



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

Charles A. Kilpatrick, P.E.  
Commissioner

January 23, 2017

### **ADDENDUM NO. 1 FOR ALL OFFERORS:**

Reference – Request for Proposal: SALEM-20170112

Project Description: Limited Services Term Contract for  
Salem District CEI Services

Commodity: Engineering Services, Professional (92500)

Locations: District Wide

RFP Dated: January 12, 2017

Expression of Interest Due Date: **NLT 2:00 PM, February 6, 2017 (No Change)**

#### **Reference RFP, Page 2, regarding the contract value per term:**

Revised to correct contract value to \$3,000,000.00 per term.

#### **Reference RFP, Page 13, regarding the table for Contents of EOI Volumes I and II:**

Revised to correct references and information in EOI Table as shown below:

- “Cover Letter” added under Volume I
- Corrected reference for Present Workload to “RFP Item No. 9” under Volume I and added same information/reference to Volume II
- Removed duplicate reference to RFP Item No. 9 under Volume I column.

#### **Reference RFP, Page 13, regarding Item No. 1 under the Expression of Interest:**

Revised to omit the 4th bullet in the list – “Response to RFP Expression of Interest Items 2-17”.

#### **Reference RFP, STAFF FUNCTIONS, FEATURES OF WORK and KNOWLEDGE, SKILLS AND ABILITIES Section:**

Revised to add position description for Engineer on page 9.

Page 2  
ADDENDUM NO. 1 FOR ALL OFFERORS  
Revision to RFP# SALEM-20170112  
Continued

**Reference RFP, pages 24 & 25, regarding Firm Registration and Key Personnel Registration Information:**

Revised to remove reference to RFQ section numbers, shown in the headings.

**A Revised RFP is being published and is attached to this document.**

Thank you for your interest in VDOT's Professional Service Consultant Procurement Program.

Tracy M. Wood, VCA  
Procurement Officer II  
Consultant Procurement

# **REQUEST FOR PROPOSAL**

**CONSTRUCTION ENGINEERING  
INSPECTION SERVICES (CEI) FOR  
SALEM DISTRICT**

**DISTRICT WIDE CONTRACT**

**ADDENDUM NO. 1 - RFP SALEM-20170112**



## 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:

A Salem District-Wide Engineering Inspection Contract providing construction engineering inspection services under a Fixed Billable Rate Contract. The proposed two-year limited services term contract with two (2) optional one-year renewable terms will have maximum values of \$3,000,000.00 per term.

The Department anticipates, but does not guarantee awarding multiple contracts to more than one, but not to exceed 2 qualified prime consultant firms as a result of this Request for Proposal. The contracts will be negotiated and awarded in accordance with the procedure set forth in the current Manual for the Procurement & Management of Professional Services at the time of advertisement.

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

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

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

## PROCUREMENT SCHEDULE

- Expression of Interest Due Date and Time – February 6, 2017 at 2:00 PM
- Short List Posted on the VDOT Website – NLT March 6, 2017
- Interviews/Technical Presentations – March 17, 2017
- Final Consultant Selection – NLT March 31, 2017
- Selected Consultant Pre-Award Documents Due – NLT April 10, 2017
- Completed Negotiations Agreement Due – NLT May 16, 2017
- Consultant Contract Signed – NLT June 1, 2017

## CONFLICT OF INTEREST:

The change in a project delivery method for this contract may result in a potential conflict of interests for the consultant and any of its team members. As such, the scope of services and their role may be revised and redefined to meet the project need as identified by the Department. The consultant and its team members may not be allowed to participate in ANY subsequent contracts (design and/or

construction) related to this project. The Conflict of Interest determination will be made in accordance with the Department's policy. The policy is available at:

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

## SCOPE

The scope of work shall consist of providing project inspection and will require the following:

- 1 (one) Construction Inspection Coordinator\*,
- 2 (two) Construction Managers\*,
- Twenty Three (23) inspectors during peak construction operations consisting of:
  - ten (10) Construction Inspector Seniors\*,
  - nine (9) Construction Inspectors\*, and
  - four (4) Construction Inspector Trainees.
- Additional requirements include:
  - one (1) Responsible Charge Engineer\*,
  - one (1) Project Records Manager,
  - one (1) Engineer,
  - one (1) Environmental Compliance Inspector\*,
  - two (2) NACE Coating Technician II\*, and
  - one (1) Administrative Assistant.
  - Engineering Support (identified by and at the discretion of the Department during the contract period).

