



**Hampton Roads District Major Project Office Program
Support Services;
Pre-Proposal Conference**

March 23, 2017

Request for Proposal

RFP No. HRD – 20170316

ANTICIPATED PROCUREMENT SCHEDULE

- **Optional Pre-Proposal Conference – 3/23/2017**
- **Expression of Interest Due Date and Time – 4/19/2017 at 2:00 PM**
- **Short List Posted on the VDOT Website – 5/9/2017**
- **Interviews/Technical Presentations – 5/24/2017**
- **Final Consultant Selection – 5/31/2017**
- **Scoping Meeting with Selected Consultant – 6/9/2017**
- **Selected Consultant Pre-Award Documents Due – 6/15/2017**
- **Completed Negotiations Agreement Due – 7/7/2017**
- **Consultant Contract Signed – 7/18/2017**

Conflict of Interest

I-64 Southside Widening and High Rise Bridge Project, Lead Design Firms

- **Parsons Brinckerhoff, Inc.**
- **Parsons Transportation Group, Inc.**
- **STV Incorporated DBA STV Group, Inc.**

I-64 Capacity Improvements – Segment III Design-Build Project, Lead Design Firms

All firms having conflicts of interest as Lead Design firm for the above referenced projects are still permitted to pursue the Hampton Roads District Office Program Support Services contract as a subconsultant.

Conflict of Interest

Confidentiality Agreement

Any employee of the selected team who will be co-located at a VDOT owned or shared facility must sign the Confidentiality Agreement for Embedded Consultant Employee at the time the assignment begins.

Negotiation

- **Net fee - 8%**
- **The classification rates - based upon Virginia market rates**
- **Field Office rates will be applied for all employees working from VDOT facilities. All firms on a team will be required to have both Home Office and Field Office rates.**
- **Travel Payment**
 - Travel calculated from assigned VDOT office location.
 - Travel calculated from Consultant office located closest to VDOT District Office.
 - Travel calculated from the Prime Consultant office closest to the VDOT District Office for firms that do not have an office within the Hampton Roads District boundary.

Negotiation

All key personnel identified in the Expression of Interest must remain on the team for the duration of the contract. This is to keep the team intact.

Project Office

At the Department's discretion the consultant may be required to provide a leased office facility with all necessary furniture and appurtenances to support at least 40 individuals. If leased space is required, the final configuration of the space and staffing will be determined at that time.

Key Personnel

Program/Contract Manager

- Licensed PE is required.

Engineering Task Manager

- Licensed PE in Virginia is required.

- Program Financial Support Manager

Major Project Director

- Licensed PE is required.

