

REQUEST FOR PROPOSAL

Fredericksburg District Major Projects
Program Support Services

RFP No. LD20180403

Date: April 3, 2018



EXECUTIVE SUMMARY

Virginia Department of Transportation (VDOT) has a need for consulting engineering services as described below. Please provide an Expression of Interest (EOI) in accordance with the attached solicitation.

Service Needed: **RFP: LD20180403** – Fredericksburg District Major Projects Program Support Services

Value: \$25,000,000 Cumulative Value for all Phases

Performance Period: 5 years from the date of Memorandum of Agreement (MOA) execution

EOI Requirements / Instruction to Proposer can be found in: Expression of Interest Volumes I & II Section

DBE/SWaM Goal: VDOT believes that these services support a **15%** contract goal and **10%** SWaM participation

Anticipated Procurement Schedule follows*:

- | | |
|---|-------------------------------|
| - Advertise RFP | 04/03/2018 |
| - Optional Pre-proposal Conference | 04/09/2018 at 10:00 AM |
| - Expression of Interest Due Date and Time | 04/20/2018 at 2:00 PM |
| - Short List Posted on the VDOT Website | 05/18/2018 |
| - Interviews/Technical Presentations | 05/31/2018 |
| - Final Consultant Selection | 06/20/2018 |
| - Scoping/Negotiations Kick Off Meeting | 06/22/2018 |
| - Selected Consultant Pre-Award Documents Due | 07/03/2018 |
| - Consultant Contract Signed | 08/20/2018 |

***The Department reserves the right to adjust procurement schedule as needed.**

Optional Pre-Proposal Conf: 1111 E. Broad Street, Room 1 (1013)
Richmond, VA 23219

EOI Due Date: **Friday, April 20, 2018, 2:00 p.m.** Eastern Standard Time. Submission detail can be found in the **Administrative Section, Item 6, Electronic EOI submittals for this EOI.**

Procurement Point-of-Contact: All procurement related questions or information should be directed to Michele Goode-Bacon at 804-786-0320 or michele.goode-bacon@VDOT.Virginia.gov.

PURPOSE

The Virginia Department of Transportation is seeking expressions of interest from consulting engineering firms who wish to be considered to provide professional engineering services and support services on interstate, primary, urban and secondary road, bridge, structures, tolling and related infrastructure projects during the planning, development, pre-award, and the post-award phase for projects to be procured and administered through the Fredericksburg Major Projects Program.

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.

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

CONFIDENTIALITY

The Consultant and its employees while providing services under the subject contract may have access to sensitive records and/or information, by virtue of working on a project or being co-located with VDOT. These records and/or information are to be considered confidential and proprietary; VDOT is the owner and custodian of this information. Any information and/or records that the Consultant has access to while providing services under this contract, shall be held in confidence and shall not be used other than for the purposes of providing services to VDOT under this Contract. The Consultant and its employees shall not engage in any activities that may give the Consultant any competitive advantage for future contracts or that may cause a real or perceived conflict of interest. All Consultant employees co-located with VDOT at any VDOT offices, or a project office, irrespective of the period of co-location, shall sign the Confidentiality Certification (to be provided by VDOT).

Unless ordered by a court of competent jurisdiction, or demanded by the Virginia Attorney General's Office, or otherwise required by law, the Consultant and its employees shall not divulge any confidential information to any entity or person outside of VDOT, including but not limited to the media, or any member of the public, without the prior permission of VDOT. Confidential information exchanges may have to be conducted as necessary and appropriate between the project team and VDOT to perform assigned tasks under the subject Contract; provided that the Consultant and its employees shall only communicate such information with individuals who are similarly obligated to VDOT under a confidentiality agreement and/or certification.

In the event of any unauthorized disclosure of such confidential information, VDOT reserves the right to take any necessary actions including but not limited to terminating the subject contract and precluding the Consultant and its employee(s) from working on any existing and/or future contracts with VDOT.

CONFLICT OF INTEREST:

The scope of this contract anticipates numerous services to be provided by the consultants in the management roles to augment VDOT staffing needs for the Fredericksburg District Major Projects Office. As such, it is difficult to determine project specific conflicts of interest at the contract level. VDOT anticipates determining the project specific conflicts at the time of work assignments

consistent with the Department policy below:

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

VDOT has decided to utilize the following approach during the procurement of this contract:

In consideration of the 95 Express Lanes – Fredericksburg Extension Project procurement, VDOT has decided to focus only on conflicts with the firms pursuing this contract as Prime Consultant. The firms listed below that are Lead Design firms for the 95 Express Lanes – Fredericksburg Extension Project will not be allowed to participate as a Prime Consultant or as a Joint Venture due to a conflict of interest:

- HNTB
- Dewberry Engineers Inc.
- WSP

All of the above firms having conflicts of interest are still permitted to pursue the Fredericksburg District Major Projects Program Support Services contract as a subconsultant.

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

SCOPE OF WORK

The Fredericksburg District is currently administering a significant program of large transportation projects and requires experienced professional and technical personnel to assist in the development and management of these large projects. The consultant selected under this procurement will provide program level support in assisting Department staff to manage and oversee the execution of the program ensuring that technical, fiscal, schedule, and quality goals are established and met. Consultant staff shall act as extensions of the District staff and shall be long-term team members of the Major Projects program. In addition, the Consultant shall have the capability to access additional resources from the submitted consultant team promptly as the specific need arises.

Anticipated services include design and construction management, plan reviews, analysis of cost data, development of independent estimates, reconciliation of quantity and costs differences, development of reports and accurate cost projections, compliance with federal/state statutes covering improvements and support of construction activities and documents in accordance with the Departments' minimum requirements for QA/QC, project management, administration and support in civil rights compliance, public affairs, communications, and Transportation Management Plan (TMP).