\*Key Personnel

NOTE: For Key Personnel, provide resumes for at least 50% of the required positions for each classification. For non-key personnel, provide one resume for each classification.

All personnel shall be knowledgeable of the Department's Construction Program, VDOT's Road and Bridge Specifications and Standards, Computer Based Construction Management Systems, and Work Area Protection Manual. Additional engineering functions which may be required include, but are not limited to, bidability/constructability review, the review of shop drawings, schedule review, and notice of intent/claims analysis.

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.

## **STAFF FUNCTIONS, FEATURES OF WORK and KNOWLEDGE, SKILLS AND ABILITIES**

### **Construction Inspection Coordinator**

Construction Inspection Coordinator Function: To coordinate inspection assignments with the Department throughout the district.

Construction Inspection Coordinator Features of Work: Coordinates the entire inspection contract with the Department. Submits invoice in a manner suitable for input into the Cardinal Financial

System. Assumes responsibility for the performance, training, and actions of the consultant inspection staff.

Construction Inspection Coordinator Knowledge Skills and Abilities: The coordinator is expected to have 3 years of experience in the coordination of inspection staffs on a statewide, regional or district wide basis for any transportation agency. Experience shall include staff scheduling and the handling of multiple priorities; knowledge of staff capabilities and ability to match the inspector staff to assigned task orders; demonstrating general knowledge of the duties and responsibilities of an inspector.

### **Construction Manager**

Construction Manager Function: To manage the assigned elements of a construction project to assure quality of the contractor's compliance with the plans and contract documents, manage project personnel staffing, project inspection, and contract administration under the direction of the Project Manager.

Construction Manager Features of the Work: Manages assigned project elements which may involve structures, roadways, and other transportation facilities. Duties include analyzing and interpreting project plans and specifications to ensure project constructability; identifies design errors for the Department; determines impact for both the Department and contractor; interprets unclear contract language; work order time impact analysis, maintain and report contractor's daily production rates, prepare independent detailed construction estimates; makes recommendations for partial and final contractor payments, monitors project budgets and recommends any needed adjustments to the Project Manager; supervises and manages inspection personnel and makes recommendations on project staffing. Conduct pre-construction conference, utility coordination meetings, construction progress meetings, and other types of conferences; writes project management correspondence, and approves or rejects recommendations made by project inspectors. Recommends resolution of field construction problems and design changes; performs analysis and prepares work orders, seeks input from the project controls group regarding the schedule/cost impact and works with the project design group, materials, environmental, traffic engineering right of way, the public and all other parties necessary to meet contract schedules and requirements.

Construction Manager Knowledge Skills, and Abilities: Construction Manager is expected to have ten (10) years of experience in the management of highway construction projects. Considerable knowledge of roadway, structure, traffic engineering, construction methods, procedures, practices, plans, specifications, and contracts; materials used and performance, environmental, legal, and safety responsibilities related to construction of transportation facilities; and knowledge in the use of electronic data processing equipment and contract management software. Skilled in the use of survey, nuclear density, and materials testing equipment. Ability to supervise and manage employee work groups; interpret roadway and bridge plans, specifications, and contracts; prepare technical, financial, administrative, and explanatory correspondence. Prefer the CM to hold a Certified Construction Manager (CCM) Certificate.

## **Construction Inspector Senior**

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

**Construction Inspection, Senior Features of Work:** In addition to the duties noted for Construction Inspector, the Construction Inspector Senior monitors contractor's operations to ensure compliance with contract terms and specifications. Independently coordinates and directs all phases of construction inspection of projects, which are typically complicated by extensive traffic control, sensitive to the public or environmentally challenging, or require significant project coordination with property owners, utility companies, or local/federal government representatives. Verifies lines, grades dimensions, and elevations using survey and field engineering equipment. Coordinates and schedules various phases of construction with the prime contractor and agency personnel; reviews and monitors contractors' plan of operation; and advises contractors of violations and recommends adjustments to operations. Recommends changes to construction plans to meet field condition; makes field measurements of pay items and conducts materials testing; checks equipment; prepares and maintains comprehensive project records including daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, work orders and monthly estimates; aids in the development of work orders, investigations and analysis of Notices of Intent. Evaluates and monitors progress schedules, and performs work order analysis. Reviews and monitors Equal Employment Opportunity/Disadvantaged Business Enterprise (DBE) documentation and compliance with Federal labor requirements/regulations for Federal-aid construction projects, ensuring contractor compliance with program requirements.

