

REQUEST FOR PROPOSAL

Materials Division On-Call Limited Geotechnical Engineering Services Term Contract

Northern Region, Western Region & Eastern Region

RFP No. MAT20161219



GENERAL

The Virginia Department of Transportation is seeking expressions of interest from consulting engineering firms who wish to be considered to provide professional services related to geotechnical engineering such as geotechnical site, subsurface reconnaissance, and investigation; geophysical investigations; geotechnical instrumentation; laboratory testing services; and geotechnical analyses, designs, or review work in both soil and rock terrain on an on-call basis within the Northern, Western and Eastern Regions of the Commonwealth of Virginia. This contract also includes supporting services to include survey, maintenance of traffic, administrative support for rights of entry, and earthwork requirements as necessary to mobilize exploration equipment (e.g., making an access road).

This will be a statewide term contract in which the Department anticipates, but does not guarantee awarding multiple contracts to one or more, but not to exceed three (3) qualified prime consultant firms as a result of this Request for Proposal. The Department reserves the right and intends to assign each contract after selection to a specific VDOT Region for the duration of the contract term. VDOT will assign a contract for one (1) region to each selected consultant. The counties listed in Attachment "A" of this RFP represent the geotechnical engineering service areas within VDOT's Northern, Western and Eastern Regions. VDOT reserves the right to modify the counties included in this Request for Proposal (RFP), and any resulting contracts, based on any changes that may occur to the boundaries of the VDOT Regions and/or Districts. The Department reserves the right to assign task orders to Consultants under these contracts to provide these same services in other Regions and/or Districts.

Each proposed two-year limited services term contract with two (2) optional one-year renewable terms will have a maximum value of \$3,000,000 per term. The contracts will be negotiated and awarded in accordance with the procedure set forth in the current Manual for the Procurement & Management of Professional Services at the time of advertisement.

The Department reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Department to do so. This request does not commit the Department to provide any payment for costs associated with the preparation of proposals submitted in response to this Request for Proposal.

The Department reserves the right to alter the project delivery method at any time during the contract period. The Department will notify the consultant of such decision, revise the scope of services and respective man-hours. The change will be implemented utilizing an additional task order or supplemental agreement based on the contract type.

In response to this Request for Proposals, firms submitting an Expression of Interest as a Prime Consultant shall not serve as a subconsultant on any other team that includes any of the same team member's firms in which they are the Prime.

PROCUREMENT SCHEDULE

- Expression of Interest Due Date and Time – 1/18/2017 at 2:00 PM
- Short List Posted on the VDOT Website – NLT 2/13/2017
- Interviews/Technical Presentations – 2/24/2017
- Final Consultant Selection – NLT 3/14/2017
- Selected Consultant Pre-Award Documents Due – NLT 3/24/2017
- Completed Negotiations Agreement Due – NLT 4/28/2017
- Consultant Contract Signed – NLT 5/15/2017

CONFLICT OF INTEREST:

The change in a project delivery method for this contract may result in a potential conflict of interests for the consultant and any of its team members. As such, the scope of services and their role may be revised and redefined to meet the project need as identified by the Department. The consultant and its team members may not be allowed to participate in ANY subsequent contracts (design and/or construction) related to this project. The Conflict of Interest determination will be made in accordance with the Department's policy. The policy is available at:

<http://www.virginiadot.org/business/resources/LocDes/IIM-APD-2.pdf>

SCOPE

NORTHERN, WESTERN & EASTERN REGIONS

The scope of work shall consist of providing geotechnical services such as the following: geotechnical site, subsurface reconnaissance and investigation; geophysical investigations; geotechnical instrumentation; laboratory testing services; and geotechnical analyses, designs, or review work in both soil and rock terrain. Work also includes report preparation or review, review of geotechnical construction plans, specialty inspection of geotechnical construction, geotechnical and geological data entry, Global Positioning System (GPS)/Geographic Information System (GIS) services, and consultation requiring specific expertise in the areas of highway engineering pertaining to soft ground, embankments, slopes, foundations in soil and/or rock, soil- and rock-structure interaction, bridge foundations, retaining structures, reinforced soils, drainage structures, and geotechnical instrumentation. All field exploration, laboratory work and reporting shall be in accordance with the current version of VDOT's Manual of Instructions. The Consultant will be responsible for the management and coordination of all activities and issues associated with the planning, permitting, and execution of geotechnical activities for each specific project. All work shall be completed within the required timeframe. The Consultant will also be responsible for the contract administration, management, inspection and coordination of any sub-consultants or sub-consultants' work, obtaining right of entry, and completing utility clearance. Additionally, the consultant is responsible for all quality assurance related to this scope of work and the services of their subconsultants.

