



## COMMONWEALTH of VIRGINIA

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

Charles A. Kilpatrick, P.E.  
Commissioner

November 18, 2016

### QUESTIONS & ANSWERS TO ALL OFFERORS:

Reference – Request for Proposal: HRD-20161114

Project Description: Hampton Roads Districtwide Construction Engineering Inspection (CEI) Contract

Commodity: Engineering Services, Professional (92500)

Locations: Hampton Roads District

RFP Dated: November 14, 2016

Expression of Interest Due Date: December 6, 2016 by 2:00 pm (no change)

### THE QUESTIONS BELOW REFERENCE THE RFP FOR THIS CONTRACT:

**QUESTION #1:** Which positions are considered Key Personnel and how many resumes should be provided?

**ANSWER Pt 1:** The following positions should be considered Key Personnel:

- a. Construction Inspector Coordinator
- b. Construction Manager
- c. Construction Inspector Senior
- d. Senior Scheduling Specialist
- e. Responsible Charge Engineer
- f. Senior Claims Analyst
- g. Environmental Permit Compliance Inspector

**ANSWER Pt 2:** For each classification of key personnel, provide resumes for at least 50% of the required positions.

**QUESTION #2:** How many resumes should be provided for Non-Key personnel?

**ANSWER:** Provide a minimum of one (1) resume for each classification of the Non-Key personnel listed below:

- a. Scheduling Specialist

- b. Office Engineer
- c. Administrative Assistant
- d. Public Relation Specialist
- e. Construction Inspector
- f. NACE II Coating Technician Level II

**QUESTION #3:** On page 3 of the RFP, the scope calls for additional requirements of two (2) Administrative Assistants and Engineering Support. Does this requirement include two (2) Administrative Assistants and two (2) Engineering Support for a total of four (4), or should we include one (1) Administrative Assistants and one (1) Engineering Support for a total of two (2)?

**ANSWER:** RFP should read two (2) Administrative Assistants and two (2) Engineering Support. As they are both Non-Key Personnel, please provide one (1) resume for each role.

**QUESTION #4:** Does the Senior Claims Analyst need to be a Virginia licensed PE?

**ANSWER:** No. Senior Claims Analyst does not need to be a Licensed Professional Engineer. Senior Claims Analysts personnel classification will be amended to reflect this change in an upcoming addendum.

**QUESTION #5:** What are the educational and licensing requirements for the Office Engineer? Does the Office Engineer need to be a Virginia licensed PE?

**ANSWER Pt 1:** Bachelor's degree in a recognized engineering discipline from an ABET accredited college or university

**QUESTION #6:** Regarding Inspector certifications, do all Inspectors need to be fully certified or is the expectation that the inspection team will be certified such that all disciplines are covered by multiple people?

**ANSWER:** The expectation is the inspection team will be certified such that all disciplines are covered. This may be accomplished by multiple people.

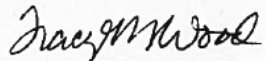
**QUESTION #7:** On RFP page 15, item #5, no page limit was provided for projects. Can the project profiles be multiple pages?

**ANSWER:** Each project example shall not exceed one (1) page.

**QUESTION #8:** The Office Engineer position overlaps with the Scheduling Specialist; can you distinguish the roles in more detail?

**ANSWER:** The Scheduling Specialist is to handle specific schedule-related tasking. The Office Engineer has a broader role in support of construction activities based on project needs; activities to include, but not limited to schedule analyst, Notice of Intent, and claims analysts.

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



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Alternative Project Delivery