**Construction Inspector, Senior Knowledge, Skills, and Abilities:** The Construction Inspector Senior is expected to have six (6) years of inspection experience including a working knowledge of roadway, structure and bridge construction methods, materials, standards and specifications; working knowledge of the VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Inspector Manual; and knowledge in the use of contract management software including SiteManger. Working knowledge of state and federal safety, environment, and EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Working skill in operating computer equipment, software programs and field inspection equipment. Ability to provide technical supervision and leadership to other inspectors; read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed records; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public.

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

It is anticipated that the Department will require Inspector Senior positions with various combinations

of the following certifications throughout the life of this contract. The specific certifications required for a given task will be identified by the Department at the time the task assigned.

<b>Certification</b>	<b>Issuing Agency</b>
Soil and Aggregate Compaction	VDOT or NICET LEVEL II*
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Slurry Surfacing	VDOT
Surface Treatment	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Virginia DEQ
Stormwater Management (Inspector) Certification***	Virginia DEQ
Nuclear Gauge Safety Training	NRC**Recognized Provider
Intermediate Work Zone Traffic Control	VDOT Approved Provider
10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT

\*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.

\*\*Nuclear Regulatory Commission

\*\*\*Obtained prior to installation of stormwater items

### **Construction Inspector**

Construction Inspector Function: To monitor the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects of routine to moderate complexity, under the direction of a Construction Manager or their designee.

Construction Inspector Features of Work: Oversees, inspects, and monitors contractual field work which includes excavations, drainage facilities, road surfaces, and structures; schedules work and inspection phases with contractor's superintendent and agency personnel; advises contractors of violations and recommends adjustments to operations; takes field measurements of pay items; checks placement of and performs tests on construction materials; checks lines, grades, dimensions, and elevations using standard survey and field engineering equipment; and oversees and enforces the installation of erosion/siltation controls and highways work zones and traffic control devices. Recommends changes to construction plans to meet field conditions or provide project cost savings. Maintains project records; including daily diaries, materials notebooks, as-built plans, pay quantity records, and monthly estimates. Monitors Equal Employment Opportunity/Disadvantaged



Business Enterprise (DBE) documentation and compliance with Federal labor requirements/regulations, ensuring contractor compliance with program requirements.

**Construction Inspector Knowledge, Skills, and Abilities:** The Construction Inspector is expected to have three (3) years of inspection experience including a working knowledge of roadway, structure, and bridge construction methods, materials, standards, construction symbols and terminology; state and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry; working knowledge of the VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Inspector Manual; knowledge in the use of contract management software; working skill in operating computer equipment, software programs and field inspection equipment including SiteManager. Ability to read and interpret roadway, structure and bridge plans and specification; apply mathematical formulas and engineering principles to determine minor adjustments to construction plans; maintain detailed records; perform required materials testing and communicates with the agency and contractor personnel and the general public.

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

It is anticipated that the Department will require Construction Inspector positions with various combinations of the following certifications throughout the life of this contract. The specific certifications required for a given task will be identified by the Department at the time the task assigned.

<b>Certification</b>	<b>Issuing Agency</b>
Soil and Aggregate Compaction	VDOT or NICET LEVEL II*
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Slurry Surfacing	VDOT
Surface Treatment	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Virginia DEQ
Nuclear Gauge Safety Training	NRC**Recognized Provider
Stormwater Management (Inspector) Certification***	Virginia DEQ
Intermediate Work Zone Traffic Control	VDOT Approved Provider
10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT

\*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.

\*\*Nuclear Regulatory Commission

\*\*\*Obtained prior to installation of stormwater items

### **Construction Inspector Trainee**

Construction Inspector Trainee 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.

Inspector Trainee, Features of Work: Performs work of routine difficulty in a training capacity; inspects excavations, drainage structures, traffic control devices, road surfaces, and structures by comparing work performed to plans and specifications; maintains project records including daily inspector report, workbook and materials records; assist in preparing project records and forming reports; receives on-the-job and required agency classroom training to obtain designated highway material certifications.