Typical project assignments may include full service site exploration (including geophysical and in-situ testing); laboratory testing of soil and/or rock; geotechnical design and/or analyses (including pavement design and/or evaluation); on-call geologists or geotechnical engineers for drilling supervision or review of geologic data prepared by others; inspection of specialty geotechnical construction; itemized laboratory tests; GPS/GIS services; geotechnical data entry work; and/or specific geotechnical consultation by subject matter experts (this includes expert evaluation pertaining to ground improvement, rock slopes, rock mechanics, rock fall and design of rock-cut stabilization measures). On call consultant shall be responsible to provide traffic control and survey work as required to complete the field program.

The scope of work may include subsurface exploration, analyses, recommendations, construction evaluations and shop drawing review of geotechnical activities involving bridges and retaining walls. Examples of software (or approved equivalent programs) that may be required to perform this work are GRLWEAP (Wave Equation Analyses for Driven Piles), L-PILE (used to analyze laterally-loaded piles and drilled shafts), DRIVEN (used to analyze axial capacity of drive piles), MSEW (for MSE walls), RSS (for reinforced soil slopes), and slope stability software. Alternate software programs may be approved by the Department.

This contract requires all laboratory soil and/or rock testing be performed by a laboratory that meets the requirements of the [AASHTO Accreditation Procedure Manual, AASHTO R 18](#). Additionally, the laboratory shall comply with the requirements of the AASHTO Accreditation Program for each laboratory test required under this contract.

Where applicable, all work under this contract shall conform to the requirements of AASHTO LRFD.

The Consultant must be able to respond quickly to requests for specific proposals and work to be performed under the contract and must be able to handle multiple assignments concurrently. The Consultant may be required to accomplish work on an accelerated schedule.

The Consultant will be required to install, operate and maintain a project communications network between all project-relevant State, Federal and Consultant personnel (via server, etc.). The network must provide an effective and efficient means for performing electronic communication (i.e. Internet access). This includes, but is not limited to, e-mail communication and the electronic transfer of all types of data files, such as project reports, correspondence, schedules, spreadsheets, computer-aided drafting and design (i.e., MicroStation) drawing files, etc. The Consultant must also consider file security and timeliness of the electronic transfers in the design of the system.

This work is to be accomplished utilizing computerized design and drafting systems compatible with the Department's automated design and drafting systems. The Department's roadway design system is GEOPAK Civil Design Software and the drafting system is MicroStation. This project will be developed utilizing the Department's policies and procedures and FHWA's guidelines. This Request for Proposal does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

The scope of work for this contract shall consist of providing staff assignments as follows:

- Project Manager
- Senior Engineer/Geologist(s)
- Engineer/Geologist(s)
- CADD Operator(s)
- Technician(s)
- Clerical

The following additional Field and Survey Team classifications should support those labor classifications identified above:

- Licensed Survey Manager
- Senior Survey Technician(s)
- CADD Technician(s)
- 2-Person Survey Crew(s)
- 3-Person Survey Crew(s)
- Senior Survey Crew Chief(s)
- Instrument Person(s)

Non-Professional services such as drilling, maintenance of traffic and laboratory testing will be handled as a non-salary direct cost.

NORTHERN REGION

The Northern Region includes VDOT's Culpeper and Northern Virginia districts. This region includes mountainous areas of the Blue Ridge Mountains, rolling hills of the Piedmont and low-lying areas of the Coastal Plain. Portions of the Northern Region are underlain by stiff fissured clays of the Potomac Group. These clays are known to be problematic in embankment slope and retaining wall designs. Unique challenges in the Northern Region include design of deep foundations in widely varying geologic terrain, geotechnical exploration in highly urbanized areas, reuse of highly plastic/elastic soils in embankment construction, deep seated slope failures, rock-slope design/rock-fall mitigation, and ground improvement in areas of very soft and compressible soils. Problematic soils can develop acidic runoff and problematic rocks can include asbestos. These unique challenges can affect the design of foundation elements, embankment slopes, cut slopes, retaining walls and subgrade preparation.

