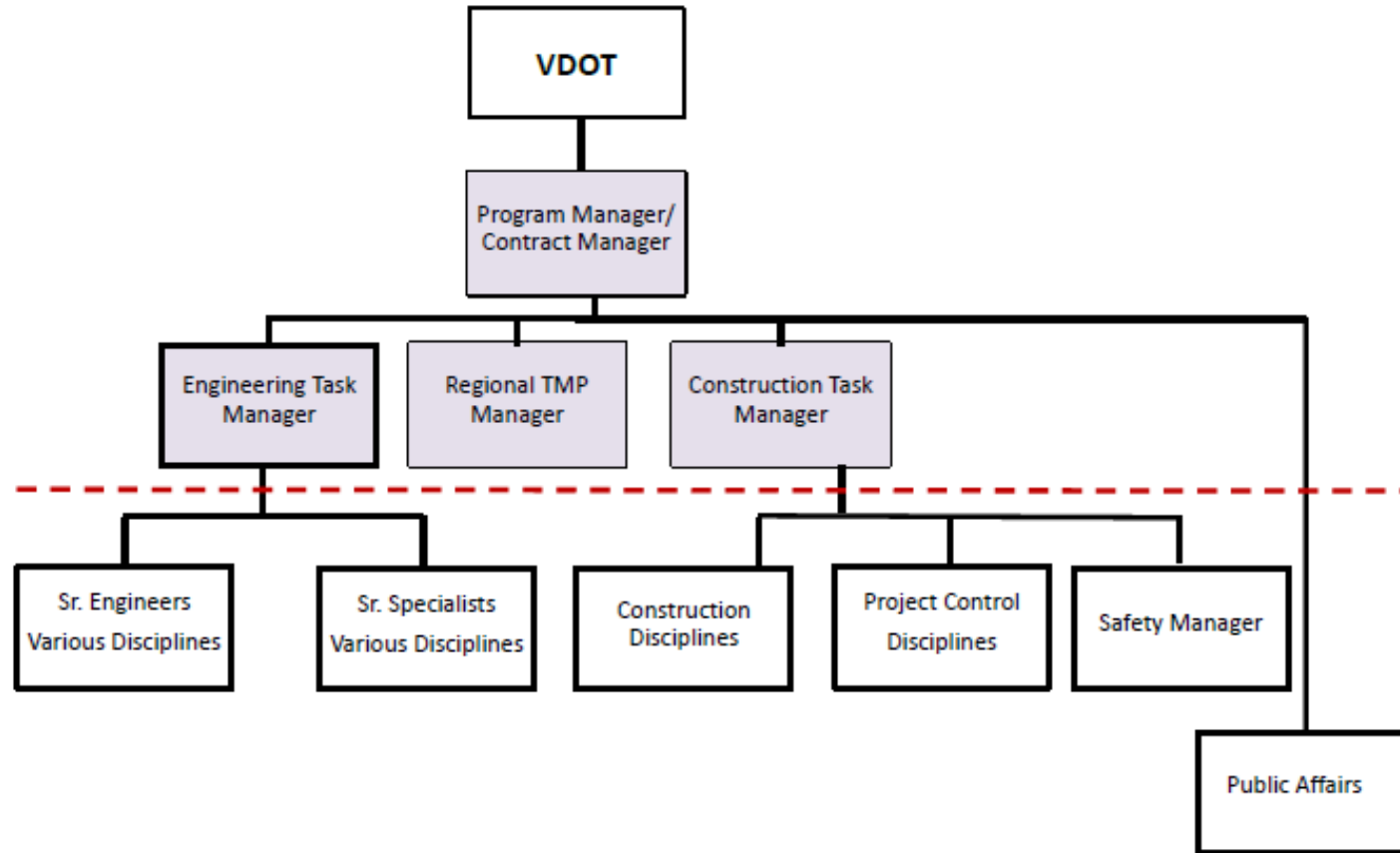
Conflict of Interest

Furthermore, any firm, including but not limited to the below listed firms, that is under contract with Transurban USA Inc. for the 95 Express Lanes – Fredericksburg Extension Project will be considered to have a conflict of interest.

- Transurban (USA) Operations Inc.
- Capital Projects Strategies, LLC
- FreeAhead, Inc.
- GET Solutions
- HDR Engineering Inc.
- Hirschmugl, Heine & Associates, Inc.
- Mattern & Craig
- Rice Associates
- SaLUT (Soil and Land Use Technology)
- S&ME

The above firms are still permitted to pursue the Fredericksburg District Major Projects Program Support Services contract as a subconsultant.

