

REQUEST FOR PROPOSAL

Construction Engineering and Inspection (CEI) Services
for Traffic Signals and Intelligent Transportation Systems
(ITS) Installation/Construction for Northern Region
Operations

RFP No. NRO20180806

Date: August 6, 2018



EXECUTIVE SUMMARY

The Virginia Department of Transportation (VDOT) has a requirement for consulting engineering services as described below. Please provide an Expression of Interest (EOI) in accordance with the attached solicitation.

Service Needed: **RFP: NRO20180806** – Construction Engineering and Inspection (CEI) Services for Traffic Signals and Intelligent Transportation Systems (ITS) Installation/Construction for Northern Region Operations

Type of Contract: Limited Services Term Contract

Value: \$3,000,000

Performance Period: Two-year limited services term contract with two (2) optional one-year renewable terms

EOI Requirements / Instruction to Proposer can be found in: Expression of Interest Volumes I & II Section

DBE/SWaM Goal: The Department believes that these services support 10% DBE participation.

Anticipated Procurement Schedule follows*:

- | | |
|--|------------------------------|
| 1. Expression of Interest Due Date and Time | 08/21/2018 at 2:00 PM |
| 2. Short List Posted on the VDOT Website | 09/19/2018 |
| 3. Interviews/Technical Presentations | 10/03/2018 |
| 4. Final Consultant Selection | 10/18/2018 |
| 5. Selected Consultant Pre-Award Documents Due | 11/01/2018 |
| 6. Consultant Contract Signed | 01/03/2019 |

***The Department reserves the right to adjust procurement schedule as needed.**

EOI Due Date: **Tuesday, August 21, 2018, 2:00 p.m.** Eastern Standard Time. Submission detail can be found in the **Administrative Section, Item 6, Electronic EOI submittals for this EOI.**

Procurement Point-of-Contact: All procurement related questions or information should be directed to Kimberly H. Mitchell at 804-371-9875 or Kimberly.mitchell@vdot.virginia.gov.

GENERAL

The Virginia Department of Transportation is seeking expressions of interest from consulting engineering firms who wish to be considered to provide professional engineering services for:

Northern Region Operations Construction Engineering and Inspection (CEI) Services for Traffic Signals and Intelligent Transportation Systems (ITS) Installation/Construction Services Contract, providing construction engineering, scheduling, and inspection services under a Fixed Billable Rate basis. The proposed two-year limited services term contract with two (2) optional one-year renewable terms will have a maximum value of \$3,000,000.00 per term.

Award will be made to one (1) firm. The contract will be negotiated and awarded in accordance with the procedures 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 sub-consultant on any other team that includes any of the same team member's firms in which they are the Prime.

CONFIDENTIALITY

The Consultant and its employees while providing services under the subject contract may have access to sensitive records and/or information, by virtue of working on a project or being co-located with VDOT. These records and/or information are to be considered confidential and proprietary; VDOT is the owner and custodian of this information. Any information and/or records that the Consultant has access to while providing services under this contract, shall be held in confidence and shall not be used other than for the purposes of providing services to VDOT under this Contract. The Consultant and its employees shall not engage in any activities that may give the Consultant any competitive advantage for future contracts or that may cause a real or perceived conflict of interest. All Consultant employees co-located with VDOT at any VDOT offices, or a project office, irrespective of the period of co-location, shall sign the Confidentiality Certification (to be provided by VDOT).

Unless ordered by a court of competent jurisdiction, or demanded by the Virginia Attorney General's Office, or otherwise required by law, the Consultant and its employees shall not divulge

any confidential information to any entity or person outside of VDOT, including but not limited to the media, or any member of the public, without the prior permission of VDOT. Confidential information exchanges may have to be conducted as necessary and appropriate between the project team and VDOT to perform assigned tasks under the subject Contract; provided that the Consultant and its employees shall only communicate such information with individuals who are similarly obligated to VDOT under a confidentiality agreement and/or certification.

In the event of any unauthorized disclosure of such confidential information, VDOT reserves the right to take any necessary actions including but not limited to terminating the subject contract and precluding the Consultant and its employee(s) from working on any existing and/or future contracts with VDOT.

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>

Each firm responding to a Request for Proposal from the Department for professional engineering services shall disclose if it, or any person or entity affiliated with such firm, or that employs a family member of an owner of such firm, is prequalified to bid on construction or maintenance contracts with the Department. The Department will evaluate whether any disclosure provided reveals actual or potential conflicts of interest or a real or perceived competitive advantage for the firm, and how any such conflicts or competitive advantage that are identified can be mitigated. Should the Department identify an actual conflict of interest, it reserves the right to reject the proposal in its entirety.