Inspector Trainee Knowledge, Skills, and Abilities: The Construction Inspector Trainee is expected to have a working knowledge of basic mathematics including computation of linear and cubic measurements; a demonstrated ability to communicate effectively both orally and in writing; proficiency in the use of Microsoft Office software; willingness to learn and apply new information and concepts.

### **Responsible Charge Engineer**

Responsible Charge Engineer Function: To lead and guide Construction Managers, Inspection staff and Contract consultants in administering construction and maintenance contracts and managing projects in the transportation construction engineering industry. The Responsible Charge Engineer shall not function in a dual role as the Construction Inspector Coordinator or Construction Manager.

Responsible Charge Engineer Features of Work: Manages a wide range of construction projects of varying complexity related to roadways, structures, and drainage, and also manages environmental issues. Responsible for management of all aspects of construction/maintenance contracts which are in compliance with safety standards, built with quality in a cost effective and timely manner and in compliance with state and federal standards.

Responsible Charge Engineer Knowledge Skills and Abilities: The Responsible Charge Engineer shall be a Virginia licensed P.E. having 10 years of direct experience in managing complex construction projects. Requires comprehensive knowledge of transportation engineering construction principles/practices; quality assurance and control methods; civil engineering and regulatory/legal constraints. Must have demonstrated skill in delivering complex transportation projects in a transportation engineering/construction industry; communicate effectively both orally/writing with various stakeholders/constituents; leading construction/ engineering staff; and implementing change

management. Ability to apply advance engineering planning and project scheduling principles to a variety of complex projects; conduct constructability reviews and demonstrated skill in performing cost analysis and in timely resolution of field issues by partnering to achieve cost effective solutions; develop contract language to meet customer needs; oversee multiple projects; interpret contracts, plans and specs and resolve disputes in a timely manner; and research, identify and implement solutions for construction problems on program wide basis.

### **Project Records Manager**

Project Records Manager Functions: To maintain construction project records and process related paperwork; reviews and updates documents; monitors records for compliance with state and federal regulations and verifies contractor pay estimates. Documents to be maintained include, but are not limited to, materials notebook, general correspondence, files, monthly pay estimates, request for information logs, submittal logs, meeting minutes, equal employment opportunity records, daily inspection reports, daily diaries, project sketches, etc.

Project Records Manager Features of Work: Sets up, process, and track construction related project documents utilizing SiteManger and SharePoint, documents include but not limited to, materials notebook, detailed daily work records and diaries, work orders, request for information, supplemental agreements, contractor pay estimates, general correspondence, and other documents as necessary. **Reviews** monthly and final estimates; checks calculations against work log and contractors pay estimate to verify work is complete prior to payment. Document daily occurrences, meetings, and communications; issues monthly CPEs for prime and subcontractors; assist in project close-out, and maintain as-built drawings. Monitors contractor compliance with state and federal requirements related to Equal Employment Opportunity and wages. Monitor and maintain issue files that have the potential to, or have become, formal Notices of Intent to file claims against the Department and ensure that the records are complete, factual, and that a project timeline of each issue is included.

Project Records Manager Knowledge, Skills, and Abilities: The Project Records Manager is expected to have five (5) years of full time project records management. Working knowledge of Federal and State Labor Regulations to including the Davis Bacon Act; VDOT procedures, bid items, plans and specifications. Demonstrated ability to input and modify data, prepare and verify daily work records, and generate reports using SiteManager; utilize Microsoft Office software; communicate effectively both orally and in writing with contractors, political entities and the general public.

### **Engineer**

Engineer Functions: To provide support with assigned elements of a construction project to the Area Construction Engineer or designee.

Engineer Features of Work: To provide consultation, investigations, evaluations, and written documentation in the areas of, but not limited to, analyzing and interpreting project plans and

specifications; participate in various construction meetings, field inspections, concurrent engineering meetings, schedule review and notice of intent and claims analysis; and other duties as requested by the Area Construction Engineer.