Organizational Structure



- Only One Individual will be allowed in Key Personnel Classifications
- No Changes permitted above the dashed red line

Key Personnel and Other Classifications

Anticipated Classifications and associated responsibilities included in the RFP

The following are the Key Personnel positions for this Contract:

- 1) **Program/Contracts Manager (P.E. Required)** - Holds leadership role for the Project/Program directly supporting VDOT's Project/Program Manager to enable successful on-time and on-schedule delivery
 - 2) **Engineering Task Manager (VA P.E. Required)** – Responsible for managing and overseeing all Engineering Tasks
 - 3) **Construction Task Manager (VA P.E. Required)** – Responsible for managing and overseeing all Construction oversight tasks
 - 4) **Regional TMP Coordinator** – Responsible for developing, implementing and monitoring Regional TMP
- Resumes are required only for the Key Personnel
 - Only One individual permitted for each of Key Personnel Classifications
 - P.E. License required at the time of submitting EOI

Scoring Criteria & Present Work Load

		NUMERICAL VALUE	AVG.	WEIGHT	WEIGHTED EVALUATION
FIRM/TEAM'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10		25%	
PERSONNEL'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10		35%	
QUALIFICATIONS OF PROGRAM/CONTRACTS MANAGER (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10		10%	
ORGANIZATIONAL CAPABILITY (Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of sub-consultants) (1=least, 10=most)		1-10		20%	
PRESENT WORKLOAD WITH DEPARTMENT (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Work being performed as a prime, joint venture or sub-consultant on a Design-Build project shall be included.) † (Only Category A, B & C workload is counted on this selection*)	Above \$15,000,000	0		10%	
	13,500,001-15,000,000	1			
	12,000,001-13,500,000	2			
	10,500,001-12,000,000	3			
	9,000,001-10,500,000	4			
	7,500,001-9,000,000	5			
	6,000,001-7,500,000	6			
	4,500,001-6,000,000	7			
	3,000,001-4,500,000	8			
	1,500,001-3,000,000	9			
0-1,500,000	10				
				TOTAL	

Categories A, B & C counted on this selection

Expression of Interest

- **Must be submitted in two separate volumes**
- **EOI submittals required through VDOT's Falcon system – All information must be uploaded and received prior to 2:00pm on 04/20/2018**
- **All items shall be on 8 ½" X 11" and printed one side with single spaced type no smaller than 10 point where applicable**

Volume I - Technical Qualifications Submittal	Volume II - Administrative Requirements Submittal
Table of Contents	Table of Contents
Cover Letter (1 page or less)	Firm Data Sheet
Understanding of Scope of Work (2 pages or less)	DBE Commitment and Confirmation Letter (if applicable)
Standard Form 330 Part I	Present Workload with Department Form
Standard Form 330 Part II	Names and detailed addresses of all affiliated and/or subsidiary companies
Response to RFP Expression of Interest	Certification Regarding Debarment
Present Workload with Department form	Table Matrix containing the requested information (SCC and DPOR registration and license(s)) and Full size copies of VA. SCC and DPOR (firm and key staff)

Expression of Interest

Carefully Review the instructions while preparing EOI

KEY PERSONNEL Resumes in SF 330 Part I, Section E (Item 4) - The number of relevant projects should be limited to no more than four (4). Provide scope, size and cost for each of the relevant projects. Also clearly identify the role and describe the tasks performed on these projects.

Provide the following items in Section 18, Other Professional Qualifications of the Key Personnel Resume:

- a) Chronologically list: employment history, position held and duration of employment for the last fifteen (15) years. If the individual has less than fifteen (15) years of employment history, please list the history of those years you have worked**

- b) Provide a list of all current active assignments and associated roles and responsibilities. Also, clearly identify tasks performed to date on these assignments.**

Expression of Interest

SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract) (Item 5) - Provide the scope, size and cost of projects.

SF 330 Part I, Section H (Additional Information) (Item 7) – This section is limited to a maximum of five (5) pages.

Item 12 - In four (4) page(s) or less, please emphasize your qualifications in the following areas:

1. Contract Management
2. Project Management
3. Design Support Services
4. Traffic Engineering and Traffic Management Services
5. Construction Management and Inspection Services
6. Safety Program
7. Intelligent Transportation Systems (ITS) Support
8. Public Affairs/ Outreach Services

Additionally, in one (1) pages or less, please emphasize your qualifications, past experience and key lessons learned in developing and executing Regional TMP.

Item 13 - In two (2) pages or less, provide a narrative detailing how the proposed organization, resources, and capabilities will support the needs of and enhance the success of the Fredericksburg District Major Projects Program.

Expression of Interest

DBE – The DBE contract goal for this procurement is 15%

SWaM – The Department believes that these services support 10% SWaM participation.

General Conditions

Consistent with 23 CFR172.11 requirements, VDOT will conduct negotiations with the selected firm.

- The classification rates will be negotiated based on the fair and reasonable market rates for the classification and associated responsibilities. The classifications rates will not solely be based on Individual's salary.
- Executive level positions (Principals, partners, associates, CEO's, and those with similar titles) are considered to be administrative and/or management functions whose costs have been included in the overhead. The Executive level personnel are not expected to be proposed for any classifications. If the Consultant chooses to propose Executive level personnel for any classifications the individual's salary will not be the basis of negotiations.
- All firms will be required to have field and home office overhead rates. Firms that do not have established field and/or home office overhead rates will be required to obtain a letter from Assurance Compliance Office (ACO) regarding applicable rates.