SCOPE OF WORK

- A. The scope of work shall consist of providing inspection personnel of various levels and office support to supplement VDOT's inspection staff in charge of Operations Construction and a variety of ITS related projects throughout the Northern Region Operations (NRO) area, which consists of the following counties/areas:
1. Arlington
 2. Fairfax
 3. Loudoun
 4. Prince William
 5. I-95 Corridor in the Fredericksburg District
 6. I-66 Corridor in Fauquier and Warren Counties
- B. The personnel provided under this contract will be responsible for managing, inspecting, reviewing, coordinating, documenting, and closing projects on all aspects of an assigned task order. Task order projects will include, but will not be limited to, all activities related to the following:
1. Traffic Signal construction and maintenance;
 2. Vehicle, Pedestrian (including Accessible Pedestrian Signals), and Bicycle Detections;
 3. Installation of Intelligent Transportation Systems (ITS) devices such as CCTV Cameras, Dynamic Message Signs, Bluetooth Sensors, Fiber Optic Networks, Gate Operations for Reversible Lane, Ramp Metering Systems, Road Weather Information Systems, Queue Warning Systems, Advance Warning Systems, Lane Control Systems, Parking Management Systems, Software Integration and Systems Upgrade;
 4. Concrete Foundations;
 5. Signal Safety Inspections;
 6. Electrical and COMM coordination;
 7. Highway Maintenance Management System (HMMS) data entry and management;
 8. Structural Inspections;
 9. Lighting;
 10. Signing and Marking;
 11. Material Testing;
 12. Troubleshooting;
 13. Guardrail Inspections;
 14. Maintenance of various systems.
- C. Additional engineering functions that may be required include, but are not limited to, the following:
1. Review of shop drawings and catalog cuts, project schedules, contracts, analysis, and notice of intent analysis;
 2. Survey capabilities for baselines, cross-sections, right-of-way, easement, right of entry, and title search, etc.

D. At the peak of the construction operation season, it is anticipated that the services will require approximate numbers of the following personnel:

1. One (1) Construction Inspection Coordinator*,
2. One (1) Construction Manager*,
3. Two (2) Construction Inspectors Senior – Project Records Managers*,
4. Seventeen (17) inspectors consisting of:
 - a. Nine (9) Construction Inspectors Senior (Standard)*
 - b. Six (6) Construction Inspectors*
 - c. Two (2) Construction Inspector Trainees

Additional staffing requirements may include:

1. Five (5) Construction Inspectors Senior – Technical,
2. One (1) Financial Analyst,
3. Engineering Support (identified by and at the discretion of the Department during the contract period)

*Key Personnel

The actual work performed by the selected consultant(s) throughout the duration of the contract may require more or less personnel than identified above.

E. **Personnel Descriptions**

1. **Construction Inspection Coordinator**

- a. Function: To coordinate consultant staffing assignments with the Department throughout the district. Shall be the main point of contact between the CEI staff and the Department's Area Construction Engineer.
- b. Features of Work:
 - i. Coordinates inspection assignments
 - ii. Processes work orders
 - iii. Coordinates and leads partnering and pre-construction conferences
 - iv. Administers contracts and manages project records for NRO maintenance or construction contracts
 - v. Performs Contractor interviews and evaluates Contractor
 - vi. Manages entire CEI personnel
 - vii. Develops and manages comprehensive tools to track task orders or assignments, as well as budget
 - viii. Evaluates and addresses customer complaints in a timely manner
 - ix. Ensures work zone safety
 - x. Trains personnel
 - xi. Processes Contractor vouchers; minimize the possibility for conflicts or claims

- xii. Reviews and submits accurate invoices in a timely manner suitable for input into the Cardinal Financial System to avoid closure of project charges prior to payment of Consultant invoices
 - xiii. Regularly visits project field offices and reviews Site Manager and Materials Notebook documentation for assigned consultant inspection staff
 - xiv. Responsible for the quality, performance, training, and actions of the consultant staff
- c. Knowledge:
- i. Minimum of five (5) years of experience in the coordination of staff on a statewide, regional or district wide basis for any transportation agency
 - ii. Working knowledge of staff capabilities and availability
- d. Skills: Functional computer usage, including familiarity with Google and Microsoft Office Suite software. Registration as a Professional Engineer licensed in Virginia is preferred.
- e. Abilities:
- i. Matches consultant staff to assigned task order and makes recommendations on project staffing
 - ii. Demonstrates general knowledge of the duties and responsibilities of all personnel classifications

This classification is subject to the Construction Inspection Coordinator capped rate.

2. Construction Manager

- a. Function: To manage one or more construction projects to assure the contractor's compliance with the plans and contract documents, manage and supervise project personnel, inspection activities, materials quality control and quality assurance testing, project documentation, project budget and schedule, and contract administration responsibilities under the direction of the VDOT Responsible Charge Engineer. Provide or supplement field coverage as needed.
- b. Features of the Work:
- i. Promotes a safe work environment, both on the project and in the office, for staff, visitors, and the public
 - ii. Analyzes and interprets project plans, contract language, and specifications to ensure project constructability
 - iii. Identifies design errors for the Department and determines impact for both the Department and Contractor
 - iv. Makes recommendations for partial and final contractor payments
 - v. Monitors project budgets/schedules and recommends adjustments to the VDOT Responsible Charge Engineer
 - vi. Supervises and manages project and office staff

- vii. Conducts pre-construction conferences, utility coordination meetings, construction progress meetings, and other types of conferences and meetings
 - viii. Prepares professional correspondence and documentation
 - ix. Reviews recommendations made by project staff; takes action as appropriate
 - x. Recommends resolution of field construction problems and design changes
 - xi. Prepares/Reviews work orders
 - xii. Prepares/Reviews independent detailed construction estimates
 - xiii. Determination of time impact analyses
 - xiv. Seeks input from the project controls group regarding the schedule/cost impact
 - xv. Works with the project design group, materials, environmental, traffic engineering right of way, and all other parties necessary to resolve issues and meet contract schedules and budget requirements
 - xvi. Handles any or all duties of Construction Inspector Senior positions on an as needed basis
- c. Knowledge: Minimum of ten (10) years of experience in the management of Traffic Signal Installation/Construction and ITS related construction projects, including considerable knowledge of:
- i. Roadway, structure and bridge, traffic engineering, and other highway related construction methods, procedures, practices, plans, specifications, and contracts
 - ii. Most recent editions of VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual (including Supplemental Specifications), Inspector Manual, Virginia Supplement to the Manual for Uniform Traffic Control Devices, the Virginia Work Area Protection Manual, and other documents referenced therein
 - iii. Materials used and performance, environmental, legal, and safety responsibilities related to construction of transportation facilities
- d. Skills:
- i. Use of survey, nuclear density, materials, and other field testing equipment
 - ii. Functional computer usage including familiarity with Google and Microsoft Office suite software
 - iii. Time and task management
- e. Abilities:
- i. Conducts constructability and biddability reviews, and cost and schedule analysis
 - ii. Supervises and manages employee work groups
 - iii. Interprets roadway and bridge plans, specifications, and contracts

