



**Hampton Roads District Major Project Office
Program Support Services – RFP No. HRD-20170316
Optional Pre-Proposal Conference**

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Shailendra G. Patel, PE, DBIA

Division Administrator, Alternative Project Delivery

Scope of Works

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

Conflict of Interest

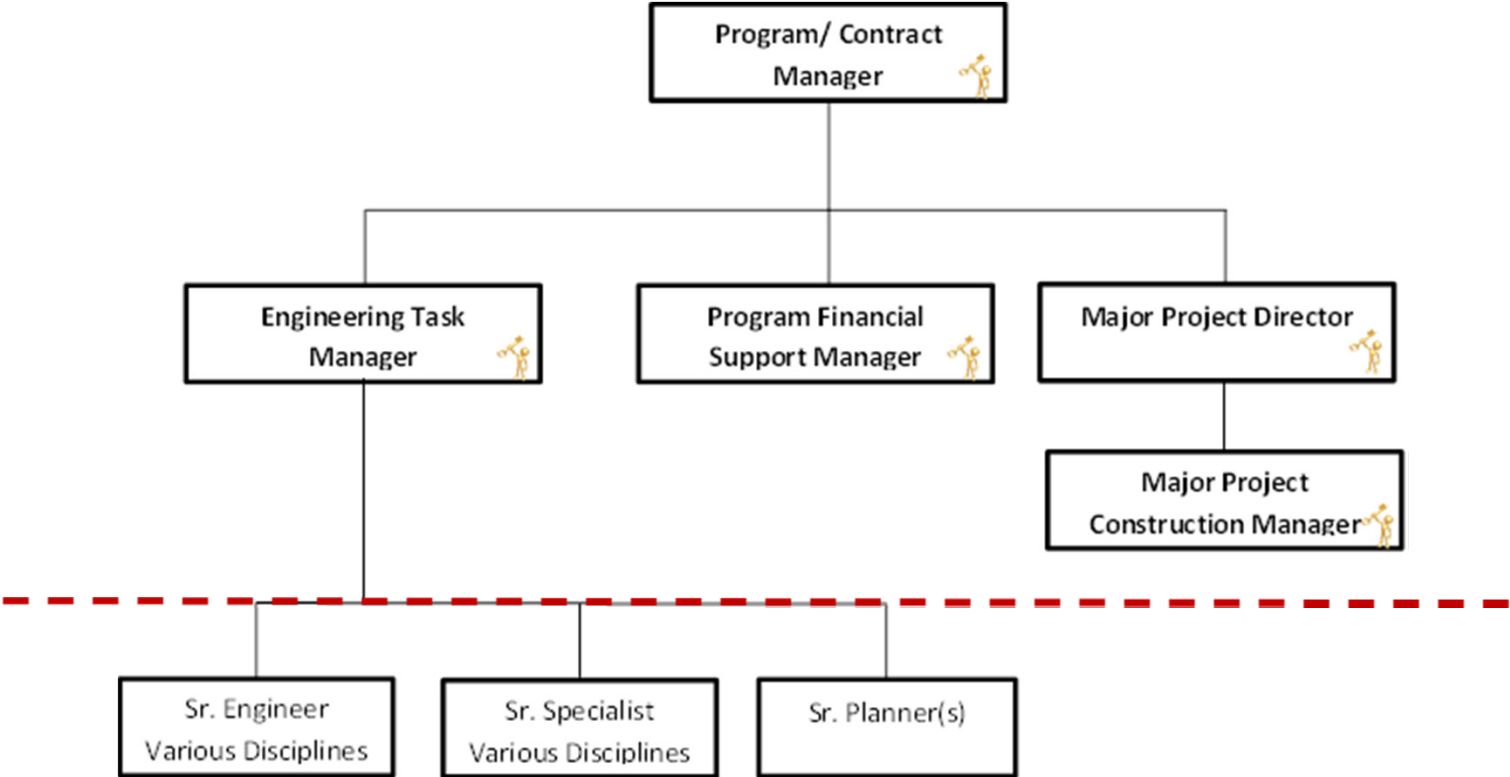
The following Lead Design Firms for the I-64 Southside Widening and High Rise Bridge Project are precluded from participating as a Prime Consultant or as a JV member:

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

Any firm that participates as a Lead Design firm on I-64 Capacity Improvements – Segment III Design Build project will also be considered to have a conflict and precluded from pursuing this contract as a Prime Consultant.