General Conditions

Overtime and Travel

- Consultant Personnel, other than Construction Inspectors, will not be eligible for overtime compensation for work hours exceeding 40 hours/week.
- For consultant staff assigned to VDOT office(including project office), Travel calculated from VDOT office
- For consultant staff not assigned to VDOT office, travel will be calculated from prime consultant's office closest to the VDOT Fredericksburg District Office.

General Conditions

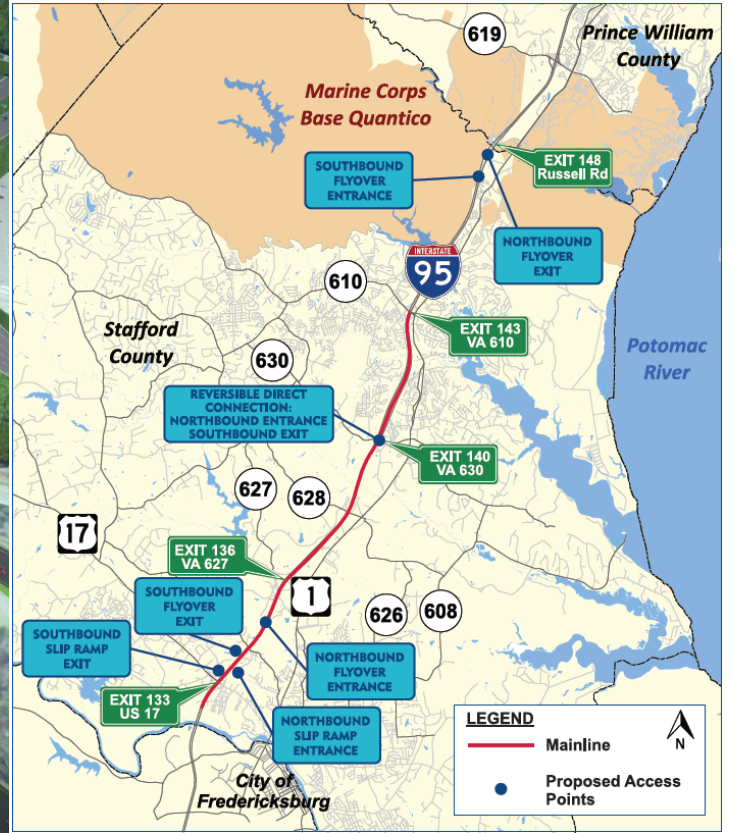
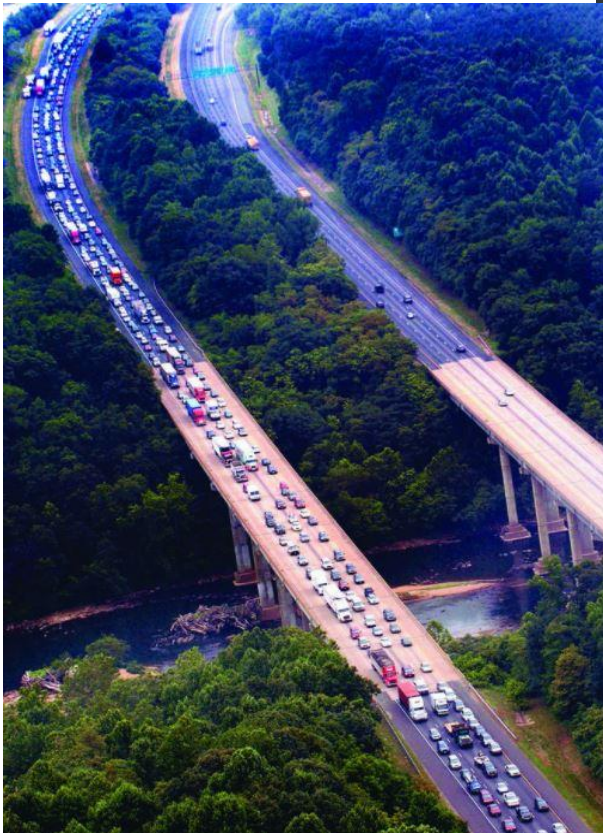
Escalation

- For AWP 1, from the execution of the contract to June 30, 2019, an escalation of 0.75% will be allowed.
- For AWP 2 beginning July 1, 2019 through June 30, 2020, the escalation rate of 1.5% will be allowed.
- AWP 3 onwards the escalation rate will be based on the annual VDOT published rate for that year.

Potential Addendum Items

- Engineer - Virginia PE license preferred
- Regional TMP Coordinator – Make it consistent throughout the RFP

Thank You



Questions ?