A detailed outline for the scope of work and associated man-hours will be negotiated for each year. The scope will be developed through the use of Annual Work Plans (AWP). Costs for AWP will be based upon the fixed billable rates established in the Agreement.

The detailed scope of services under this contract includes but is not limited to the following:

Contract Administration

- Providing resources to the Department's Project Manager/Contract Administrator and administering the contract between the Department and the Consultant, as well as their sub-consultants.
- Task tracking, budget forecasting, and progress reporting
- Contract records management; ensuring a current record of all contract related correspondence/billing/assignments

Project Management

- Provide project management support to VDOT
- Task Management for key disciplines
- Oversight and performance management of project/program tasks
- Compliance with State and Federal regulations and policy
- Compliance with FHWA Major Projects requirements
- Coordination of projects with key stakeholders
- Coordination of projects with state, federal and local jurisdictions

Design Support Services

- Provide Engineering Design support in disciplines such as roadway, interchange design, structures, bridges, hydraulics, drainage designs (including storm-water management, erosion and sediment control & scour analysis), utilities, geotechnical, ITS, toll systems, and aesthetics treatments.
- Development and/or review of specifications and special provisions
- Reviewing design submittals, project shop drawings and right of way and construction plan submittals

- Ensure appropriate consideration and incorporation of Common Sense Engineering Principles as outlined by the VDOT 2017 Business Plan
- Develop requirement for operations and maintenance

Right of Way and Utility Services

- Acquisition and relocation oversight and coordination
- Appraisal reviews
- Utility relocation oversight
- Developing Right of Way plans
- Updating existing Right of Way plans

Environmental Services

- Preparation of environmental documents to satisfy the National Environmental Policy Act (NEPA) and related studies/requirements, including—
 - Preparation of all levels of NEPA documentation
 - Preparation of all necessary technical reports, appendices, meeting minutes, and memoranda as required to achieve project clearance
 - Coordination with state and federal agencies, localities, Metropolitan Planning Organizations, Planning District Commissions, and transit operators
 - Permit determinations using standard VDOT documentation
 - Wetland delineation and mitigation services
 - Threatened and Endangered Species studies
 - Preparation and review of all necessary permit applications and subsequent presentation at Interagency Coordination Meetings
 - Cultural Resource services including Section 106 coordination
 - Performance of hazardous materials investigations
 - Preparation of air and noise impact analysis and abatement
 - Review of final noise analysis
- Development, review, and coordination of permits
- Monitoring permits
- Monitoring and review of Construction Phase mitigation measures
- Investigation of land and marine environmental incidents during construction
- Wildlife habitat and Water quality studies

Fiscal and Financial Plan Support Services

- Support developing initial and annual updates to Project Financial plans in accordance with VDOT and FHWA guidelines as appropriate
- Support developing and maintaining monthly project VDOT invoicing to support external reimbursement requirements
- Provide expertise in meeting all FHWA requirements as applicable
- Develop and execute reporting formats and contexts to support management initiatives within the program

Traffic Engineering and Forecasting

- Traffic engineering forecasting review and/or performing predictive traffic modeling
- Review Interchange Modification/Justification Reports (IMR/IJR) including operational and traffic analysis
- Develop and/or review traffic engineering plans, traffic engineering data, and associated analysis related to signs, signals, lighting, pavement markings/markers, and ITS

- Review signing and pavement marking plans
- Coordination of signing with other adjacent projects in the corridor
- Review of temporary signal plans

Intelligent Transportation Systems (ITS)

- Design and develop specification of ITS
- Evaluation of technology, networking, system architecture alternatives
- Review of ITS submittals
- Oversight of equipment installation and testing
- Review and oversight of system integration

Transportation Management Plan (TMP)

- Develop Regional Transportation Management Plan
- Review and/or develop project specific Traffic Management Plans
- Review and/or develop congestion mitigation strategies, oversight of congestion management activities, and maintenance of traffic
- Coordinate with First Responders and VDOT Traffic Operations Center
- Review and conduct independent analysis of traffic operational and safety impacts of construction and incidents on freeways, signals, and surrounding local roads
- Develop, update, and maintain overall District perspective on construction impacts to travel on the Interstates and other primary routes, predict impacts of the integration of new projects into the forecast/perspective
- Oversight of congestion management activities, maintenance of traffic
- Coordination of public information; Keep a wide range of audiences informed on traffic related information and minimizing traffic in the work zones
- Develop and implement lane closure conflict monitor and approval process for regional projects Provide analysis of measurements of effectiveness of TMP strategies for reports to localities, elected officials, and transportation agencies

Transit planning and coordination

- Operations planning to include market forecast and operating scenarios
- Development or adoption of a program to evaluate effectiveness of transit in the District area of operations
- Coordination with local transit providers

Tolling

- Architecture/engineering for toll and supporting facilities
- Review test plans, coordinate and witness the testing and integration of all tolling and associated ITS equipment
- Follow/trace the technical requirements for the Tolling and Traffic Management Systems and back office support systems
- Provide technical expertise in the factory acceptance testing, systems acceptance testing, and user acceptance testing of equipment and software

Construction Management and Inspection Services

- Independent assurance/independent verification of contractor's QA/QC processes
- Construction engineering management and inspection;
- Conduct project audits

- Engineering oversight for facility testing, commissioning, and operational certification prior to turnover
- Conduct project audits

Project Controls and Constructability Services

- Scheduling services – Review and preparation of schedules to include Contract Time Determination reports
- Cost estimating – Review and preparation of cost estimates to include capability of preparing owners estimate and bottom-up construction estimates
- Develop constructability assessments and recommendations
- Perform and lead project risk assessments/evaluations and providing associated analysis and documentation
- Develop and analyze claims predictions and avoidance measures
- Document control
- Operations and maintenance lifecycle costing
- Maintenance requirements analyses
- Perform contract time determination analyses
- Review/analyze time impact analyses submittals
- Provide project partnering facilitation

Materials Services

- 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.