- iv. Prepares technical, financial, administrative, and explanatory correspondence
- v. Proficient task and time management
- vi. Communicates effectively, both orally and in writing

A Bachelor's degree in Civil Engineering or engineering related field from an ABET accredited university may substitute for up to five (5) years of experience. Prefer the Construction Manager to hold a Certified Construction Manager (CCM) Certificate.

3. Construction Inspector Senior - Project Records Manager

- a. Function: To maintain construction project records and document control under the direction of a Construction Manager or designee. Provide or supplement field coverage as needed.
- b. Features of Work:
 - i. Promotes a safe work environment, both on the project and in the office, for staff, visitors, and the public
 - ii. Sets up, processes, and tracks construction related project documents utilizing Site Manager and SharePoint
 - iii. Generates or coordinates the development of reports and project related correspondence
 - iv. Attends and prepares minutes for various project meetings
 - v. Assists in project close-out and maintain as-built drawings
 - vi. Issues monthly CPEs for prime and subcontractors
 - vii. Monitors and maintains issue log regarding Notices of Intent to file claims against the Department and ensures that the records are complete, factual, and that a project timeline of each issue is included
 - viii. Gathers and processes project related data in response to Freedom of Information Act (FOIA) requests
 - ix. Institutes document tracking to ensure timeliness of responses and provide a record of document flow
- c. Knowledge: Minimum of six (6) years of project records management experience on VDOT construction projects. In addition to the knowledge noted for Construction Inspector, the Construction Inspector Senior – Project Records Manager shall have comprehensive knowledge of:
 - i. Federal and State Labor Regulations to including the Davis Bacon Act
 - ii. VDOT procedures, bid items, plans and specifications
 - iii. Construction related documentation including: general correspondence/files, monthly pay estimates, request for information logs, submittal logs, meeting minutes, equal employment opportunity records, daily work reports, daily diaries, project sketches, and material notebook

- d. Skills:
 - i. Effective communication both written and orally with Contractor and project staff
 - ii. Task and time management
 - iii. Functional computer usage including familiarity with Google and Microsoft Office suite software

- e. Abilities:
 - i. Communicates effectively, both orally and in writing
 - ii. Generates reports and prepares/reviews daily work records using Site Manager
 - iii. Documents daily occurrences, meetings, and communications
 - iv. Reviews monthly and final estimates
 - v. Verifies Contractors pay estimate against project work logs
 - vi. Verifies daily work records and generate reports using Site Manager

- f. Other: VDOT will require the Construction Inspector Senior – Project Records Manager positions to possess various combinations of material testing and general inspection certifications throughout the life of this contract. When a task is assigned, the Construction Inspector Senior – Project Records Managers will be required to have certifications for all types of inspection work that will be performed on the assigned project. A comprehensive list of certifications is included in the Materials Testing and General Inspection Certifications section of the RFP.

This classification is subject to the Construction Inspector Senior capped rate.

4. Construction Inspector Senior (Standard)

- a. Function: To monitor the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction/maintenance projects of moderate to considerable complexity. In addition to inspection responsibilities, the Construction Inspector Senior may be required to provide inspection/project management, under the direction of a Construction Manager or designee.

- b. Features of Work: In addition to the features noted for Construction Inspector, the Construction Inspector Senior also:
 - i. Promotes project safety for workers, visitors, and the public
 - ii. Monitors contractor operations and schedules to ensure compliance with contract terms and specifications
 - iii. Independently coordinates and directs all phases of construction inspection of projects, which are typically complicated by extensive traffic control, sensitive to the public, environmentally challenging, or require significant project coordination with property owners, utility companies, or local/federal government representatives

- iv. Makes field measurements of pay items and conduct material testing
 - v. Aids in the development of work orders, Notices of Intent and Claims analyses, and other project related investigation and reporting
 - vi. Evaluates and monitors progress schedules
 - vii. Assigns and directs Construction Inspectors and Construction Inspector Trainees to assure adequate inspection coverage; monitors performance, makes corrections and reports on performance to the Construction Manager
 - viii. Investigates and responds to public complaints or inquiries as directed or approved by the Department
- c. Knowledge: Minimum of six (6) years of traffic signal and highway construction inspection experience. In addition to the knowledge noted for Construction Inspector, the Construction Inspector Senior shall have comprehensive knowledge of:
- i. Roadway, structure and bridge construction / maintenance / repair / rehabilitation methods, materials, standards and specifications
 - ii. Most recent editions of VDOT Road and Bridge Specifications (including Supplemental Specifications), Road and Bridge Standards, Virginia Work Area Protection Manual, Construction Manual, Inspection Manual, and other documents referenced therein
 - iii. State and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations
- d. Skills: Proficient with all skills noted for the Construction Inspector.
- e. Abilities: In addition to the abilities noted for Construction Inspector, the Construction Inspector Senior is expected to have the ability to provide technical supervision and leadership to other inspectors.
- f. Other: VDOT will require this position to possess various combinations of material testing and general inspection certifications throughout the life of this contract. When a task assigned, the Construction Inspector Senior will be required to have all certifications necessary to perform the required inspections. A comprehensive list of certifications is included in the Materials Testing and General Inspection Certifications section of the RFP. It is the sole responsibility of the Consultant Engineering Firm to provide certified personnel when requested and/or assigned to project by the Department.

