

REQUEST FOR PROPOSAL

Limited Services Contract for Traffic Engineering Studies / Analyses and Design of Traffic Control Devices for the Northern Region Operations

RFP# TE-20170717



GENERAL

The Virginia Department of Transportation Northern Region Operations (NRO) is seeking expressions of interest from teams of consulting engineering firms who wish to be considered to provide professional engineering services for the review and design of traffic control devices for drivers, pedestrians and bicyclists. The design of traffic control devices may include but not limited to traffic signals, signage, pavement markings / markers, innovative traffic control technologies, Intelligent Transportation System (ITS) devices, guardrail / median barriers, lighting, Closed Circuit Television (CCTV) Cameras, Ramp Metering, Vehicle and Bicycle Detection, etc. Additionally, the professional engineering services will include extensive traffic engineering studies and analyses, review of shop drawings and catalog cuts, and drafting of special provision for specialty items.

The Northern Region Operations consists of the Counties of Arlington, Fairfax, Loudoun, and Prince William as well as the I-95 corridor in the Fredericksburg District and I-66 corridor in Fauquier and Warren Counties. Occasionally or under limited special circumstances, work may be required outside the areas noted above. The services outlined under the heading "SCOPE" are not intended to be all-inclusive. The proposed (2) two-year contract with two (2) optional (1) one-year renewable terms, will have a maximum value of \$3,000,000.00 per term and will be administered by the Northern Region Operations Traffic Engineering (NRO) Program Manager, located in the Northern Virginia District.

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 whole the Request for Proposal if it is in the best interest of the Department to do so. This Request does not commit the Department to provide any payment for costs associated with the preparation of proposals submitted in response to this Request for Proposal.

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

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

PROCUREMENT SCHEDULE

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| • Expression of Interest Due Date and Time | 08/07/2017 at 2:00 PM |
| • Short List Posted on the VDOT Website – NLT | 09/01/2017 |
| • Interviews/Technical Presentations | 09/15/2017 |
| • Final Consultant Selection – NLT | 09/27/2017 |
| • Selected Consultant Pre-Award Documents Due – NLT | 10/10/2017 |
| • Completed Negotiations Agreement Due – NLT | 11/16/2017 |
| • Consultant Contract Signed – NLT | 12/08/2017 |

CONFLICT OF INTEREST:

The change in a project delivery method for this contract may result in a potential conflict of interests for the consultant and any of its team members. As such, the scope of services and their role may be revised and redefined to meet the project need as identified by the Department. The consultant and its team members may not be allowed to participate in ANY subsequent contracts (design and/or construction) related to this project. The Conflict of Interest determination will be made in accordance with the Department's policy. The policy is available at: <http://www.virginiadot.org/business/resources/LocDes/IIM-APD-2.pdf>

SCOPE

The scope of work will include but not be limited to the following:

Design of Traffic Control Plans

The Department seeks for a team of consultants (Consultant) with strong design capabilities in traffic control devices to design various traffic signals including traditional traffic signals, flashers, flashing beacons, rectangular rapid flashing beacons (RRFB), high-intensity activated crosswalk (HAWK) signals, ramp metering signals, lane control signals, etc.; signage including traditional signs and illuminated signs; pavement markings/markers including rumble stripes/strips; and maintenance of traffic plans. When tasked to design a traffic control plan, the final engineering plan or sketch upon delivery should be readily implementable, free of errors, and easily interpreted. At times, the Consultant may be required to complete a design plan started by others or perform a phase design that may be completed by others later. The design plan packages, when delivered, shall include the necessary information and details needed to completely install a traffic control device. When the scope of a project includes furnishing plans to the Consultant, be it as-built or proposed, the Department will be responsible for providing such documents. However, if plans are unavailable, field investigation, utility designation, surveying, right-of-way research, and verification of existing infrastructure including traffic control equipment shall be conducted. The investigation shall include, but not be limited to such items as overhead and underground utilities, drainage, lane controls, potential conflicts with other proposed projects, and all information necessary to develop a complete plan. Cost estimates shall be submitted as part of any complete plan package along with the necessary special provision(s) or copied note(s). Design plans/sketches may be developed to support paving projects. The Consultant may be tasked to assist the Department's designers by providing training and/or guidance in developing traffic control plans. In cases where right-of-way is limited, the Consultant shall provide assistance with property owner coordination, right-of-entry negotiations, and easement acquisitions, and recordation of right-of-way.