Public Affairs/Outreach Services

- Coordinate with and support the District's Communications staff in developing and conducting public outreach
- Provide public affairs and communications expertise
- Develop and implement public affairs strategies and tools, including web sites and social media postings
- Develop, disseminate, and maintain information to communicate key construction and project development topics to stakeholders
- Develop and implement public education strategies and programs
- Prepare information, presentations and associated documentation (maps, mosaics, drawings, slides, etc.) related to public hearings/citizen information meetings to include on-site staff support at these meetings in accordance with VDOT's Policy Manual for Public Participation in Transportation projects.

Disadvantaged Business Enterprise (DBE) and Small, Women, and Minority SWaM Owned Business Enterprise

- Provide administrative support for monitoring DBE and SWaM programs, information collection and reporting, workforce utilization and contractor compliance guidance, support services and training programs
- Provide support for and assist in establishing a Community Resource Board (CRB).

Agency Coordination

- Coordination of the projects/program with key stakeholders
- Coordination of the projects/program with federal agencies and local jurisdictions

Safety Program

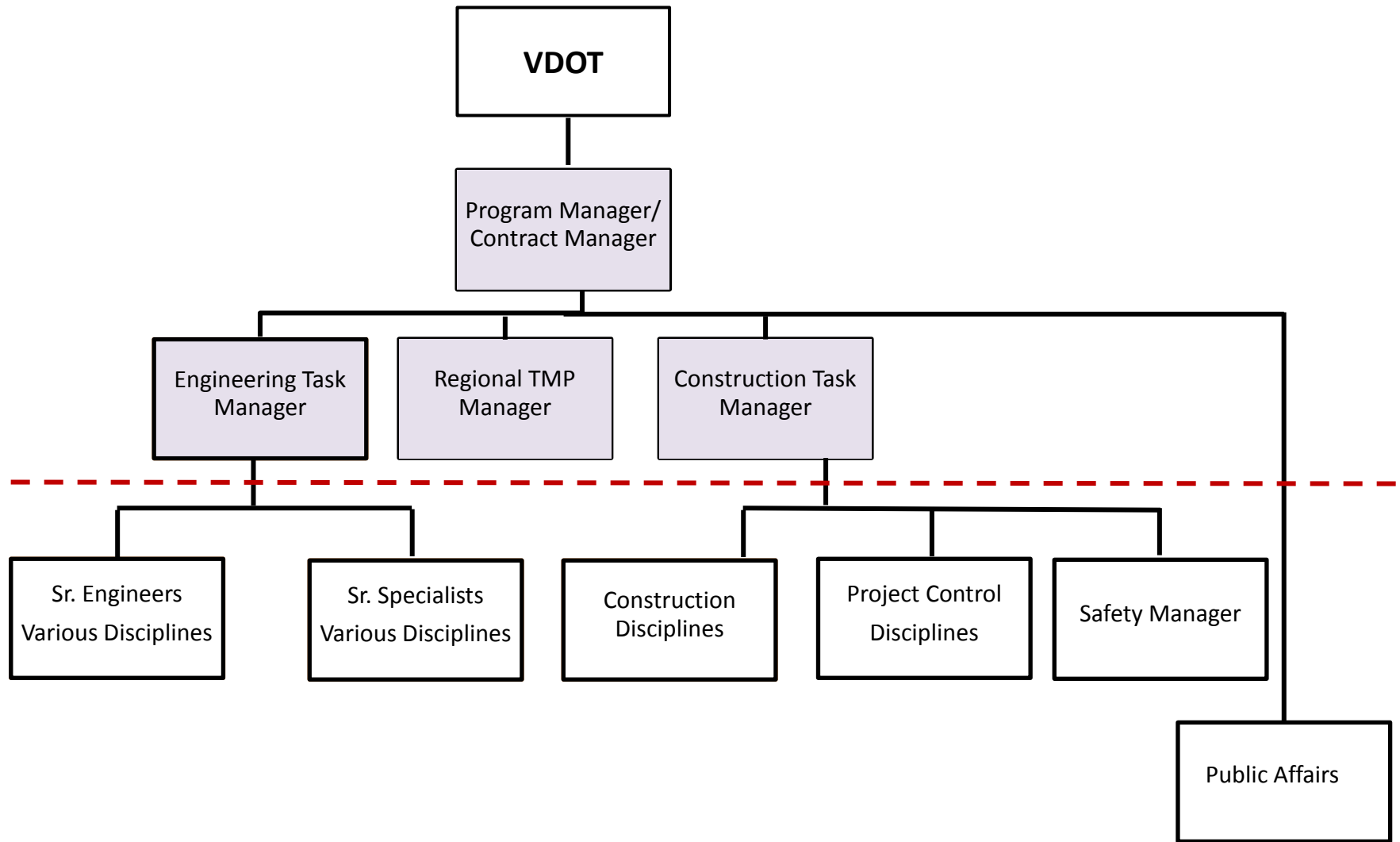
- Construction oversight and monitoring
- Work Zone review and oversight
- Monitor safety efforts during design and construction
- Analyze potential safety impacts to the construction workers and the traveling public.
- Make sure all aspects of safety management are well integrated into the construction plans and schedules
- Monitor safety performance measures to foster continuous improvement throughout the project

Document Control Services

- The Consultant shall build, operate, maintain and manage a project communications network and document controls for the Consultant and the Department. This includes e-mail communication and electronic transfer of all types of graphic files, project reports, correspondence, schedules, spreadsheets, CADD drawing files.
- The Consultant may be required to provide the necessary staff to manage, maintain, and troubleshoot this system to ensure continuous operation.
- Document control - Establishment of document-control and communication electronic network for internal and external project participants

PROJECT ORGANIZATION

The anticipated organizational structure for this contract is as shown below. The Consultants should not change the organizational chart above the dashed line. However, the Consultants are allowed to expand the organizational chart below the dashed line. Please note that any changes above the dashed line will not be considered for evaluation.