This classification is subject to the Construction Inspector Senior capped rate.

5. Construction Inspector

- a. Function: To monitor the work of contractors to ensure quality control and contract compliance for traffic signals, ITS, roadway, structure, and bridge construction/maintenance projects of minimal to moderate complexity, under the

direction of a Construction Manager or designee. Assist on projects of moderate to high complexity under the direction of a Construction Inspector Senior and/or Construction Manager.

b. Features of Work:

- i. Promotes project safety for workers, visitors, and the public
- ii. Oversees, inspects, and monitors contractual field work, including, but not limited to:
 - Excavations
 - Foundations
 - Traffic signal infrastructure
 - Drainage facilities
 - Paving
 - Signing
 - Structures
 - Detection
 - Striping
 - Sidewalks and ADA facilities
 - Landscaping
- iii. Reviews, processes, and makes recommendations to contract submittals
- iv. Inspects, tests, measures, and monitors contract field work to include environmental controls, demolitions, earthwork, drainage facilities, utilities, roadway structures, paving operations, structure and bridges, incidental items, roadside development, materials, traffic and workzone controls, and intelligent transportation systems for compliance with contract documents
- v. Reviews and monitors contractor's plan of operations, advising contractor of deficiencies and identifying acceptable adjustments and corrective actions
- vi. Reports contractor's daily production rates
- vii. Coordinates and schedules various phases of inspection with the prime contractor, project and agency personnel
- viii. Takes and records field measurements for as-built information, quantity calculations and sketches, and to effect contractor payment
- ix. Reviews lines, grades, dimensions, and elevations using standard survey and field engineering equipment
- x. Performs interim evaluations of Contractors and Subcontractors; assists the Construction Manager and VDOT Responsible Charge Engineer with annual or final Contractor Evaluations
- xi. Prepares and maintains comprehensive project records, including daily diaries, materials notebooks, as-built plans, progress schedules, work orders, and monthly pay estimates
- xii. Evaluates field conditions and makes non-engineering adjustments to overcome plan discrepancies and projects project completion

- c. Knowledge: Minimum of three (3) years of traffic signal, ITS, and highway construction inspection experience. Additionally, the Construction Inspector shall have a working knowledge of:
 - i. Roadway, structure, and bridge construction / maintenance / repair / rehabilitation methods, materials, standards and specifications
 - ii. Most recent editions of VDOT Road and Bridge Specifications (including Supplemental Specifications), Road and Bridge Standards, Construction Manual, Inspector Manual, Virginia Supplement to the Manual for Uniform Traffic Control Devices, the Virginia Work Area Protection Manual, and any references incorporated therein
 - iii. Construction plans, symbols, and terminology
 - iv. State and federal environmental, and safety guidelines and regulations
 - v. Mathematics including algebra, geometry, and trigonometry

- d. Skills:
 - i. Operating computer equipment, software programs and field inspection equipment including Site Manager, Google and Microsoft Office suite software
 - ii. Use of survey, nuclear density, materials, and other field testing and measuring equipment

- e. Abilities:
 - i. Communicates effectively, both orally and in writing
 - ii. Reads and interprets roadway, structure and bridge plans and specifications
 - iii. Applies mathematical formulas and equations to calculate distances, areas, and volumes
 - iv. Identifies and makes appropriate field adjustments; refers engineering changes for appropriate review and action
 - v. Prepares correspondence to communicate with agency and contractor personnel
 - vi. Maintains detailed records
 - vii. Performs and documents required materials testing
 - viii. Communicates with the agency and contractor personnel

- f. Other: VDOT will require Construction Inspector positions to possess various combinations of material testing and general inspection certifications throughout the life of this contract. Construction Inspectors will be required to have all certifications necessary to perform the inspections at the time the task assigned. A comprehensive list of certifications is included in the Materials Testing and General Inspection Certifications section of the RFP.

It is the sole responsibility of the Consultant Engineering Firm to provide certified personnel when requested and/or assigned to projects by the Department.

This classification is subject to the Construction Inspector capped rate.

6. Construction Inspector Trainee

- a. Functions: To monitor in a training capacity, the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects, under the direction of a Construction Manager or their designee. Construction Inspector Trainees shall be registered through Department of Labor and Industry in the Highway Construction Inspector apprenticeship program at the time the task is assigned. Contact Shannon Crooks at Shannon.Crooks@doli.virginia.gov or (804) 371-3104 extension 126 for additional information.
- b. Features of Work:
 - i. Inspects excavations, drainage structures, traffic control devices, road surfaces, and structures by comparing work performed to plans and specifications
 - ii. Maintains project records including daily inspector report, workbook and materials records
 - iii. Assist in preparing project records and forming reports
 - iv. Receives on-the-job and required agency classroom training to obtain designated highway materials and other certifications
- c. Knowledge: Basic knowledge of mathematics including computation of length, area, and volumetric measurements
- d. Skills:
 - i. Willingness to learn and apply new information and concepts
 - ii. Functional computer usage including familiarity with Google and Microsoft Office suite software
- e. Ability: Communicates effectively both orally and in writing.

This classification is subject to the Construction Inspector Trainee capped rate.