**Engineer Knowledge, Skills and Abilities:** The Engineer is expected to have five (5) years of experience in the practice of construction engineering defined as a demonstrated use of engineering computation and problem-solving skills. Knowledge of road and bridge construction standards, specifications, MUTCD, environmental state and federal regulations, safety requirements, and DBE, EO and CR guidelines; engineering design for roadways, structures, and drainage as related to highway design and construction; contract development and project management processes; quality assurance and quality control methods; schedules, claims avoidance, claims mitigation, cost estimating and reporting. Ability to apply engineering planning and principles to a variety of projects; conduct construction related submittal reviews; prepare technical, financial, administrative, and explanatory correspondence. Engineer shall have Bachelor's degree in Civil Engineering or engineering related field from ABET accredited university.

### **Environmental Permit Compliance Inspector**

**Environmental Permit Compliance Inspector Function:** To monitor and perform environmental inspections to ensure contract and regulatory compliance on moderate to complex roadway, structure, and bridge construction projects.

**Environmental Permit Compliance Inspector Feature of Work:** To provide technical expertise on environmental compliance for construction activities operations. Document prescribed work is in compliance with the National Environmental Policy Act, Section 4(f) of the Transportation Act of 1966, Section 106 of the National Historic Preservation Act, the Clean Water Act, the Federal Endangered Species Act, the Endangered Plant and Species Act (Code of Virginia), the Endangered Species Law (Code of Virginia), all other applicable Federal and State environmental laws and regulations, and the Department's Road and Bridge Specifications/Standards. Conduct reviews of construction activities to verify environmental stipulations, commitments, and permits are being met. Maintain environmental records and process paperwork, perform onsite inspections as required; provide specialized expertise to Construction Staff as necessary.

**Environmental Permit Compliance Inspector Knowledge Skills, and Abilities:** The Environmental Permit Compliance Inspector is expected to have five (5) years of environmental permit compliance inspection experience as a member of a multidisciplinary team. Demonstrated ability in providing clear and concise technical verbal and written guidance regarding but not limited to the following areas: environmental inspection management, wetland delineations, stream assessments, erosion and sediment control inspections, and stormwater management control inspections. Demonstrated experience assessing environmental impacts to water quality, streams, wetlands, threatened species; interpreting and utilizing state and federal environmental laws, programs, and policies. Ability to prioritize and manage multiple tasks; create detailed documentation; communicate effectively with various interest groups/stakeholders; work outdoors performing field investigations in various weather conditions and terrains. Prior computer experience with experience a work knowledge of GIS. Bachelor's degree in biology/ecology, soil science, hydrology/hydraulics, forestry, environmental/urban planning, environmental science/engineering, geology, aquatic ecology, environmental law or related discipline; or training and/or equivalent job experience. DEQ Erosion and Sediment Control Inspector Certification and DEQ Stormwater Management (Inspector)

Certification. Ten (10) years of demonstrated knowledge in performing environmental permit compliance inspection for complex highway construction projects may be substituted in place of degree.

### **NACE Coating Technician Level II**

Coating Technician Function: To monitor and inspect the work of contractors to ensure quality control and contract compliance for bridge structure coatings under the direction of the Construction Manager.

Coating Technician Features of Work: Monitors and inspects the contractor's coating operations to ensure compliance with contract terms and specifications.

Coating Technician Knowledge Skills and Abilities: The Coating Technician is expected to have successfully completed the National Association of Corrosion Engineers (NACE) International Coating Inspector Program Sessions I and II and have 12 months experience of bridge coatings inspection.

### **Engineering Support Staff**

Engineering Support Staff Function: To provide support to the Department staff in the analysis and review in the areas of, but not limited to, constructability/bidability review/analysis, shop drawings, schedule review and notice of intent and claims analysis, as requested by the Area Construction Engineer or Project Manager.

Engineering Support Staff Features of the Work: Provides consultation, investigations, evaluations, and written documentation in the areas of, but not limited to, constructability/bidability review, shop drawings, schedule review and notice of intent analysis, as requested by the Area Construction Engineer or Project Manager.

Engineering Support Staff Knowledge Skills and Abilities: The Engineering Support Staff shall be under the supervision of a Virginia licensed P.E. having 10 years of experience in the practice of engineering defined as where the principles and methods of engineering are applied to, but not necessary limited to, consultation, investigation, evaluation, planning and design of public or private utilities, structures, machines, equipment, processes, principles/practices, highway design project management, highway processes/practices. Engineering Support Staff shall have experience with the practical application of engineering procedures in roadway design/construction.

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 assigned tasks by the Department.

### **Administrative Assistant**

Administrative Assistant Functions: To provide administrative support to the members of the Construction Team.