Key Personnel – Only 1 individual will be allowed in these classifications

KEY PERSONNEL AND OTHER CLASSIFICATIONS

Key Personnel shall have appropriate depth of experience and capability as evidenced in their resume to meet the requirements as set forth in this RFP. Consultant staff will act as extensions of the District staff and will be long-term team members of the Major Projects program. In addition, the Consultant Program/Contract Manager shall have the capability to access additional resources from the submitted consultant team promptly as the specific need arises. The Key Personnel positions are:

- 1. Program/Contract Manager**
- 2. Engineering Task Manager**
- 3. Regional TMP Manager**
- 4. Construction Manager**

Only one (1) individual will be allowed to serve in Key Personnel classifications. Below is a listing of anticipated classifications and associated role and responsibilities for this contract. Resumes are only required for the positions denoted with the "*" in the following table.

Sr. #	Position	Responsibilities	Preferred Qualifications
A	KEY PERSONNEL		
1	Program/Contracts Manager*	<ul style="list-style-type: none"> - Is the management and administrative lead for consultant staff resourcing and contract management - Holds the leadership role in the management and timely high quality execution of contract tasks and products - Has full authority to commit consultant resources - Responsible for monitoring contract task schedule and budgets - Responsible for overall management of consultant invoicing and management of sub consultants - Directly supports VDOT's Major Project program manager to enable successful on-time and on-schedule delivery of the program - Advises VDOT's Major Projects Program manager on management and oversight, including coordinating with stakeholders and meeting all Federal requirements. - Sees the "big picture" beyond engineering and construction requirements, and understands their interface with the program's objectives. - Able to act decisively and timely to ensure VDOT's schedule responsibilities are met. - Able to balance technical constraints, policy goals, and stakeholder needs to recommend optimal solutions to difficult issues. - Responsible for developing, updating and executing overall Management Plan. 	<ul style="list-style-type: none"> - Typically would possess 20 years or more experience in transportation infrastructure development and construction. - Demonstrated experience as a consultant Lead for a Project Office consultant team supporting a program concurrent value in excess of \$350M. - Demonstrated leadership roles on past assignments for complex design-build projects with a construction value over \$100million. - Demonstrated knowledge of public policy and business practices related to transportation issues. - Demonstrated skill in maneuvering through complex political situations with sensitivity to how people and organizations function, as well as negotiating and leading discussions to reach positive outcomes. - Demonstrated knowledge, skills, and experience to manage, coordinate, and oversee multiple project support efforts in order to meet on-time, on-budget, high quality business objectives. - Licensed Professional Engineer is required.
2	Engineering Task Manager*	<ul style="list-style-type: none"> - Responsible for managing and overseeing all Engineering Tasks - Able to act decisively and timely to ensure VDOT's schedule responsibilities are met - Able to balance engineering constraints, policy goals, and stakeholder needs to recommend optimal solutions to difficult issues - Identifies necessary resources and manages budget for engineering resources - Has authority to commit consultant engineering resources and is ultimately responsible for the timely, high quality execution of tasks and products. - Plans for and manages timely reviews of and responses to all engineering submittals - Reviews comments for appropriateness, assesses dispositions and brings comments to timely resolution - Establishes and leads technical issues escalation process that solves all issues early and at the lowest level possible 	<ul style="list-style-type: none"> - Typically would possess 20 years or more of experience in transportation infrastructure development and construction. - Demonstrated experience in similar roles/responsibilities as Engineering Task lead on complex transportation infrastructure projects/ programs. - Demonstrated experience with design-build project development and delivery - Demonstrated leadership roles on past assignments for complex major design-build projects of similar magnitude and complexity. - Professional Engineer license in Virginia is required.

Sr. #	Position	Responsibilities	Preferred Qualifications
		<ul style="list-style-type: none"> - Coordinates with stakeholders - Prepares, updates and implements Engineering QC/QA plans, processes and procedures - Responsible for recording and managing all engineering decisions. Records shall provide all back up material necessary for the defense of potential future change orders and/or claims. - Responsible to review and assess the Integrated Teams performance and provide guidance, coaching, and support to enable successful delivery of design-build projects spanning the entire spectrum of project life from development to final acceptance. 	