WESTERN REGION

The Western Region includes VDOT's Bristol, Salem, Lynchburg, and Staunton districts. This region includes mountainous areas of the Appalachian Plateau, structurally-complex mountainous and karst areas of the Valley and Ridge, foliated and fractured metamorphic rocks of the Blue Ridge, and rolling hills of the Piedmont Physiographic provinces. Unique challenges in the Western Region include difficult site access, solution features in carbonate rock (and resulting sinkhole mitigation),

design of deep or conventional foundations in widely varying geologic terrain, reuse of highly plastic/elastic soils and/or rockfills in embankment construction, and rock-slope design/rock-fall mitigation. Specific geologic formations are also prone to weathering of rock and a resulting concern of acid runoff. These unique challenges can affect the design of foundation elements, embankment slopes, cut slopes, retaining walls and subgrade preparation.

EASTERN REGION

The Eastern Region includes VDOT's Fredericksburg, Richmond and Hampton Roads districts. This region includes rolling hills of the Piedmont and low-lying areas of the Coastal Plain Physiographic provinces. Unique challenges include design of deep foundations in widely varying geologic terrain, reuse of highly plastic/elastic soils in embankment construction, deep seated slope failures and ground improvement in areas of very soft and compressible soils. Below grade construction in the Eastern Region often requires considerations for dewatering. These unique challenges can affect the design of foundation elements, embankment slopes, cut slopes, retaining walls and subgrade preparation.

The Eastern Region also includes the efforts of Central Office, as such, the consultant may also be asked to develop geotechnical office practices, design aids, standards, specifications and best practices for various manuals and documents. Design documents developed by the consultant shall be in accordance with the AASHTO LRFD Bridge Design Specifications (5th Edition).

All procurement related questions or information should be directed to Ms. Wazirah Wallace at 804-786-2561 or email Wazirah.Wallace@VDOT.Virginia.gov.

EXPRESSION OF INTEREST (EOI)

1. The Expression of Interest shall be organized in the following order:
 - Transmittal letter - one (1) page or less
 - Table of Contents
 - Understanding of Scope of Work - two (2) pages or less
 - Response to RFP Expression of Interest Items 2-17
 - Present Workload with Department form
 - **Standard Form (SF) 330 Part I** – one combined for the project team
 - **Standard Form (SF) 330 Part II** – one for each firm
 - Laboratory Certifications
 - A table or matrix containing the requested information in item 17
 - Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
 - Full size copies of Commonwealth of Virginia DPOR registration certificate for the Key Personnel
 - Firm Data Sheet

- Certification Regarding Debarment form
- DBE Commitment and Confirmation Letter (if applicable)

(All items shall be on 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 10 point where applicable.)

2. Furnish current SF 330 Part II for each firm involved, and one (1) combined SF 330 Part I for the project team. Please follow the instructions included on the form, unless indicated otherwise within this RFP.
3. As referenced in SF 330 Part I, Section D (Organizational Chart of Proposed Team), a one-page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included.
4. Indicate KEY PERSONNEL ONLY resumes in SF 330 Part I, Section E (Resumes of Key Personnel Proposed for This Contract). Key personnel are defined as those to whom the contract will be assigned and who will be performing the actual management of the work and be responsible for the delivery of the services. Each resume shall be limited to one page per person with a font no less than 10 point.

Furthermore, all individuals identified as Key Personnel in the EOI shall remain on the Consultant's Team for the duration of the procurement process and, if the consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to the Department's Project Manager for approval, who, at his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.

5. In SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract), limit example projects to no more than ten (10). Each project example shall not exceed one (1) page.
6. In SF 330 Part I, Section G (Key Personnel Participation in Example Projects), limit example projects to no more than ten (10). The example projects listed in Section G (#29) should match the example project list provided in Section F.
7. In SF 330 Part I, Section H (Additional Information), the consultant should detail the plan to assure the Department that the staff submitted for evaluation will be available for the services requested by the RFP. Section H of SF 330 Part I is limited to a maximum of ten (10) pages with a font no less than 10 point. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project.

8. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Small Business and Supplier Diversity (SBSD) certified DBE firms is maintained on their web site (<http://egov1.virginia.gov/index.html>) under the **DBE Vendor Directory of Virginia Unified Certification Program**. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBE firms as potential subconsultants. The consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. The Department believes that these services support 10% DBE participation.

In accordance with the Governor's Executive Order No. 20, the Virginia Department of Transportation also requires a utilization of Small, Women and Minority (SWaM) Businesses to participate in the performance of state funded consultant contracts. A list of Virginia Department of Small Business and Supplier Diversity (SBSD) certified SWaM firms is maintained on the DSBSD web site (<http://egov1.virginia.gov/index.html>) under the **SWaM Vendor Directory** link. Consultants are encouraged to take all necessary and reasonable steps to ensure that SWaM firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider SWaM firms as potential subconsultants. The consultant is encouraged to contact SWaM firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a SWaM firm whereby the SWaM firm promises not to provide services to other consultants is prohibited.

49 CFR Part 26 requires VDOT to collect certain data about firms attempting to participate in VDOT contracts. This data must be provided on the enclosed Firm Data Sheet.

VDOT is also required to capture DBE and SWaM payment information on all professional services contracts. The successful prime consultant will be required to complete C- 63 form for both state and federally funded projects on quarterly basis.

Any DBE or SWaM firm must become certified (with the Virginia Department of Small Business and Supplier Diversity) prior to your response being submitted. If DBE or SWaM firm is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE or SWaM subconsultants. DBE or SWaM prime consultants are encouraged to make the same outreach efforts as other consultants. DBE or SWaM credit will be awarded only for work actually being performed by them. When a DBE or SWaM prime consultant subcontracts work to another firm, the work counts toward DBE or SWaM goals only if the other firm is itself a DBE or SWaM. A DBE or

SWaM prime consultant must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

DBE or SWaM certification entitles consultants to participate in VDOT's DBE and SWaM programs. However, this certification does not guarantee that the firm will obtain VDOT work nor does it attest to the firm's abilities to perform any particular work.

Business Opportunity and Workforce Development (BOWD) Center - The BOWD Center is a VDOT developmental supportive services program and partnering initiative funded by FHWA for selected DBE firms of various skill and competence levels interested in entering, enhancing or expanding highway contracting opportunities with prime consultants. The partnering initiative between prime consultants and BOWD DBE firms provides the opportunity for the further development of DBE firms through performance on contracts and guidance from prime consultants. The intent of this partnering initiative is to increase capacity by perfecting existing skills and knowledge, expanding into new work areas, and prime consultant joint venturing with DBE firms.

The prime consultants are encouraged to achieve all or a percentage of the required DBE participation/goals determined for this project by the utilization of BOWD approved firms. To assist consultants in taking advantage of this opportunity for utilization of approved BOWD firms, please contact the BOWD Center for additional information, details, resources and support. The BOWD Center can be contacted at (804) 662-9555 or via email to BOWDCenter@vdot.virginia.gov.

9. If any firms involved with this submission currently have work with the Department, indicate the projects, the division managing the projects, the amount of outstanding fee remaining, and the estimated date of completion. For limited services term contracts, include only the amount of all tasks orders executed or under negotiation. Also, include your estimated fees for pending supplemental agreements and any projects for which the firms have been selected, but have not executed an agreement. Work of affiliated and/or subsidiary companies is to be included. The outstanding workload of any Virginia Department of Small Business and Supplier Diversity certified DBE or SWaM prime or subconsultant may be reduced up to \$4 million and the remainder (>\$0) shall be added to the team's total workload. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM may be reduced up to \$4 million for the next three years. All new work obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Work being performed as a prime, joint venture, or subconsultant on a VDOT Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only Category B work will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with Department form. Please carefully read the instructions on the Present Workload with Department form.
10. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you

are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving are not considered affiliates.

A firm (prime) shall not submit more than one Expression of Interest (EOI) in response to this Request for Proposals (RFP). If more than one EOI is submitted by an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or any party of a Joint Venture shall be disqualified. If more than one EOIs are submitted by an affiliate, or subsidiary company of an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or Joint Venture shall be disqualified.