7. Construction Inspector Senior - Technical

- a. Function: To monitor the work of contractors to ensure quality control and contract compliance for ITS and lighting installation/maintenance projects of moderate to high complexities, and for roadway, structure, and bridge construction/maintenance projects of moderate to considerable complexity. At least one of these positions shall be certified as a Master Electrician and be responsible for all electrical work involving energizing and de-energizing ITS/lighting and traffic control devices. In addition to inspection responsibilities, the Construction Inspector Senior – Technical may be required to provide inspection/project management, under the direction of a Construction Manager or designee.

- b. Features of Work: In addition to the features noted for Construction Inspector, the Construction Inspector Senior – Technical also:
- i. Performs constructability review on traffic signal and ITS plans
 - ii. Reviews and comments on plans, shop drawings, foundation designs and catalog cuts
 - iii. Provides review assistance on miscellaneous engineering needs as directed by the VDOT Engineer
 - iv. Promotes project safety for workers, visitors, and the public
 - v. Monitors contractor operations and schedules to ensure compliance with contract terms and specifications
 - vi. Independently coordinates and directs all phases of construction inspection of projects, which are typically complicated by extensive traffic control, sensitive to the public, environmentally challenging, or require significant project coordination with property owners, utility companies, or local/federal government representatives
 - vii. Makes field measurements of pay items and conducts material testing
 - viii. Aids in the development of work orders, Notices of Intent and Claims analyses, and other project related investigation and reporting
 - ix. Evaluates and monitors progress schedules
 - x. Assigns and directs Construction Inspectors and Construction Inspector Trainees to assure adequate inspection coverage; monitors performance, makes corrections and reports on performance to the Construction Manager
 - xi. Investigates and responds to public complaints or inquiries as directed or approved by the Department
 - xii. Works in a multi-disciplined ITS environment
- c. Knowledge: Minimum of five (5) years of experience in ITS and lighting inspection projects involving ITS installations, retrofits, system/software integrations, system upgrades, documentation, testing, factory acceptance and monitoring, and fiber optics and wireless network communications, and highway construction inspection experience. In addition to the knowledge noted for Construction Inspector, the Construction Inspector Senior – Technical shall have comprehensive knowledge of:
- i. Construction methods, materials, standards, and specifications for ITS devices and lighting structures
 - ii. Monitoring of software development and software/hardware upgrades for various ITS applications
 - iii. Systems engineering, database technology, various operating systems, transportation engineering, electrical and electronic engineering, LAN & WAN, and telecommunications systems
 - iv. Roadway, structure and bridge construction / maintenance / repair / rehabilitation methods, materials, standards and specifications
 - v. Most recent editions of VDOT Road and Bridge Specifications (including Supplemental Specifications), Road and Bridge Standards, Virginia Work

- Area Protection Manual, Construction Manual, Inspection Manual, and other documents referenced therein
- vi. State and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations
 - vii. Algebra, geometry, and trigonometry; computers, software programs; operation of field inspection equipment
- d. Skills: Proficient with all skills noted for the Construction Inspector.
 - e. Abilities: In addition to the abilities noted for Construction Inspector, the Construction Inspector Senior – Technical is expected to have the ability to provide technical supervision and leadership to other inspectors.
 - f. Other: VDOT will require this position to possess various combinations of material testing and general inspection certifications throughout the life of this contract. When a task assigned, the Construction Inspector Senior – Technical will be required to have all certifications necessary to perform the required inspections. A comprehensive list of certifications is included in the Materials Testing and General Inspection Certifications section of the RFP. It is the sole responsibility of the Consultant Engineering Firm to provide certified personnel when requested and/or assigned to project by the Department.

This classification is subject to the Construction Inspector Senior capped rate.

8. Financial Analyst

- a. Function: To maintain all project records.
- b. Features of the Work:
 - i. Maintains project records which include, but may not be limited to, the following:
 - General correspondence
 - Hardcopy and electronic files
 - UPC Phase Open and Close notices
 - Invoices/vouchers
 - Monthly pay estimates
 - Expenditure reports
 - Right of way and utility financial documents
 - Requests for information logs
 - Submittal logs
 - Task orders and work orders
 - Meeting minutes
 - EEO records
 - Daily inspection reports and diaries
 - Project sketches
 - Materials relevant for CQIP reviews

- Project close-outs and claim documents
- ii. Closely monitors project schedules as related to the project's critical path schedules and earnings
- iii. Ensures all projects records are complete and factual
- iv. Indicates project timelines for each phase of the project
- v. Monitors and maintains formal or informal Notices of Intent to file claims against the Department, claim resolution documents, and citizen inquiries
- vi. Assists with work order processing and negotiations, and liaise with the District Project Controls Engineer to analyze claims and record compensations or agreements
- vii. Interfaces Site Manager records with the Cardinal Financial System and participates in VDOT financial audits
- viii. Assists in coordinating with other local agencies and stakeholders on budget allocations, fund distributions, and NOVA contracts, under the direction of the Construction Manager.

c. Knowledge:

- i. At least five (5) years of project records/financial management experience;
- ii. Working knowledge of Site Manager and Cardinal Financial Systems
- iii. Working knowledge of engineering construction principles, contract management, accounting principles, auditing, material inventory, administrative principles, scheduling, staff management, etc.
- iv. Working knowledge of Federal and State Labor regulations, including the Davis-Bacon Act
- v. Working knowledge of acceptance testing procedures
- vi. Working knowledge of pay item codes in relation to VDOT Road and Bridge standards and construction inspection activities

d. Skills:

- i. Proficient in Microsoft Word, Excel, and Access software
- ii. Negotiating solutions and/or resolving contract issues.

e. Abilities:

- i. Reviews, sorts, and archives project documents and contract files
- ii. Prepares documents for CQIP audits, financial audits, or in response to Freedom of Information Act (FOIA) requests
- iii. Interprets contracts, special provisions, and specifications
- iv. Provides technical supervision, leadership, and training to other inspectors on financial management and record keeping
- v. Communicates effectively, both orally and in writing, with contractors, political entities, and the general public
- vi. Performs field inspections to verify concerns, material supplies, and site conditions
- vii. Develops tools to streamline or overhaul cumbersome or inefficient processes to establish consistency, protocol, and a standard method for documenting and maintaining project records.