Sr. #	Position	Responsibilities	Preferred Qualifications
3	Construction Task Manager*	<ul style="list-style-type: none"> - Responsible for managing and overseeing all Construction Oversight Tasks - Management and general administrative role for delivery of Construction tasks and/or services - Able to act decisively and timely to ensure VDOT's schedule responsibilities are met. - Able to balance construction constraints, policy goals, and stakeholder needs to recommend optimal solutions to difficult issues. - Has authority to commit consultant construction resources and is ultimately responsible for the timely, high quality execution of tasks and products. - Responsible for developing, updating, and executing a Construction Management Plan that includes monitoring, inspections, testing, systems and processes that are sufficient to verify that the projects are constructed in accordance with the project specific contracts. - Establishes an audit program and conducts audits of construction and construction documentation to verify the Design-Builder is in compliance with the contract - Formulates strategies for engagement with the Contractor/Design-Builders on construction, schedule and commercial issues related to construction - Manages off-site and on-site inspections and testing - Plans for and manages reviews and response of all construction submissions - Puts in place and manages processes to identify and control risks related to construction - Responsible for development and implementation of processes and procedures to achieve overall project acceptance - Manages changes to the contracts related to construction - Responsible for recording and managing all construction decision records. Records shall provide all back up material necessary for the defense of potential future change orders and/or claims. 	<ul style="list-style-type: none"> - Typically would possess more than 20 years of experience in transportation infrastructure development and construction. - Demonstrated experience in similar roles/responsibilities as Construction Task Manager on design-build projects or PPP projects. - Demonstrated skill in maneuvering through complex political situations with sensitivity to how people and organizations function, as well as negotiating and leading discussions to reach positive outcomes. - Demonstrated knowledge, skills, and experience to manage, coordinate, and oversee multiple project support efforts in order to meet on-time, on-budget, high quality business objectives. - Demonstrated skill in interpreting contracts, special provisions, and specifications related to roadway design and construction. - Demonstrated knowledge of public policy and business practices related to transportation issues. - Professional Engineer license in Virginia required. - CCM Preferred
4	Regional TMP Coordinator*	<ul style="list-style-type: none"> - Responsible for preparing a region wide Transportation Management Plan. - Responsible for developing procedures to assess work zone impacts of various projects in the region. - Develop transportation management plans (TMPs) that consist of strategies to manage the work zone impacts of projects. - Co-ordinate with Transit providers while 	<ul style="list-style-type: none"> - Typically would possess 15 years of experience in a relevant field of transportation infrastructure development and construction. - Demonstrated experience in similar roles/responsibilities on complex major transportation infrastructure programs / projects. - Demonstrated experience with

Sr. #	Position	Responsibilities	Preferred Qualifications
		<ul style="list-style-type: none"> developing TMP strategies – Assist in coordination of temporary traffic control (TTC) plan, address transportation operations (TO) strategies that will be used to ease work zone impact, address public information (PI) strategies to inform the public and concerned stakeholders about the project(s), its expected work zone impacts, and changing conditions. – Review plans to make sure appropriate TMP provisions are included in the plans, specifications, and estimates (PS&Es). – Perform Roadside safety audits to assess conditions and safety performance. 	disciplines within the TMP umbrella
B	ENGINEERING (<i>Major Disciplines: Roadway, Bridges/Structures, Pavements, Geotechnical, Hydraulics, Traffic</i>)		
1	Senior Engineer	<ul style="list-style-type: none"> – Viewed as a senior engineering professional with leadership role in planning, organizing, and supervising the work of mid-level and junior professionals and technicians. – Resolves problems or challenges of significant scope and impact and high complexity. 	<ul style="list-style-type: none"> – Typically possesses 15 years' experience in a relevant field of transportation infrastructure development and construction. – Demonstrated experience in similar roles/responsibilities on complex major transportation infrastructure programs / projects. – Virginia Professional Engineer license required. – Professional certification in other specific areas preferred as applicable.
2	Engineer	<ul style="list-style-type: none"> – Performs complex assignments, making independent decisions on problems and methods. – Makes decisions on significant design engineering and procedures. – May supervise a small staff of engineers and technicians. 	<ul style="list-style-type: none"> – Demonstrated experience in similar roles/responsibilities on complex major transportation infrastructure programs / projects. – Professional Engineer license required; Virginia license preferred. – Professional certification in other specific areas preferred as applicable.
3	Junior Engineer	<ul style="list-style-type: none"> – Performs assignments exercising judgement in evaluation, selection, and modification of standard engineering techniques and procedures. 	<ul style="list-style-type: none"> – Demonstrated experience in relevant areas of transportation infrastructure programs / projects. – Performs assignments exercising judgement in evaluation, selection and modification of standard engineering techniques and procedures.
4	CADD Technician	<ul style="list-style-type: none"> – Prepares technical drawings and designs independently under broad direction from Engineer or Project Manager on various assignments. – Requires extensive knowledge of CAD, design development construction documents, technical and engineering knowledge. 	<ul style="list-style-type: none"> – Demonstrated experience in similar roles/ responsibilities on transportation infrastructure projects.

C	SPECIALISTS (<i>Major Disciplines: Environmental, Right of Way, Utilities, Survey, Traffic Modelling, ITS, Tolling, Transit, Public Affairs</i>)		
1	Senior Specialist	<ul style="list-style-type: none"> - Viewed as a technical expert resolving problems of greater scope and complexity. - May plan or develop project activities which have significant impacts on programs or projects. - May plan, organize, and supervise a group of professionals and technicians. 	<ul style="list-style-type: none"> - Typically possesses 15 years' experience in relevant area of expertise in the transportation infrastructure development and construction. - Demonstrated experience in similar roles/responsibilities on complex major transportation infrastructure programs or projects.
2	Specialist	<ul style="list-style-type: none"> - Performs complex assignments, making independent decisions on problems and methods. - Makes decisions on significant technical issues and procedures. - May supervise a small staff of professionals and technicians. 	<ul style="list-style-type: none"> - Demonstrated experience in similar roles/responsibilities on past assignments for complex major transportation infrastructure programs or projects.
3	Junior Specialist	<ul style="list-style-type: none"> - Performs assignments exercising judgement in evaluating and identifying problems on technical and procedural issues. - Monitors activities and progress; prepares reports. 	<ul style="list-style-type: none"> - Demonstrated experience in relevant areas of transportation infrastructure programs / projects.
4	Senior Traffic Modeler	<ul style="list-style-type: none"> - Viewed as a senior professional in traffic modeling and forecasting with leadership role in planning, organizing, and supervising the work of professionals and technicians. - Resolves problems or challenges of significant scope and impact and high complexity. 	<ul style="list-style-type: none"> - Typically possesses 15 years' experience in a traffic modelling and forecasting within transportation. - Demonstrated experience in similar roles/ responsibilities on complex transportation infrastructure program or projects.
5	Traffic Modeler	<ul style="list-style-type: none"> - Performs assignments using acceptable traffic forecasting model. - Makes decisions on planning issues and procedures. - May supervise a small staff. 	<ul style="list-style-type: none"> - Demonstrated experience in traffic modelling and forecasting on past assignments for transportation infrastructure programs or projects.
D	OTHER SPECIALISTS		
1	Professional Land Surveyor	<ul style="list-style-type: none"> - Provides technical expertise to the project in all areas of survey services including support for complex technical issues. - Performs field layout on complex and large sites. - Conducts research and renews client and Government records. - Addresses more difficult site measurements. 	<ul style="list-style-type: none"> - Typically possesses 15 years' experience in transportation infrastructure development and construction. - Demonstrated experience in similar roles/ responsibilities on complex major transportation infrastructure program or project. - Virginia Land Surveyor License required.
2	Survey Party Chief	<ul style="list-style-type: none"> - Participates in supervising crews engaged in surveying, performs design and location surveys, including topography and contour. - Performs construction surveys, including verifying rights-of-way for completion of 	<ul style="list-style-type: none"> - Demonstrated experience in similar roles/responsibilities on transportation infrastructure projects