11. In 3 page(s) or less, provide information that will indicate your firm's ability and experience providing the services requested in this RFP in the Northern, Eastern and/or Western Regions.
12. In 7 page(s) or less, please emphasize your firm/team qualifications in the following areas:

Technical:

- Geotechnical knowledge of, expertise in, and experience with the issues that will affect the design and construction of roads, bridges and tunnels, typical for the Region, including knowledge of and experience with specific geologic features/formations of the Region as indicated under Scope or Work (i.e. stiff fissured clays, acid producing materials, highly micaceous materials, coal, karst, etc).
- Planning and executing subsurface exploration programs, laboratory testing programs and geotechnical engineering analyses and design for interstate, primary and secondary road systems.
- Knowledge of and experience with various in-situ testing methods and equipment (CPT, DMT, pressuremeter, borehole shear, etc).
- Analyses and design of shallow and deep foundations for structures, MSE and other retaining walls, reinforced soil slopes (RSS), ground improvement, slope stability, settlement of embankments and structure foundations, rock cut slope analyses and design, and landslide evaluation and repairs. Deep foundation experience with driven piles, drilled shafts, micropiles and other deep foundation systems.
- Installation, monitoring and interpretation of geotechnical instrumentation.
- Knowledge of and experience with geophysical investigation methods.

- Knowledge of and experience with VDOT pavement design methods and materials, including subgrade treatment options and pavement rehabilitation techniques.
- Knowledge of and experience with reliability analyses for geotechnical engineering.
- Knowledge of and experience with LRFD for geotechnical engineering.
- Knowledge of and experience with VDOTs MOI, design standards, specifications and special provisions.
- Preparation of Technical Design Memoranda, Geotechnical Data Reports (GDR) and Geotechnical Engineering Reports (GER).

Project/Contract Management:

- Preparing task-order proposals and managing projects related to interstate, primary and secondary roads.
 - Clear and effective technical communication.
 - Effective management of team resources.
 - Successful delivery of projects on time and on budget.
 - Education and experience compatible with the scope of services.
 - Qualifications of Project Manager to successfully fulfill responsibilities of the proposed contract.
 - Qualifications of key personnel to successfully fulfill responsibilities of the proposed contract.
 - Flexibility and availability of key personnel to meet Department's needs and how they will be maintained throughout the life of the contract.
 - Unique skills of key personnel to meet the specific challenges of the scope of work.
 - How your proposed team, resources and capabilities will enhance the successful delivery of assignments.
 - The processes and tools that will be used to address staffing, cost control and schedule issues.
 - Description of quality control (QC) plan for all elements of work.
 - Delivering the requirements of this contract while managing your competing workloads and priorities.
 - Managing task assignments requiring deliverables on a short notice, including managing multiple task orders simultaneously.
 - The methods used to manage professional subconsultants that are on the Consultant's team.
 - The methods used to manage non-professional subconsultants (i.e., subsurface exploration contractors)
13. A project approach discussion is neither required nor desired for this project.
14. Provide copies of current laboratory certification(s). Each laboratory to be used by the Consultant shall have AASHTO R18 certification, and within the AASHTO Accreditation Program for each laboratory test required under this contract. AASHTO Materials Reference Laboratory (AMRL) certification for each individual test performed for the contract
15. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the

capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:

- Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
- Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
- Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror's responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

16. If the prime consultant or subconsultant does not have the in-house capability to provide non-professional services, each with an estimated cost of \$5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in accordance with State procurement procedures once a contract is executed, with no DBE or SWaM credit in the selection of the most qualified firm or team. Clearly indicate these services in the EOI.
17. Each business entity (prime and subconsultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice engineering, surveying, hydrologic and hydraulic analysis, geotechnical analysis and landscape architecture, should provide evidence including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, as well as providing full size copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The EOI should convey the requested information for each regulant by the use of a concise table or matrix. (All full size copies of the Commonwealth of Virginia State Corporation Commission (SCC) and Department of Professional and Occupational Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page restriction):

.1 The Commonwealth of Virginia SCC registration detailing the name, registration number, type of corporation and status of the business entity.