9. Engineering Support Staff

- a. Function: To provide support to the Department staff in the areas of civil engineering, scheduling, claims, and other engineering related functions as requested by the VDOT Responsible Charge Engineer or VDOT Project Manager.
- b. Features of the Work: Provides consultation, investigations, evaluations, and written documentation in the areas of, but not limited to:
 - i. Constructability/biddability reviews
 - ii. Shop drawing reviews
 - iii. Schedule reviews
 - iv. Notice of intent analyses
 - v. Other reviews/analysis as requested by the VDOT Responsible Charge Engineer or VDOT Project Manager
- c. Knowledge, Skills, and Abilities: Virginia licensed P.E. and expected to have a minimum of ten (10) years of experience. The Engineering Support Staff shall be under the supervision of an individual with a demonstrated knowledge of consultation, investigation, evaluation, planning, design, and construction of roadways, bridges, drainage structures, and public or private utilities. This position shall have experience with the practical application of engineering procedures in transportation design and construction, including the ability to:
 - i. Interpret contract language
 - ii. Perform independent estimates for changed conditions
 - iii. Review schedules of various complexity
 - iv. Serve as subject matter experts for shop drawing reviews and possible field changes

It is the sole responsibility of the Consultant Engineering Firm to have tasks performed by certified and/or licensed Engineering Support Staff for the requested tasks assigned by the Department.

- F. All proposed personnel shall hold appropriate certifications and/or licenses, and be knowledgeable with the Department's Construction Program, the most recent editions of VDOT's Road and Bridge Specifications (including Supplemental Specifications), Road and Bridge Standards, ITS Special Provisions, Computer Based Construction Management Systems used by the Department, Virginia Supplement to the Manual for Uniform Traffic Control Devices, Virginia Work Area Protection Manual, relevant L&D Information and Instructional Memoranda, Structure and Bridge Memoranda, Traffic Engineering Memoranda, NRO Traffic Engineering Practice Memoranda, any applicable VDOT supplemental guidelines, and additional references noted in the personnel descriptions. Additional engineering functions required may include, but are not limited to, biddability/constructability review, the review of shop drawings and other engineering submittals, schedule review, and notice of intent/claims analysis.

- G. The successful Consultant shall be responsible for furnishing and operating a bucket truck when required to perform traffic signal and sign structure safety inspections and acceptance, per established VDOT procedures. Inspection staff performing sign and structural inspections shall work under the supervision of a professional structural engineer licensed in Virginia and are required to be familiar with the most recent edition of the VDOT Structure and Bridge Traffic Ancillary Structures Inventory and Inspection Manual.
- H. For structural condition inspection of new traffic signal structures, inspections shall be made in accordance with the most recent edition of the VDOT Structure and Bridge Traffic Ancillary Structures Inventory and Inspection Manual. The inspection team shall operate with a Team Leader fully experienced on the type of structure to be inspected and meeting the qualification requirements of the Code of Federal Regulations, 23 Highway Part 650, Subpart C – National Bridge Inspection Standards. Inspection reports of support structures for traffic devices shall be prepared in accordance with the most recent edition of the VDOT Structure and Bridge Traffic Ancillary Structures Inventory and Inspection.
- I. The Department reserves the right to assign work from one district and/or region to other districts and/or regions on a temporary basis, when there is a need for the same services in the second district and/or region.

MATERIALS TESTING AND GENERAL INSPECTION CERTIFICATIONS

A comprehensive list of certifications that may be required depending on the work performed as part of this contract include:

Certification	Issuing Agency
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Virginia DEQ
Stormwater Management (Inspector) Certification**	Virginia DEQ
Intermediate Work Zone Traffic Control	VDOT Approved Provider
10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT
IMSA Level I and Level II (Construction)	IMSA
IMSA Traffic Signal Inspection	IMSA
Master Electrician	DPOR

*Beginning in 2013, VDOT Materials Division will no longer be recognizing Mid-Atlantic Regional Technician Certification Program (MARTCP) certifications; current VDOT Letters of Reciprocity will remain valid until the expiration of the MARTCP or state DOT certification that the letter is based on. VDOT Materials Division will start recognizing NICET Level II

Certifications in Soils and Concrete.

NOTE: IMSA Level II certification is required for the Construction Inspector Senior – Technical position only. Whereas all of the other referenced certifications will be required by the Construction Manager and all Inspection Staff personnel descriptions.

** Obtained prior to installation of stormwater items

MATERIALS SAMPLING AND TESTING EQUIPMENT

The consultant firm shall provide material testing equipment. The cost of these items should be included in the overhead cost to the consultant and will not be billable to the Department as a direct cost expense, with the exception of the nuclear gauge. If a Consultant is requested to provide a nuclear gauge, it will be a direct cost expense. Material testing equipment will remain the property of the Consultant and shall be removed at completion of the work. The Consultant will be responsible for obtaining proper licenses for equipment and personnel operating equipment when licenses are required. The Consultant shall make the license and supporting documentation available to the Department for verification upon request. The Consultant's handling of nuclear gauges shall be in compliance with their license.