		projects.	
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E	PROJECT CONTROLS		
1	Project Controls Specialist	<ul style="list-style-type: none"> – Supports the contractor payment process including invoice analysis, prepares and analyzes cost estimates for various design and construction applications, supports change/work order management and tracking, analyzes and responds to claims, disputes, and other similar activities. – Interfaces with the project development processes providing construction duration, constructability review, and other similar support type applications. 	<ul style="list-style-type: none"> – Typically possesses 10 years' experience of Project Controls experience in transportation infrastructure development and construction. – Demonstrated experience with design-build project development and delivery.
2	Claims Specialist	<ul style="list-style-type: none"> – Intimate knowledge and thorough understanding of construction contracts, applicable codes, schedule and familiarity with materials, methods, and processes of construction. – Negotiation and contract interpretation skills. – Responsible for obtaining, verifying, processing, documenting, and maintaining records relevant to a project including claims, change proposals and change orders, requests for information, correspondence, payment application, contract documents, and other related documentation. 	<ul style="list-style-type: none"> – Typically possesses 15 years' experience in transportation infrastructure development and construction industry. – Demonstrated experience in similar roles/responsibilities as a claims analyst on major complex transportation infrastructure program.
3	Risk Specialist	<ul style="list-style-type: none"> – Assists VDOT in the pursuit, execution, and administration of integrated alternate delivery and construction services including participating in the development of pursuit partners, negotiating teaming agreements and contracts, counsel project personnel on project administration matters, negotiate project closeout and claim issues. – Develops and participates in internal training programs, coordinate with outside counsel on project related disputes. 	<ul style="list-style-type: none"> – Typically possesses 15 years' experience in the transportation infrastructure development and construction industry. – Demonstrated experience as Risk Specialist on complex major transportation infrastructure program/projects.
4	Estimator	<ul style="list-style-type: none"> – Prepares conceptual design level, and final construction estimates for complex major transportation projects. – Requires knowledge of quantity computations, unit price analyses including labor, material, equipment, overhead, and profit computations, and application of appropriate contingencies based on risk assessments. 	<ul style="list-style-type: none"> – Typically possesses 15 years' experience as an Estimator in transportation infrastructure development and construction industry. – Experience in preparing Design-Build project estimates. – Experience in preparing Operations and Maintenance estimates. – Familiarity with VDOT's TRNS*PORT estimating system preferred. – Demonstrated experience in similar roles/responsibilities on complex major transportation infrastructure program.

5	Scheduler	<ul style="list-style-type: none"> - Prepares and/or reviews construction schedules for major complex major transportation projects. - Develops construction schedules including cost loading and resource loading features. - Develops and advises on contract time determinations for projects in development. 	<ul style="list-style-type: none"> - Typically possesses 10 years' experience as a Scheduler in transportation infrastructure development and construction industry. - Demonstrated experience in similar roles/responsibilities as a Scheduler on complex major transportation infrastructure projects. - Demonstrated capability/experience with Primavera P6. - Demonstrated capability/experience analyzing construction baseline and monthly schedule updates. - Demonstrated ability to analyze and assess Time Impact Analyses.
6	Document Control Specialist	<ul style="list-style-type: none"> - Responsible for implementing and maintaining document management system for maintaining contract documents and project documents. 	<ul style="list-style-type: none"> - Typically possesses 10 years' experience in similar role working in transportation infrastructure development and construction industry.
F CONSTRUCTION ENGINEERING & INSPECTION			
1	Sr. Construction Engineer/ Manager	<ul style="list-style-type: none"> - Leadership role providing engineering expertise and management oversight for the development and construction of the project, and - Develops project scope, budgets and schedules. - Responsible for personnel matters, workload management, and establishing optimum engineering practices to serve the client project delivery efforts. 	<ul style="list-style-type: none"> - Typically possesses 15 plus years of experience. - Demonstrated experience in similar roles/ responsibilities on complex transportation infrastructure projects. - Professional Engineer or Certified Construction Manager preferred.
2	Construction Engineer	<ul style="list-style-type: none"> - Provides practical expertise in construction aspects of the development and delivery of complex large scale projects. - Works through project scope, budget, schedule, resourcing, temporary works, equipment, staging, and constructability issues. 	<ul style="list-style-type: none"> - Demonstrated experience in similar roles/ responsibilities on complex transportation infrastructure projects. - Demonstrated experience with design-build project development and delivery. - Professional Engineer or Certified Construction Manager preferred.
3	Sr. Construction Inspector	<ul style="list-style-type: none"> - Conduct and document observations of construction as it progresses, including a familiarity with a broad spectrum of construction materials, testing, methods and processes. 	<ul style="list-style-type: none"> - Typically would possess 5 plus years of experience. - Demonstrated experience in similar roles/ responsibilities - Must Possess VDOT and/or other certifications as applicable to the work to be performed
4	Construction Inspector	<ul style="list-style-type: none"> - Conduct and document observations of construction as it progresses, including a familiarity with a broad spectrum of construction materials, testing, methods and processes. 	<ul style="list-style-type: none"> - Typically would possess of 2 plus years of experience. - Must possess VDOT and/or other certifications as applicable to the work to be performed.
5	Safety Manager	<ul style="list-style-type: none"> - Responsible for establishing and implementing a project safety program for the owner and its team in compliance 	<ul style="list-style-type: none"> - Typically would possess minimum of 10 years of experience working on Transportation Construction projects