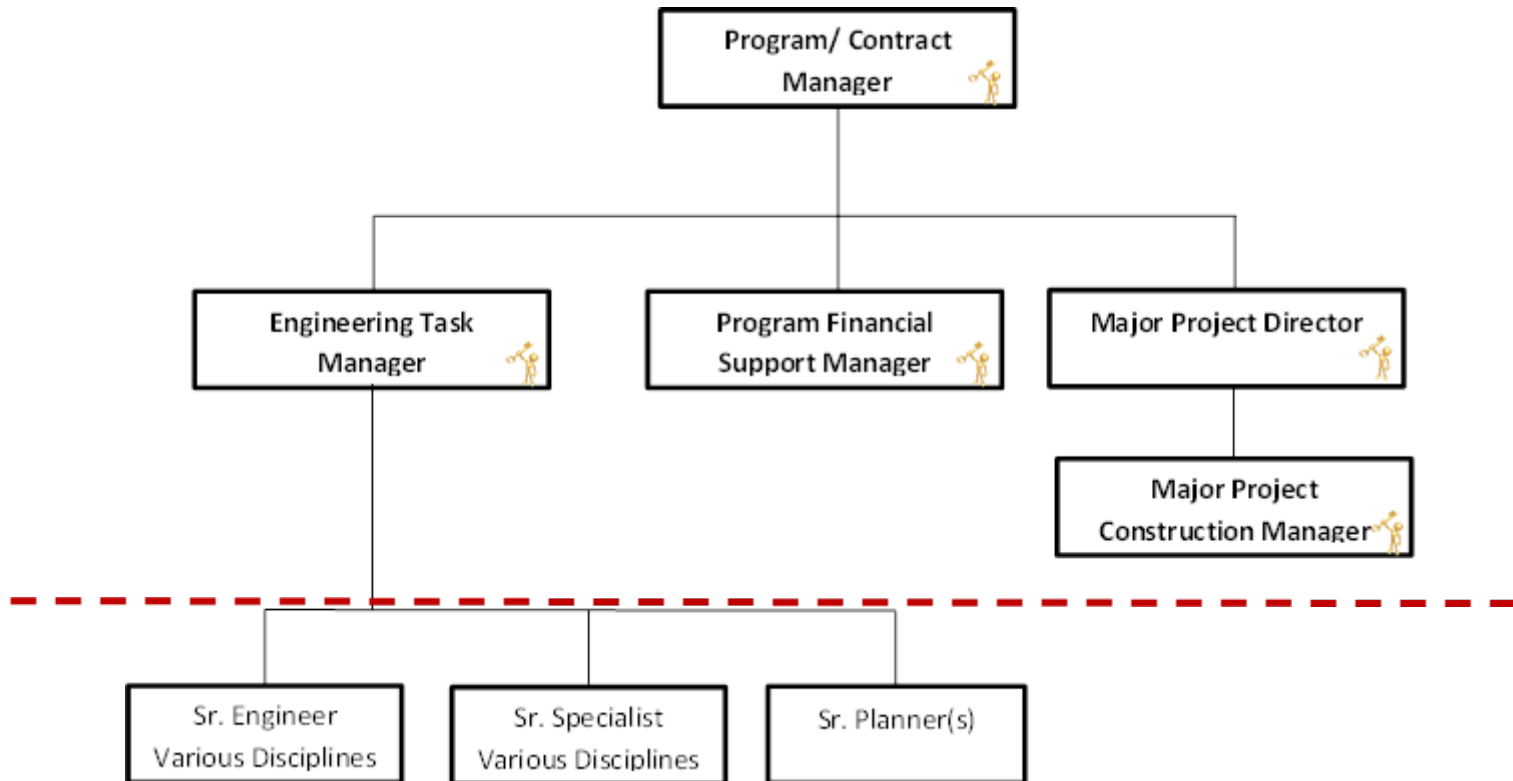
Major Project Construction Manager

- Licensed PE in Virginia is required.
- Certified Construction Manager is preferred.

One individual only per classification in the EOI.

PE licenses are to be submitted with the EOI.

Organizational Chart



Expressions Of Interest

Volume I - Technical Qualifications Submittal	Volume II - Administrative Requirements Submittal
Table of Contents	Table of Contents
Transmittal Letter (1 page or less)	Response to RFP Item No. 10
Understanding of the Scope of Work (2 pages or less)	Present Workload with Department form (RFP Item No. 9)
Present Workload with Department form (RFP Item No. 9)	Table Matrix containing information in RFP Item No. 17
Standard Form (SF) 330 Part I – one combined for the project team	Full size copies of VA. SCC and DPOR
Standard Form (SF) 330 Part II – one for each firm.	Full size copies of VA. DPOR for key staff
Response to RFP Item No. 11 (Omitted)	Firm Data Sheet
Response to RFP Item No. 12	Certification Regarding Debarment (RFP Item No. 15)
Response to RFP Item No. 13	DBE Commitment Letter
Response to RFP Item No. 14 (Omitted)	DBE Submittals C-48 or C-49
Response to RFP Item No. 16	Full size copies of FAR Approval letter by VDOT (Item No. 18)
	Full size copies of Title VI Certification letter by VDOT (Item No. 19)

DBE and SWaM Participation

The DBE goal for this procurement is 13%

The SWaM goal for this procurement is 29%

The EOI must include either a C-48 or C-49 form, which ever is applicable.

DBE and SWaM goals will be achieved with the Annual Work Plans.

Electronic EOI Submittals

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 4/19/2017. Responses received after this time will not be considered.

Present Workload

Category A and B are required.

<p>PRESENT WORKLOAD WITH DEPARTMENT</p> <p>(Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Work being performed as a prime, joint venture or sub-consultant on a Design-Build project shall be included.) † (Only Category A& B workload is counted on this selection*)</p>	<p>Above \$20,000,000</p> <p>18,000,001-20,000,000</p> <p>16,000,001-18,000,000</p> <p>14,000,001-16,000,000</p> <p>12,000,001-14,000,000</p> <p>10,000,001-12,000,000</p> <p>8,000,001-10,000,000</p> <p>6,000,001-8,000,000</p> <p>4,000,001-6,000,000</p> <p>2,000,001-4,000,000</p> <p>0-2,000,000</p>	<p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>
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