Administrative Assistant Features of the Work: Provides overall management of a timely project filing system to include setup, maintenance, and close-out, receiving, recording and distributing all incoming mail and correspondence, submittals, RFI's, etc. Prepares reports and other correspondence in an accurate and timely manner. Takes pre-construction meeting minutes and distributes them in a timely manner as well as takes minutes of other project meetings. Assists Inspectors with timesheets, construction management computer systems, office supplies and administrative support. Maintains a status log for time sensitive materials assuring that deadlines are met. Manages office to ensure adequate office supplies are in stock, answers phones, and directs calls to the appropriate person. Assists with Invoice preparation and assembly. Responsible for processing C-31s (Sublet Requests). Utilizing VDOT's Portal (SharePoint) for record management.

Administrative Assistant Knowledge Skills and Abilities: The Administrative Assistant is expected to have a basic knowledge of the construction submittal process and skill in the use of computers to include word processing, spreadsheet, and construction management software. Ability to keep meeting minutes and action logs, distribute minutes and request feedback. Ability to track items requiring action and maintain status logs of these items. Ability to multitask and manage administrative duties in a professional, timely and accurate manner.

## **MATERIALS SAMPLING AND TESTING**

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 which shall be provided as a direct cost expense. This 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.

The material testing equipment shall include, but not be limited to; soil/aggregate compaction kit, including: 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.

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

All procurement related questions or information should be directed to Tracy Wood at 804-786-9691 or email [Tracy.Wood@VDOT.Virginia.gov](mailto:Tracy.Wood@VDOT.Virginia.gov).

## EXPRESSIONS OF INTEREST; VOLUMES I AND II

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 7. Only one cover letter is required to submit both volumes. Each volume must contain the following information as shown in the table below.

Volume I - Technical Qualifications Submittal	Volume II - Administrative Requirements Submittal
Table of Contents	Table of Contents
Cover Letter	Response to RFP Item No. 10
Understanding of Scope of Work	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
SF 330 Part 1 and Part II	Full size copies of VA. SCC and DPOR
Response to RFP Item No. 11	Full size copies of VA. DPOR for key staff
Response to RFP Item No. 12	Firm Data Sheet
Response to RFP Item No. 13	Certification Regarding Debarment (RFP Item No. 15)
Response to RFP Item No. 14	DBE Commitment Letter
Response to RFP Item No. 16	DBE Submittals (C-48 or C-49, if required)

## EXPRESSION OF INTEREST (EOI)

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

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

2. Furnish current SF 330 Part II for each firm involved, and one (1) combined SF 330 Part I for the project team. Please follow the instructions included on the form, unless indicated otherwise within this RFP. (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. With the exception of Construction Inspector Trainees, indicate key personnel resumes in SF 330 Part I, Section E (Resumes of Key Personnel Proposed for This Contract). Each resume shall be limited to one page per person with a font no less than 10 point. For evaluation purposes, one resume must be submitted equal to 50% of the number of inspectors requested per classification by the Scope of Services, excluding trainees. (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 subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. 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.dmbv.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 subconsultants. The consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. The Department believes that these services support 10% DBE participation.

In accordance with the Governor's Executive Order No. 20, the Virginia Department of Transportation also requires a utilization of Small, Women and Minority (SWaM) Businesses to participate in the performance of state funded consultant contracts. A list of Virginia Department of Small Business and Supplier Diversity (DSBSD) certified SWaM firms is maintained on the DSBSD web site (<http://www.dmbv.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 subconsultants. The consultant is encouraged to contact SWaM firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a SWaM firm whereby the SWaM firm promises not to provide services to other consultants is prohibited.

If portions of the services are to be subcontracted to a DBE or SWaM, the following needs to be submitted with your EOI and both must reference the project number(s) for the services:

- Written documentation of the prime's commitment to the DBE or SWaM firm to subcontract a portion of the services, a description of the services to be performed and the percent of participation.
- Written confirmation from the DBE or SWaM firm that it is participating, including a description of the services to be performed and the percent of participation.