		<p>with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA).</p> <ul style="list-style-type: none"> - Performs safety inspections and audits, prepares written reports of findings and recommendations for corrective or preventive measures where indicated and follows up to ensure measures have been implemented. - Responsible for reviewing Design-Builder's Health, Safety & Welfare (HSW) Plan and verifying Design-Builder's compliance to HSW plan. - Collaborate with Design-Builder in creating a culture of Safety among various members of Project team - Responsible for planning and implementing training for VDOT and Consultant field personnel in work site safety practices - Conducts and /or Assists in post-accident investigation and prepares report identifying possible accident causes and hazards for use by company personnel and senior management. - Advises Construction Task Manager on safety compliance concerns and preventative actions. 	<ul style="list-style-type: none"> - Demonstrated experience in similar role as Safety Manager on past Projects - Demonstrated knowledge and understanding of local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA). - Demonstrated experience establishing and implementing a Safety program on a project of similar magnitude and complexity
G	ADMINISTRATIVE		
1	Administrative Assistant	<ul style="list-style-type: none"> - Provides general office support, including but not limited to consolidating reports, monitoring incoming/outgoing correspondence, finalizing written documentation, monitoring status of periodic activities and reports, hardcopy/electronic document filing, and other office administration type functions. 	<ul style="list-style-type: none"> - Demonstrated experience in similar roles/responsibilities. - Demonstrated skill with Microsoft Office software suite.
2	Accounting Specialist	<ul style="list-style-type: none"> - Works in accounts payable and receivable entering vendor invoices, reviewing and entering appropriate information, processing vendor payments, reviewing payment activities, preparation of invoices for the consultant as well as VDOT. 	<ul style="list-style-type: none"> - Demonstrated experience in similar roles/responsibilities on transportation infrastructure program/project. - Demonstrated skill with Microsoft Office software suite.

GENERAL

The Department will administer this contract through AWP. An AWP will be prepared by the Consultant each year and approved by the Department on a fiscal year basis (July 1 to June 30). This plan will describe the tasks on which the Consultant is authorized to work for the upcoming year. First AWP will be from the date of Contract execution to June 30, 2019

Consistent with 23 CFR172.11 requirements, VDOT will conduct negotiations with the selected firm. The objective is to negotiate a fair and reasonable fee for the services rendered. The selected firm shall note the following:

- The classification rates will be negotiated based on the fair and reasonable market rates for the position and associated responsibilities. The classifications rates will not solely be based on Individual's salary.
- Executive level positions (Principals, partners, associates, CEO's, and those with similar titles) are considered to be administrative and/or management functions whose costs have been included in the overhead. The Executive level personnel are not expected to be proposed for any classifications. If the Consultant chooses to propose Executive level personnel for any classifications the individual's salary will not be the basis of negotiations. In any case, the hourly rate established for the classification will be established without considering his/her salary in accordance with the Manual for the Procurement & Management of Professional Services.
- The individuals providing services from a VDOT location will be subject to their approved field office overhead rate. As such, all firms will be required to have field and home office overhead rates. Firms that do not have established field and/or home office overhead rates will be required to obtain a letter from Assurance Compliance Office (ACO) regarding applicable rates.

The Consultant staff may work from their home office or from the assigned VDOT office (VDOT office and project office both are considered Field locations). Once the consultant personnel are assigned to a VDOT office, all consultant travel and associated expenses will be considered to originate and end at the assigned VDOT office.

Furthermore, for consultant staff not assigned to a VDOT Office, reimbursable mileage and travel costs will be calculated from prime consultant's office closest to the VDOT Fredericksburg District Office.

Consultant Personnel, other than Construction Inspectors, will not be eligible for overtime compensation for work hours exceeding 40 hours/week.

EXPRESSIONS OF INTEREST; VOLUMES I AND II

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

(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.)

Volume I - Technical Qualifications Submittal	Volume II - Administrative Requirements Submittal
Table of Contents	Table of Contents
Cover Letter (1 page or less)	Firm Data Sheet
Understanding of Scope of Work (2 pages or less)	DBE Commitment and Confirmation Letter (if applicable)
Standard Form 330 Part I	Present Workload with Department Form
Standard Form 330 Part II	Names and detailed addresses of all affiliated and/or subsidiary companies
Response to RFP Expression of Interest	Certification Regarding Debarment
Present Workload with Department form	Table Matrix containing the requested information (SCC and DPOR registration and license(s)) and Full size copies of VA. SCC and DPOR (firm and key staff)

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. 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). 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 page 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.

5. In SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract), provide example projects which are most relevant to this contract. Provide the scope, size and cost of these projects. Also, clearly describe how the project is relevant to 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 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 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.sbsd.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 sub-consultants. 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 DBE contract goal for this procurement is 15%.**

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.sbsd.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 sub-consultants. 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. **The Department believes that these services support 10% SWaM participation.**

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, and a description of the services to be performed.
- Written confirmation from the DBE or SWaM firm that it is participating, including a description of the services to be performed.

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 shall 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 sub-consultants. 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.

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. (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 sub-consultant 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 sub-consultant 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 [A, B & 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 and Vol. II)
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.II)

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.