All firms having conflicts of interest as Lead Design firm for the above referenced projects are still permitted to pursue this contract as a sub-consultant.

Organizational Chart



Organizational Chart

VDOT expects the Consultants to keep their team intact.

VDOT expects all individuals identified on the Organizational chart in the Expression of Interest to remain on the Consultant's Team for the duration of the procurement process and, if awarded the contract, for the duration of the contract.

The intent is

- to prohibit Bait & Switch
- and have the selected team available as and when needed for the duration of the contract. This does not mean the team needs to be committed to only this project for the duration of the contract. Furthermore, AWP will help plan for these resources.

Key Personnel

Key Personnel – Only one individual per classification.

Program/Contract Manager

Provides programmatic support to the VDOT Hampton Roads District Major Projects Director and the District Leadership:

- Provides on-site leadership to the consultant support team
- Provides strategic advice/support to the VDOT Major Projects Director to best assimilate new projects into the program recommending execution strategies and planning for successful delivery
- Provides support and assistance in public interactions and public relations
- Assures seamless integration of consultant project team members with VDOT team members
- Licensed PE is required

Engineering Task Manager

Serves as the technical lead for the consultant team:

- Ensures, through inspection and review, that all design-build projects are being managed consistently within VDOT's policies and procedures
- Proactively identifies challenges to project success and recommends solutions
- Ensures/tracks on-time – on-budget performance of assigned engineering tasks
- Licensed PE in Virginia is required
- DBIA certification preferred

Key Personnel

Major Project Director

Supports the VDOT Project Director on a large Major Design-Build Project:

- Provides guidance and direction to the project team
- Provides coordination among multi-disciplinary teams and stakeholders to ensure expedient Project delivery.
- Identifies potential risks to project success and develops solutions/recommendations
- Provides support and assistance in public interactions and public relations
- Assures seamless integration of consultant project team members with VDOT team members
- Licensed PE is required.
- Update (Preferred Qualification) – Demonstrated leadership role in the delivery of a major design-build project over \$150M in value.

Major Project Construction Manager

Supports the VDOT Project Director and Project ACE

- Serves as the project Design-Build contract expert for VDOT for execution phase
- Supports the project ACE in all aspects of contract management.
- Evaluates the construction support team in place and recommends adjustments as needed to best support the contract success
- Licensed PE in Virginia is required.

Key Personnel

Program Financial Support Manager

Provides program wide Financial Management :

- Development and quality control of VDOT invoicing to other parties
- Development and quality control of FHWA required financial reporting and documentation
- Financial status reporting
- Establish and maintain regular financial reports useful for VDOT leadership to assess program performance

Other Classification

Program Controls Manager

- Update (Preferred Qualification) – Licensed PE in ~~Virginia~~ required.

Negotiations

- **Net Fee will be negotiated in accordance with the criteria set forth in Procurement Manual**
- **The classification rates will be based upon Virginia market rates**
Virginia market rates are based on the rates of individuals who work in Virginia offices. We use our current contracts and information we have acquired to establish what we believe are reasonable rates for Virginia.
- **Field Office rates will be applied for all employees working from VDOT facilities. All firms on Offeror's team will be required to have both Home Office and Field Office rates.**

DBE and SWaM Participation

The DBE goal for this procurement is 13%

The SWaM goal for this procurement is ~~29%~~ 12%

DBE and SWaM goals to be met with the Annual Work Plans.

Other Items

- The Dept. will not permit individual consultant personnel to charge more than an aggregate total of 40 hrs. per week ~~on any concurrent VDOT contracts~~ without prior written authorization from the Dept.
- Project Office- The consultant may be required to provide a leased office facility with all necessary furniture and appurtenances to support at least 40 individuals **(Including VDOT Personnel)**. If leased space is required, the final configuration of the space and staffing will be determined at that time.
- Escalation – In accordance with policy.
- For classifications requiring a PE License, License is required at the time of submitting the EOI

Procurement Schedule - Key Milestone Dates

- Expression of Interest Due Date and Time – ~~4/19/2017~~ 05/02/2017 at 2:00 PM
- Short List Posted on the VDOT Website – ~~5/9/2017~~ 05/22/2017
- Interviews/Technical Presentations – ~~5/24/2017~~ 06/09/2017

QUESTIONS??