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

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

Any DBE or SWaM firm must become certified (with the Virginia Department of Small Business and Supplier Diversity) prior to your response being submitted. If DBE or SWaM firm is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE or SWaM subconsultants. DBE or SWaM prime consultants are encouraged to make the same outreach efforts as other consultants. DBE or SWaM credit will be awarded only for work actually being performed by them. When a DBE or SWaM prime consultant subcontracts work to another firm, the work counts toward DBE or SWaM goals only if the other firm is itself a DBE or SWaM. A DBE or SWaM prime consultant must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

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

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

The prime consultants are encouraged to achieve all or a percentage of the required DBE participation/goals determined for this project by the utilization of BOWD approved firms. To assist consultants in taking advantage of this opportunity for utilization of approved BOWD firms, please contact the BOWD Center for additional information, details, resources and support. The BOWD Center can be contacted at (804) 662-9555 or via email to [BOWDCenter@vdot.virginia.gov](mailto:BOWDCenter@vdot.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 subconsultant may be reduced up to \$4 million and the remainder (>\$0) shall be added to the team's total workload. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM may be reduced up to \$4 million for the next three years. All new work obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Work being performed as a prime, joint venture, or subconsultant on a VDOT Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only Category 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.I)
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.I)

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 2 page(s) or less, provide information that will indicate your firm's ability to respond quickly to task assignments, be able to handle multiple tasks concurrently, and be able to complete task on accelerated schedules. The schedule will be identified when the task is assigned. (Vol.I)
12. In 2 page(s) or less, please emphasize your qualifications in the following areas: Construction Engineering Inspection Services. (Vol.I)
13. A project approach discussion is neither required nor desired for this project. (Vol. I)
14. In addition to the page restrictions listed above, a maximum of 2 additional pages may be included in the Expression of Interest. (Vol. I)
15. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
  - Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
  - Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
  - Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror 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 subconsultant does not have the in-house capability to provide non-professional services, each with an estimated cost of \$5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in accordance with State procurement procedures once a contract is executed, with no DBE or SWaM credit in the selection of the most qualified firm or team. Clearly indicate these services in the EOI. (Vol. I)

17. Each business entity (prime and subconsultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice engineering, surveying, hydrologic and hydraulic analysis, geotechnical analysis and landscape architecture, should provide evidence including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, as well as providing full size copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The EOI should convey the requested information for each regulant by the use of a concise table or matrix. (All full size copies of the Commonwealth of Virginia State Corporation Commission (SCC) and Department of Professional and Occupational Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page restriction):

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

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

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

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

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

## ADMINISTRATIVE

1. OMITTED.
2. Prior to the time of submittal of the EOI, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission. Information about entity formation can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability

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

3. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
4. Based upon the procurement and contract schedule, the approved escalation rate for this contract is 1.0%; 0.5% for year 1 and 1.0% for all subsequent years.

The method of payment for this contract 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.

5. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All architectural or engineering firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data along with a Contractor Cost Certification for indirect cost rates required by FHWA order 4470.1A dated October 27, 2010 to the Department within 10 work days of being notified of their selection, whereby an official of an architectural or engineering firm shall certify that the indirect cost rate submitted does not include any costs which are expressly unallowable and that the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48CFR31. A sample Contractor Cost Certification is available for architectural or engineering firm's use on VDOT website at <http://www.virginiadot.org/business/gpmps.asp>. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 work days, negotiations may be terminated by the Department and the next most qualified team invited to submit a proposal.
6. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law

may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:

- invoking such exclusion upon submission of the data or other materials for which protection is sought;
- identifying with specificity the data or other materials for which protection is sought; and stating the reasons why protection is necessary.

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

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

7. **Electronic EOI submittals are encouraged for this EOI, with the entire submittal in a single cohesive PDF file.** Submittals shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the SF 330 Part I and Part II elsewhere in the submittal. **All information must be submitted either electronically through VDOT's Falcon system or by mail (one hard copy) and received no later than 2:00 PM (local time prevailing) on February 6, 2017. Responses received after this time will not be considered. Please note that electronic submittals are time stamped at the moment that a file *completes* uploading. The uploading process is sensitive to connection speed and file size – a 25 MB file may take 15 minutes to load. Please plan accordingly, so that the time stamp occurs prior to 2:00 pm, February 6, 2017. An offeror choosing to submit the EOI through hard copy delivery must include one CD-ROM containing the entire submittal in a single cohesive PDF file.** All text in the PDF file shall be searchable using Adobe Acrobat software except within illustrations and scanned registration documents.