.2 For this Project/Contract, the Commonwealth of Virginia DPOR registration information for each office practicing or offering to practice any professional services in Virginia: Provide the business name, address, registration type, registration number, expiration date.

.3 For this Project/Contract, the Commonwealth of Virginia DPOR license information for each of your Key Personnel practicing or offering to practice professional services in Virginia: Provide the name, the address, type, the registration number, and the expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.

.4 For this Project/Contract, the Commonwealth of Virginia DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (e.g. real estate appraisal): the business name, the address, the registration type, the registration number, and the expiration date.

Failure to comply with the law with regard to those requirements in Virginia (whether federal or state) at the time of the EOI submittal regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your EOI submittal(s), in the sole and reasonable discretion of the Department, non-responsive and in that event your EOI submittal(s) may be returned without any consideration or evaluation.

ADMINISTRATIVE

1. The following services marked with an X will **NOT** be required:

- | | |
|--|---------------------------------------|
| Surveying ___ | Specifications ___ |
| Bridge and Structure Plans ___ | Materials Analysis ___ |
| Permit Drawings ___ | Environmental <u>X</u> |
| Hydraulic and Hydrologic Analysis <u>X</u> | Road Plans <u>X</u> |
| Traffic Data <u>X</u> | Traffic Analysis <u>X</u> |
| Signs and Signals Plans <u>X</u> | Lighting Plans <u>X</u> |
| Scour Analysis <u>X</u> | Geotechnical Borings and Analysis ___ |
| Utility Plans <u>X</u> | Landscape Plans <u>X</u> |

2. Prior to the time of submittal of the EOI, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission. Information about entity formation can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing

under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation <http://www.dpor.virginia.gov/>, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting an Expression of Interest to the Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.

3. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
4. The method of payment will be actual costs for each project assignment based on fixed billable rates. For purpose of determining the fixed billable rates, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm. Based upon the procurement/contract schedule, the approved escalation rate for this contract is 1 %; .5 % for year 1 and 1 % for all subsequent years.
5. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All architectural or engineering firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data along with a Contractor Cost Certification for indirect cost rates required by FHWA order 4470.1A dated October 27, 2010 to the Department within 10 work days of being notified of their selection, whereby an official of an architectural or engineering firm shall certify that the indirect cost rate submitted does not include any costs which are expressly unallowable and that the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48CFR31. A sample Contractor Cost Certification is available for architectural or engineering firm's use on VDOT website at <http://www.virginiadot.org/business/gpmmps.asp>. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 work days, negotiations may be terminated by the Department and the next most qualified team invited to submit a proposal.

6. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:
- invoking such exclusion upon submission of the data or other materials for which protection is sought;
 - identifying with specificity the data or other materials for which protection is sought; and stating the reasons why protection is necessary.

The Inspector General of the Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it. Notwithstanding the foregoing, Contractor's failure to comply with the requirements stated herein and procedures established by the Inspector General for seeking an exclusion pursuant to §2.2-3705.6 (22) of the Code of Virginia shall result in a denial of the exclusion. Requests for exclusion that are submitted after data or other materials for which protection is sought have been submitted will be denied.

If litigation directly or indirectly results from or arises out of a granted exemption, the contractor will be responsible for all litigation costs incurred by contractor and/or VDOT associated with such litigation. In no event shall the Virginia Department of Transportation or its officers, employees or agents be liable to the contractor as a result of any disclosure of records or data collected by the Department, its officers, employees or agents, pursuant to an audit, special investigation, or any study requested by the Inspector General's Office, whether or not the Inspector General has determined that the requested exclusion from disclosure under FOIA is necessary to protect the trade secrets or financial records of the private entity, and in no event shall the Virginia Department of Transportation, or its officers, employees, or agents be liable to the contractor for any damages or other claims arising directly or indirectly from a determination that the exclusion from public disclosure will not be granted.