Material testing equipment shall include, but not be limited to: soil/aggregate compaction kit, speedy moisture kit, proctor mold, proctor hammer, gas stove, pans and spoons, scales, 10' straight edge, sand cone device, slump cone, air meters, non-contact thermometer and 4' level. Any testing device that will be used for acceptance/rejection of materials will need evidence of calibration in accordance with the applicable ASTM, AASHTO, or VTM Test Method being performed and AASHTO R18. All hand tools necessary for inspection services shall also be supplied by the consultant.

EXPRESSIONS OF INTEREST; VOLUMES I AND II

1. The Expression of Interest must be submitted to two separate volumes. Each volume will be submitted by the required due date and time as outlined in this RFP under the Administrative heading, Section 6. Only one cover letter is required to submit both volumes. Each volume must contain the following information as shown in the table below.

(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.)

Volume I - Technical Qualifications Submittal	Volume II - Administrative Requirements Submittal
Table of Contents	Table of Contents
Cover Letter	Firm Data Sheet
Understanding of Scope of Work (2 Pages)	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
	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)

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. (Vol. I)
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. (Vol. I, included in SF330)
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 inspection, administrative and design services. Team members who are not currently employed by the firm under which they are proposed shall have a signed commitment letter (See Attachment “A”) attached to their resume, demonstrating their commitment to the firm under which they are proposed should the team be awarded the inspection contract. Each resume shall be limited to one page per person with a font no less than 10 point. (Vol. I, included in SF330)

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. (Vol. I, included in SF330)
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. (Vol. I, included in SF330)
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 sub-consultants are proposed, the role of each sub-consultant 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. This is the ONLY section of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project. (Vol. I, included in SF330)
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 (DSBSD) certified DBE firms is maintained on their web site (<http://www.sbsd.virginia.gov/>) 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 sub-consultants. 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 (DSBSD) certified SWaM firms is maintained on the DSBSD web site (<http://www.sbsd.virginia.gov/>) 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 sub-consultants. 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 sub-consultants. 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 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 firms, please contact the Department of Small Business and Supplier Diversity (SBSD) for additional information, details, resources and support. The SBSBD can be reached by following the link to their website. <https://www.sbsd.virginia.gov/> (Vol. II)

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 sub-consultant 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 sub-consultant 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 C** 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. (Vol. II)
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. (Vol.II)

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 two (2) pages or less, provide information that will indicate your team's ability to respond quickly to task assignments, be able to handle multiple tasks concurrently, and be able to complete tasks on accelerated schedules. The schedule will be identified when the task is assigned. (Vol. I)
12. In two (2) pages or less, please emphasize your team's qualifications in the following areas (Vol. I):
 - a. Construction Engineering Inspection Services
 - b. Inspection and oversight of all activities related to Traffic Signal Construction and Maintenance
13. In two (2) pages or less, please demonstrate your team's capabilities for furnishing qualified inspection staff for projects located throughout the Northern Region Operations (NRO) area (counties/areas identified in the Scope of Work, Item A.1.)
14. A project approach discussion is neither required nor desired for this project.
15. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, sub-consultant, 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 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. (Vol. II)

16. If the prime consultant or sub-consultant 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. (Vol. I)

17. Each business entity (prime and sub-consultants) 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):
 - a. The Commonwealth of Virginia SCC registration detailing the name, registration number, type of corporation and status of the business entity.
 - b. 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.
 - c. 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.
 - d. 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.
(Vol. II)

ADMINISTRATIVE

1. 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.
2. 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 sub-consultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
3. Based upon the procurement and contract schedule, the approved escalation rate for this contract is 1.5% for year one and 3% for year two. Any additional terms authorized for renewal will use the prevailing escalation rate at the time of renewal. Payment for work performed beyond the last term of the contract will remain at the rates of the most recent term renewal.

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.

4. All firms submitting Expressions of Interest (prime consultants, joint ventures and sub-consultants) 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 sub-consultants) 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/gpmps.asp>. Additionally, a separate audited field rate shall be submitted if the proposed services require the establishment of a field office, or if the consultant employees will work out of a VDOT provided office. 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.

5. 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.

6. **Electronic EOI submittals are required for this EOI.** 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 electronically through VDOT's ProjectWise system and received no later than 2:00 PM (local time prevailing) on AUGUST 21, 2018. 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, AUGUST 21, 2018.** All text in the PDF file shall be searchable using Adobe Acrobat software except within illustrations and scanned registration documents.

- a. **Requests for new logins and passwords to the ProjectWise system must be submitted to CADD Support at least five (5) business days prior to the due date.**

[Instructions on how to request a ProjectWise Account](#)

- b. When submitting the Expression of Interest electronically, upload a test file at least two (2) business days prior to the due date to insure that your computer software is compatible and working correctly. Contact the CADD Support Helpdesk to confirm the upload was successful. The test file will be deleted at that time. We recommend using Internet Explorer version **10 or 11**. The ProjectWise Web Server interface requires ActiveX controls for full functionality. Internet Explorer is the only browser supporting ActiveX controls and therefore is recommended for use with ProjectWise Web Server. Google Chrome and Mozilla Firefox are supported that can also be used to access ProjectWise Web Server with limited functionality.
- 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: Vol I_RFPNo_Firm Name.pdf.

For Example: **VOL I_HRD20170126_Jones Construction.pdf**

VOL II_HRD20170126_Jones Construction.pdf

All Expressions of Interest must be loaded into the “Expression of Interest” subfolder. Expression of Interest loaded into any other folder will not be accepted.