11. Omitted
12. In four (4) page(s) or less, please emphasize your qualifications in the following areas: (Vol.I)
 1. Contract Management
 2. Project Management
 3. Design Support Services

4. Traffic Engineering and Traffic Management Services
5. Construction Management and Inspection Services
6. Safety Program
7. Intelligent Transportation Systems (ITS) Support
8. Public Affairs/ Outreach Services

Additionally, in one (1) pages or less, please emphasize your qualifications, past experience and key lessons learned in developing and executing Regional TMP.

13. In two (2) pages or less, provide a narrative detailing how the proposed organization, resources, and capabilities will support the needs of and enhance the success of the Fredericksburg District Major Projects Program. Describe any notable processes or tools proposed for use. Address staffing, cost control, and schedule management. (Vol.1)

14. Omitted

15. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, sub-consultant, 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 sub-consultant 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 sub-consultants) 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 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. 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.
2. 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 sub-consultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
3. For AWP 1, from the execution of the contract to June 30, 2019, an escalation of 0.75% will be allowed. For AWP 2 beginning July 1, 2019 through June 30, 2020, the escalation rate of 1.5% will be allowed. For AWP 3 onwards the escalation rate will be based on the annual VDOT published rate for that year. For the avoidance of doubt, the escalation rate for AWP 3 starting July 1, 2021 will be the 2021 escalation rate published by VDOT. Subsequent year escalation rates will follow the same approach.

The method of payment for this contract will be cost plus fixed fee. This contract shall be performed and audited 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.

The method of payment 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.

4. All firms submitting Expressions of Interest (prime consultants, joint ventures and sub-consultants) 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 sub-consultants) 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/gpmmps.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.

5. 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.

6. **Electronic EOI submittals are required for this EOI.** 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 electronically through VDOT’s Falcon system and received no later than 2:00 PM (local time prevailing) on 04/20/2018. 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, 04/20/2018.** All text in the PDF file shall be searchable using Adobe Acrobat software except within illustrations and scanned registration documents.

- A. Requests for new logins and passwords to the Falcon system must be submitted to CADD Support at least 5 business days prior to the due date.
- B. When submitting the Expression of Interest electronically, upload a test file at least 2 business days prior to the due date to insure that your computer software is compatible and working correctly. Contact the CADD Support Helpdesk to confirm the upload was successful. The test file will be deleted at that time. We recommend using Internet Explorer version **10 or 11**. The Falcon system does not work with Firefox, Chrome, or Safari web browsers.
- 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: Vol I_RFPNo_Firm Name.pdf.
For Example: **VOL I_LD20180403_Jones Construction.pdf**
VOL II_LD20180403_Jones Construction.pdf

All Expressions of Interest must be loaded into the “Expression of Interest” subfolder. Expression of Interest loaded into any other folder will not be accepted.

- 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. If steps A and B are completed at least 5 business days and step C is completed at least 2 days prior to the due date, it will help to eliminate any last minute issues.

All electronic deliveries shall be made to the following VDOT Web address:
<http://falcon.virginiadot.org/falconwebv3/>.

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 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)

7. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all sub-consultants selected for this project will be required to submit a Title VI letter of approval within 10 working days of notification of selection when requested by the Department or a Title VI report in the absence of a letter of approval. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.

The Virginia Department of Transportation (VDOT) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

8. The Offeror shall be in compliance with Commonwealth of Virginia Executive Order 61 Ensuring Equal Opportunity and Access for all Virginians in state contracting and public services. The Offeror shall maintain a non-discrimination policy, which prohibits discrimination by the Offeror on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status. This policy shall be followed in all employment practices, subcontracting practices, and delivery of goods or services. The Offeror shall also include this requirement in all subcontracts valued over \$10,000.
9. 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.
10. 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.
11. 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 sub-consultants 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 sub-consultant 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.

12. The consultant shall not be responsible for correcting any product(s) (e.g., hardware, software, firmware) which were not provided under the agreement or for correcting any previously owned Department products that are used in combination with the Department's product(s). However, if this solicitation identifies any product or sources of data to be used in combination with the product(s) delivered under the resulting agreement, the consultant shall be responsible for providing all necessary interface(s) or other appropriate means for assuring that data data output from such other product(s) or source(s) is automatically corrected before being processed by the product(s) or system provided under this agreement.

Key Personnel Registration Information (Vol. II)

DPOR INFORMATION FOR INDIVIDUALS						
Business Name	Individual's Name	Office Location Where Professional Services will be Provided (City/State)	Individual's DPOR Address	DPOR Type	DPOR Registration Number	DPOR Expiration Date

FIRM DATA SHEET (Vol. II)

Funding: ____ (S=State F=Federal)

Project No.: LD20180403
Fredericksburg District Major Projects
Program Support Services
 Division: L&D
 EOI Due Date: April 20, 2018

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all sub-consultants. 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: **LD20180403** – Fredericksburg District Major Projects Program Support Services

- 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: **LD20180403 – Fredericksburg District Major Projects Program Support Services**

- 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: L&D

EOI NO.: _____

PROJECT: LD20180403 – Fredericksburg District Major Projects Program Support Services

FIRM: _____

DESCRIPTION: _____ 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		25%	
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		35%	
QUALIFICATIONS OF PROGRAM/CONTRACTS MANAGER (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10		10%	
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 A, B & C workload is counted on this selection*)	Above \$15,000,000	0		10%	
	13,500,001-15,000,000	1			
	12,000,001-13,500,000	2			
	10,500,001-12,000,000	3			
	9,000,001-10,500,000	4			
	7,500,001-9,000,000	5			
	6,000,001-7,500,000	6			
	4,500,001-6,000,000	7			
	3,000,001-4,500,000	8			
	1,500,001-3,000,000	9			
0-1,500,000	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.