7. **Electronic EOI submittals are encouraged for this EOI, with the entire submittal in a single cohesive PDF file.** Submittals shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other

representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the SF 330 Part I and Part II elsewhere in the submittal. **All information must be submitted either electronically through VDOT's Falcon system or by mail (one hard copy) and received no later than 2:00 PM (local time prevailing) on 1/18/2017.** Responses received after this time will not be considered. Please note that electronic submittals are time stamped at the moment that a file *completes* uploading. The uploading process is sensitive to connection speed and file size – a 25 MB file may take 15 minutes to load. Please plan accordingly, so that the time stamp occurs prior to **2:00 pm, 1/18/2017.** An offeror choosing to submit the EOI through hard copy delivery must include one CD-ROM containing the entire submittal in a single cohesive PDF file. All text in the PDF file shall be searchable using Adobe Acrobat software except within illustrations and scanned registration documents.

- A. When submitting the Expression of Interest electronically, send a test file to insure that your computer software is compatible. The Falcon program will not accept files submitted using Firefox, Chrome or Safari web browsers. We recommend Internet Explorer 8, 9 or 10
- B. Java needs to be loaded and working on the user's computer. Java version 6 and 7 will work.
- C. The file name field is limited to a maximum of 80 characters. File names cannot contain special characters such as an ampersand (&) or apostrophe (').
File names should follow the format: RFP No_Firm Name.pdf.
For Example: **HRDO-20161103_Jones Construction.pdf**
- D. Do not wait until the last minute to upload the EOI. The time required for the upload to complete has several variables, including the load on the system with multiple concurrent uploads.

All hard-copy deliveries shall be made to the following VDOT address:

Commonwealth of Virginia
Department of Transportation (VDOT)
Central Office Mail Center
Loading Dock Entrance
1401 E. Broad Street
Richmond, Virginia 23219
Attention: Wazirah N. Wallace

All electronic deliveries shall be made to the following VDOT Web address:
<http://falcon.virginia.gov/falcon/>.

Any offeror needing access to submit an Expression of Interest to the Professional Services Procurement area on the Falcon Web Site must email the VDOT CADD Support Helpdesk at CADDSupport@VDOT.virginia.gov at least 7 business days prior to the submission date to

request a Falcon login and password or to request that an existing Falcon account be given access.

The VDOT CADD Support Helpdesk phone numbers are:

LOCAL: (804) 786-1280

TOLL FREE: (888) 683-0345

HOURS: 7:30AM – 4:30PM Monday – Friday (Closed on State Holidays)

8. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.
9. The Department does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
10. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
11. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register may result in the bid/proposal/expression of interest being rejected.
12. The required services will involve the handling of Critical Infrastructure Information/Sensitive Security Information (CII/SSI) material. Firm(s) handling CII/SSI material will be required to sign non-disclosure agreements. Individuals with the firm(s) that handle CII/SSI material will be required to sign non-disclosure agreements. Once negotiations have been completed and prior to executing a contract, personnel handling CII/SSI material, visiting Critical Infrastructure (CI) facilities or performing bridge/tunnel inspections may be required to pass a fingerprint-based Criminal History Background Check (CHBC). An individual employee's failure to successfully pass the fingerprint-based CHBC will not negate the selection and offerors will be allowed to replace those individuals. However, if key personnel fail the fingerprint-based CHBC, the selection may be cancelled and negotiations begun with the next ranked offeror. VDOT reserves the right to conduct fingerprint-based CHBC on all employees of the prime consultant, on any employees of subconsultants or on any proposed replacements during the term of the contract who will be involved in this project. All costs associated with the fingerprint-based CHBC are

the responsibility of the prime consultant. A VDOT issued photo-identification badge is required for each employee of the prime consultant or any subconsultant who will need access to VDOT CI facilities or who will be performing bridge/tunnel inspections. Based upon the results of the fingerprint-based CHBC, VDOT reserves the right to deny issuance of a VDOT security clearance or a VDOT issued photo-identification badge.

FIRM DATA SHEET

Funding: ____ (S=State F=Federal)

Project No.: RFP No. MAT20161202

Division: Materials

EOI Due Date: 1/18/2017

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data may result in the Expression of Interest not being considered.

Firm's Name, Address and DBE and/or SWAM Certification Number	Firm's DBE or SWaM Status *	Firm's Age	Firm's Annual Gross Receipts

* YD = DBE Firm Certified by DMBE

N = DBE or SWaM Firm Not Certified by DMBE

NA = Firm Not Claiming DBE or SWaM Status

YS = SWaM Firm Certified by DMBE. Indicate whether small, woman-owned, or small business.