A. When submitting the Expression of Interest electronically, send a test file to insure that

your computer software is compatible. The Falcon program will not accept files submitted using Firefox, Chrome or Safari web browsers. We recommend Internet Explorer 8, 9 or 10

B. Java needs to be loaded and working on the user's computer. Java version 6 and 7 will work.

C. The file name field is limited to a maximum of 80 characters. File names cannot contain special characters such as an ampersand (&) or apostrophe (').

File names should follow the format: RFPNo\_Firm Name.pdf.

For Example: **SALEM-20170112\_Jones Construction.pdf**

D. Do not wait until the last minute to upload the EOI. The time required for the upload to complete has several variables, including the load on the system with multiple concurrent uploads.

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

Commonwealth of Virginia  
Department of Transportation (VDOT)  
Central Office Mail Center  
Loading Dock Entrance  
1401 E. Broad Street  
Richmond, Virginia 23219  
Attention: Tracy M. Wood (APD)

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

<http://falcon.virginia.gov/falcon/>.

Any offeror needing access to submit an Expression of Interest to the Professional Services Procurement area on the Falcon Web Site must email the VDOT CADD Support Helpdesk at [CADDsupport@VDOT.virginia.gov](mailto:CADDsupport@VDOT.virginia.gov) at least 7 business days prior to the submission date to request a Falcon login and password or to request that an existing Falcon account be given access.

The VDOT CADD Support Helpdesk phone numbers are:

LOCAL: (804) 786-1280

TOLL FREE: (888) 683-0345

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

8. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.
9. The Department does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
10. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement

of the award shall be posted on the Department's Business Center Internet site.

11. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register may result in the bid/proposal/expression of interest being rejected.
12. The required services will involve the handling of Critical Infrastructure Information/Sensitive Security Information (CII/SSI) material. Firm(s) handling CII/SSI material will be required to sign non-disclosure agreements. Individuals with the firm(s) that handle CII/SSI material will be required to sign non-disclosure agreements. Once negotiations have been completed and prior to executing a contract, personnel handling CII/SSI material, visiting Critical Infrastructure (CI) facilities or performing bridge/tunnel inspections may be required to pass a fingerprint-based Criminal History Background Check (CHBC). An individual employee's failure to successfully pass the fingerprint-based CHBC will not negate the selection and offerors will be allowed to replace those individuals. However, if key personnel fail the fingerprint-based CHBC, the selection may be cancelled and negotiations begun with the next ranked offeror. VDOT reserves the right to conduct fingerprint-based CHBC on all employees of the prime consultant, on any employees of subconsultants or on any proposed replacements during the term of the contract who will be involved in this project. All costs associated with the fingerprint-based CHBC are the responsibility of the prime consultant. A VDOT issued photo-identification badge is required for each employee of the prime consultant or any subconsultant who will need access to VDOT CI facilities or who will be performing bridge/tunnel inspections. Based upon the results of the fingerprint-based CHBC, VDOT reserves the right to deny issuance of a VDOT security clearance or a VDOT issued photo-identification badge.
13. OMITTED.









**FIRM DATA SHEET (Vol. II)**

Funding: F (S=State F=Federal)

Project No.: SALEM-20170112

Division: Construction

EOI Due Date: February 6, 2017

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

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

\* YD = DBE Firm Certified by DMBE

N = DBE or SWaM Firm Not Certified by DMBE

NA = Firm Not Claiming DBE or SWaM Status

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

DMBE is the Virginia Department of Small Business and Supplier Diversity

**CERTIFICATION REGARDING DEBARMENT**  
**PRIMARY COVERED TRANSACTIONS**  
**(To be completed by a Prime Consultant)**  
**Vol. II**

Project: Salem District Wide CEI Services Contract

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

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

---

Signature

---

Date

---

Title

---

Name of Firm

**CERTIFICATION REGARDING DEBARMENT**  
**LOWER TIER COVERED TRANSACTIONS**  
**(To be completed by a Sub-consultant)**  
**Vol. II**

Project: Salem District Wide CEI Services Contract

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

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

DIVISION: Construction

EOI NO.: \_\_\_\_\_

PROJECT: Salem District Wide CEI Services Contract

FIRM: \_\_\_\_\_

DESCRIPTION: Construction Engineering Inspection

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					15%	
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 PROJECT MANAGER (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10					15%	
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: \_\_\_\_\_