



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

Stephen C. Brich, P.E.  
Commissioner

April 11, 2018

## ADDENDUM FOR ALL OFFERORS:

Reference – Request for Proposal: LD20180403

Project Description: Fredericksburg District Major Projects PSS  
 Commodity: Consulting Engineering Services  
 Locations: Districtwide  
 RFP Dated: April 3, 2018  
 Expression of Interest Due Date: **April 20, 2018, 2:00 pm** (No Change)

### VDOT Identified Items

- Page 5, Item 2, Engineering: is revised as outlined below:

<b>2</b>	<b>Engineer</b>	<ul style="list-style-type: none"> <li>- Performs complex assignments, making independent decisions on problems and methods.</li> <li>- Makes decisions on significant design engineering and procedures.</li> <li>- May supervise a small staff of engineers and technicians.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrated experience in similar roles/responsibilities on complex major transportation infrastructure programs / projects.</li> <li>- <b>Virginia</b> Professional Engineer license <b>required; Virginia license</b> preferred.</li> <li>- Professional certification in other specific areas preferred as applicable.</li> </ul>
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- Page 8, Materials Services is revised as outlined below:

- Geotechnical engineering design and construction phase support. ~~for land-based and marine aspects of the Project (e.g. ground movements and soil-structure interaction for tunnel approaches, bridge foundations, pile driving, pavement, embankments, etc.)~~
  - Development and interpretation of Geotechnical Data/Geotechnical Engineering Reports
  - Instrumentation, field investigation, and materials testing capabilities Review design of bridge foundations, pile supported structures, pavements, embankments, retaining walls, etc.
- A DBE goal was established for this contract, therefore, Attachment A, Virginia Department of Transportation, Special Provision for Consultant Project, Use of Disadvantaged Business Enterprise (DBEs) for Project Specific Consultant Projects, is included, herein.

4. Regional TMP Manager is revised to Regional **TMP coordinator** in the Project Organization and in Key Personnel and Other Classifications.
5. Page 4, Conflict of Interest, is amended to add the below text in red:

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

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

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

### **Questions from Prospective Offeror(s)**

Q: Page 12, Item 7 indicates conflicting page limitations for SF330 Section H. Please confirm the page limit for SF330 Section H is a maximum of five (5) pages.

A: SF 330 Section H, Additional information is limited to a maximum of five (5) pages. Item 7 has been amended as shown below:

In SF 330 Part I, Section H (Additional Information), the Consultant shall 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 five (5) 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 shall 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~~-five 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)

Q: The RFP is silent on the matter of co-location for the selected offer. Please confirm that co-location is no required as part of this RFP.

A: As noted on Page 10, General: The Consultant staff may work from their home office or from the assigned field location (VDOT office and project office both are considered field locations).

Q: Page 11, Item 4 requires specific and lengthy inputs for Key Personnel in SF 330, Part 1 Section E, (Section 18). However the RFP in Item 4, Page 12 Section E resumes to one page.

Font size limitations are also dictated on Page 11, Item 1 as 10 point font. Offerors are not likely to be able to comply with all these criteria. Please consider modifying the Section E resume page limit to two pages.

A: SF 330, Part 1, Section E is amended as below:

Indicate KEY PERSONNEL ONLY resumes in SF 330 Part I, Section E (Resumes of Key Personnel Proposed for this Contract). The number of relevant projects should be limited to no more than ~~four (4)~~ five (5). Provide scope, size and cost for each of the relevant projects. Also clearly identify the role and describe the tasks performed on these projects. ~~If more than four projects are provided, only the first four (4) projects will be considered for evaluations.~~

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

a) Chronologically list:

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

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

Each resume shall be limited to ~~one~~ two pages per person with a font no less than 10 point. (Vol. I, included in SF330).

Furthermore, all individuals identified as Key Personnel and firms identified on the team 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.

Q: On Page 11, Item 1 the font size and page size limits are defined. Please confirm there are no applicable exceptions to this font size and page size restriction.

A: There are no exceptions to Page 11, Item 1.

Q: On Page 4, the Department documents three (3) companies have a conflict of interest for this procurement. The Department indicates this conflict of interest would not be applicable should these three companies serve as a sub-consultant for this contract. Is this understanding by the offerors correct? Does the Department deem the conflict of interest for these three companies applicable to the four (4) key personnel positions required for this contract?

A: As noted in the RFP, HNTB, Dewberry Engineers, Inc. and WSP are not permitted to be a Prime or Joint-Venture. However, these firms can participate as a sub-consultant. Furthermore, VDOT will determine project specific conflicts at the time of work assignments consistent with the Department policy. No individuals from any firm that has a project specific conflict will be

allowed to work on that project. As such, the potential availability of these Key Personnel will be considered during evaluations.

Q: Are the DBE/SWaM goals for the life of the contract, annually or per task assignment?

- The RFP states on page 12 EOI 8 that the DBE contract goal for this procurement is 15%.
- The department believes that these services support 10% SWaM participation.

A: The DBE goal and SWaM requirements are for the term of the Contract. However, it is expected that they will be met on Annual basis for each AWP.

Q: Can the organizational chart be on an 11 x 17 and folded into an 8 ½ x 11?

A: No

Q: Can resumes beyond key personnel be submitted?

A: No.

Q: Will contracts be considered as projects for Key Personnel resume?

A: Projects and Contracts cannot be used interchangeably.

All other information will remain the same. A new RFP will not be published. Thank you for your interest in VDOT's Professional Service Consultant Procurement Program.

Michele Goode-Bacon, VCA  
Procurement Officer II  
Consultant Procurement Office