DMBE is the Virginia Department of Small Business and Supplier Diversity

CERTIFICATION REGARDING DEBARMENT
PRIMARY COVERED TRANSACTIONS
(To be completed by a Prime Consultant)

Project: On-Call Limited Geotechnical Engineering Services Term Contract

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

CERTIFICATION REGARDING DEBARMENT

LOWER TIER COVERED TRANSACTIONS

(To be completed by a Sub-consultant)

Project: On-Call Limited Geotechnical Engineering Services Term Contract

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

CONSULTANT SHORT LIST SCORE SHEET – FEDERALLY / STATE FUNDED PROJECT
(FOR PROFESSIONAL SERVICES)

DIVISION: MATERIALS

EOI NO.: _____

PROJECT: On-Call Limited Geotechnical Engineering Services Term Contract FIRM: _____

DESCRIPTION: Geotechnical Engineering Services SUBS: _____

DATE: _____

		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 PROJECT 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 _B_ workload is counted on this selection*)	Above \$4,000,000	0					10%	
	3,500,001-4,000,000	1						
	3,000,001-3,500,000	2						
	2,500,001-3,000,000	3						
	2,000,001-2,500,000	4						
	1,500,001-2,000,000	5						
	1,000,001-1,500,000	6						
	750,001-1,000,000	7						
	500,001-750,000	8						
	250,001-500,000	9						
0-250,000	10							
							TOTAL	

*CATEGORIES OF WORKLOAD:

- A - TERM SURVEYING AND UTILITY DESIGNATION/LOCATION CONTRACTS**
- B - PRELIMINARY ENGINEERING CONTRACTS** - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.
- C - CONSTRUCTION ENGINEERING CONTRACTS** - includes construction inspection, preparation of final estimates..
- D - OPERATION AND MAINTENANCE CONTRACTS** - includes operation and maintenance of traffic management systems.
- E - BRIDGE SAFETY INSPECTION CONTRACTS** - includes bridge and traffic structure safety inspection.

† The outstanding workload of any certified DBE or SWaM prime and sub-consultant may be reduced up to \$4M and the remainder (>\$0) added to the team's total workload. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM may be reduced up to \$4M for the next three years. Any new work obtained after graduating from the program will be counted.

In determining the final short list, the top ranked firms and their sub-consultants will have their VDOT Consultant Performance Reports reviewed and/or references checked.

ATTACHMENT "A"

VDOT Northern, Western & Eastern Region Services Areas

Northern Region

REGION	DISTRICT	COUNTY NAME
Northern Region	Culpeper	Amherst, Appomattox, Campbell, Nelson, Buckingham, Charlotte, Cumberland, Prince Edward, Halifax, Pittsylvania
Northern Region	NoVA	Arlington, Fairfax, Prince William, Loudoun

Western Region

REGION	DISTRICT	COUNTY NAME
Western Region	Staunton	Frederick, Shenandoah, Clarke, Warren, Rockingham, Page, Augusta, Alleghany, Bath, Rockbridge, Highland
Western Region	Salem	Bedford, Franklin, Floyd, Giles, Montgomery, Pulaski, Carroll, Henry, Patrick, Botetourt, Craig, Roanoke
Western Region	Bristol	Buchanan, Russell, Tazewell, Washington, Lee, Dickenson, Scott, Wise, Bland, Grayson, Smyth, Wythe
Western Region	Lynchburg	Albemarle, Fluvanna, Greene, Louisa, Culpeper, Fauquier, Madison, Orange, Rappahannock

Eastern Region

REGION	DISTRICT	COUNTY NAME
Eastern Region	Fredericksburg	Caroline, Spotsylvania, Stafford, Essex, Gloucester, King & Queen, King William, Mathews, Middlesex, King George, Lancaster, Northumberland, Richmond, Westmoreland
Eastern Region	Hampton Roads	Accomac, Northampton, Emporia, Greensville, Isle of Wight, Southampton, Hampton, James City, Newport News, Poquoson, Surry, Sussex, York
Eastern Region	Richmond	Goochland, Hanover, Charles City, Henrico, New Kent, Chesterfield, Powhatan, Amelia, Dinwiddie, Prince George, Nottoway, Brunswick, Mecklenburg, Lunenburg
Eastern Region	Central Office	n/a