- 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. If steps A and B are completed at least five (5) business days and step C is completed at least two (2) days prior to the due date, it will help to eliminate any last minute issues.

All electronic deliveries shall be made to the following VDOT Web address:

<https://projectwise.vdot.virginia.gov/>

Any offeror needing access to submit an Expression of Interest to the Professional Services Procurement area on the ProjectWise Web Site must email the VDOT CADD Support Helpdesk at CADDSupport@VDOT.virginia.gov at least seven (7) business days prior to the submission date to request a ProjectWise login and password or to request that an existing ProjectWise 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)

7. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all sub-consultants selected for this project will be required to submit a Title VI letter of approval within 10 working days of notification of selection when requested by the Department or a Title VI report in the absence of a letter of approval. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.

The Virginia Department of Transportation (VDOT) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C.§§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

8. The Offeror shall be in compliance with Commonwealth of Virginia Executive Order 61 Ensuring Equal Opportunity and Access for all Virginians in state contracting and public services. The Offeror shall maintain a non-discrimination policy, which prohibits discrimination by the Offeror on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status. This policy shall be followed in all employment practices, subcontracting practices, and delivery of goods or services. The Offeror shall also include this requirement in all subcontracts valued over \$10,000.

9. 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.
10. 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.

PRESENT WORKLOAD WITH DEPARTMENT (Vol. II)

(List Amount of Each With VDOT by Division)

PROJECT NUMBER* AND CARDINAL CONTRACT ID NUMBER	CAT.	VDOT's CONTRACT NUMBER	LEAD DIVISION	DATE OF ORIGINAL AGREEMENT	AMOUNT OF CONTRACT/T ASK ORDERS ** (\$)	LESS DBE/SWAM CREDIT	LESS SUB'S AMOUNT (\$)	SUBTOTAL (\$)	LESS FIRM'S APPROVED PAYMENT (\$)	PLUS PENDING SUPPLEMENT or CONTRACT *** (\$)	TOTAL REMAINING WORKLOAD (\$)	SCHEDULED COMPLETION DATE
PRIME CONSULTANT												
TOTAL OF PRIME'S CONTRACTS												
SUB-CONSULTANTS†												
TOTAL OF SUB'S CONTRACTS												
TOTAL REMAINING WORKLOAD												

* Projects include contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation.

Please list only those VDOT projects for the Category applicable to this procurement as specified in the RFP. Please include the Category Letter and all other pertinent information on the form. Only those projects in **Category C** are to be totaled and counted for Present Workload for this procurement.

- Category A: Term Surveying and Utility Designation/Location Contracts.
- Category B: Preliminary Engineering Contracts - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.
- Category C: Construction Engineering Contracts - includes construction inspection, preparation of final estimates..**
- Category D: Operation and maintenance Contracts - includes operation and maintenance of traffic management systems.
- Category E: Bridge Safety Inspection Contracts – includes bridge and traffic structure safety inspection.

** Amount of contract includes contingency and non-salary direct cost and all executed supplemental agreements.

*** Excluding Sub-consultants

Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Professional services work being performed as a prime, joint venture, or sub-consultant on a VDOT Design-Build project shall be included.

† The outstanding workload in **Category C** of each DBE/SWAM prime and sub-consultant may be reduced up to \$4M and the remainder (>\$0) added to the team's total workload.

When DBE/SWAM firms graduate from the program, their workload incurred while a DBW/SWAM may be reduced up to \$4M for the next three years. Any work obtained after graduating from the program will be counted.

Firm Registration Information (Vol. II)

Offerors shall complete the table and include the required state registration and licensure information. By completing this table, Offerors certify that their team complies with the requirements set forth in the RFP and that all businesses and individuals listed are active and in good standing.

SCC, DPOR, Title VI & FAR Business Information									
Business Name	SCC Information			DPOR Information				Title VI Expiration Date	FAR Issue Date or Status of FAR
	SCC Number	SCC Type of Corporation	SCC Status	DPOR Registered Address	DPOR Registration Type	DPOR Registration Number	DPOR Expiration Date		

Key Personnel Registration Information (Vol. II)

DPOR INFORMATION FOR INDIVIDUALS						
Business Name	Individual's Name	Office Location Where Professional Services will be Provided (City/State)	Individual's DPOR Address	DPOR Type	DPOR Registration Number	DPOR Expiration Date

FIRM DATA SHEET (Vol. II)

Funding: ____ (S=State F=Federal)

Project No.: NRO20180806
 Division: Northern Region Operations
 EOI Due Date: August 21, 2018

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all sub-consultants. 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)
Vol. II

Project: Construction Engineering and Inspection (CEI) Services for Traffic Signals and Intelligent Transportation Systems (ITS) Installation/Construction for Northern Region Operations

- 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)
Vol. II

Project: Construction Engineering and Inspection (CEI) Services for Traffic Signals and Intelligent Transportation Systems (ITS) Installation/Construction for Northern Region Operations

- 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: _____

PROJECT: _____

FIRM: _____

DESCRIPTION: _____

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					20%	
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					40%	
QUALIFICATIONS OF CONSTRUCTION INSPECTION COORDINATOR (Expertise, experience and qualifications in construction management and coordination 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 C 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"
Employment Commitment Letter
Vol. I

Date:

To:
Firm Name: Address:

Reference – Employment Commitment For

This letter is my commitment to your firm that should your firm become successful in obtaining a contract for construction inspection with the Virginia Department of Transportation I will be available to begin employment upon execution of the referenced inspection services contract.

Signed: _____ Date: _____

Printed Name: _____