Signing Plans

This work shall include but not limited to providing sign detail sheets, sign legend, sign structure type, sign location, sign support foundation and footing details, sign luminaire and retraction system, sign elevation detail, sign sequencing, sign mounting detail, summary of quantities, and where required, the location coordinates, power and communication sources.

Traffic Signal Plans

Intersection design plans intended for installing traffic control devices by VDOT's traffic signal contractor will require geometric survey, utility designation and/or right-of-way investigation prior to, or during plan development. The right-of-way and/or easement acquisition stage of the design

phase may include developing necessary documents and coordinating with property owners on VDOT's behalf. Design of signal plans shall include but not be limited to the determination of proposed pole locations, pole foundation design (including soil borings), pole detail, elevation of utility lines, development of signal phasing, color sequence and clearance charts, signage, signal head placements, pedestrian accommodations, pavement markings, detections, communication cabling, conduit placements, electrical service, right of entry (including plat development), and where necessary, development of item quantities, signal timings, and plan notes. The utility coordination stage may include coordinating with utility companies to identify power and communication sources.

Transportation Management Plans (TMP)

Where proposed traffic management plans differ from typical TMP scenarios in the MUTCD and the Virginia Work Area Protection Manual, the Consultant may be required to develop traffic management plans including detour plans needed to support transportation projects. The Consultant may recommend feasible traffic management, temporary traffic controls, and public outreach strategies necessary to manage traffic flow during construction. The Consultant may collect supporting data, perform analysis, make recommendations, and develop final reports including plans. The Consultant may be tasked to review and comment on TMPs developed by others.

Lighting Plans

Lighting design projects may include upgrades to/replacement of high mast lighting, roadway lighting, interchange lighting, lighting for underpasses, lighting for public areas (e.g. parking garages/lots, parks), sign luminaires, etc. The design of roadway lighting systems may involve photometric analysis to investigate light intensity, gaps or light disturbance to neighboring communities, preliminary design work including selection of light pole, retrieval system, and luminaire, pole location, electrical service and lighting control center, and development of final plans. Also, the work may involve other analyses such as crash and economic analyses to justify the installation of lighting systems.

Intelligent Transportation Systems (ITS) plans

The Consultant shall possess strong capabilities, technical knowledge, and skills to perform ITS assessments and design including deployment of new ITS assets, relocation/upgrade of existing ITS assets, development of connected vehicle and integrated corridor management systems, deployment of Dedicated Short-Range Communication (DSRC) to support Vehicle-to-Infrastructure (V2I) Connected Vehicle applications, and design fiber-optic and wireless communications network. The Consultant shall have in-depth knowledge on communication networks in the region, data warehouse/sharing, and cyber security capabilities. Occasionally, the Consultant may be tasked to develop ITS plans for migrating signals onto secured fiber network, integrate signals into an adaptive signal system, upgrade signals to include Wi-Fi/Bluetooth sensors for data collection. ITS asset deployments could occur on limited access highways or anywhere along arterial roads in NRO. The ITS assets may include but not limited to dynamic message signs, ramp metering systems, high-occupancy vehicle (HOV) gates, closed circuit television (CCTV) cameras, dynamic lane control signs, dynamic speed displays, vehicle pre-emption devices, etc. Design plans for deployments may require geometric surveys, utility designations, and/or right-of-way investigations prior to or during plan development. Final ITS design plans shall include all information necessary to completely implement proposed improvement on the field. Existing or proposed plans and ITS architecture will be provided, if available. If no plans are available, field investigation, surveys, and verification of existing topography, ITS equipment, and other assets shall be conducted. These investigations shall include, but not limited to, existing utilities, drainage, potential conflicts with other projects and any

additional information necessary for developing ITS plans. Cost estimates shall be submitted as part of the final plan submission along with any necessary special provision or copied notes. When required, Special Provisions may be developed.

“No Plan” Contract Development

Where design projects are to be advertised for “bid”-“build”, the Consultant may be tasked to develop “No Plan” or “Minimum Plan” packages for inclusion in contract proposals to be advertised as Special Advertisement & Award Process (SAAP) / Regular Advertisement & Award Process (RAAP) contracts. This work may be a continuation of the Consultant’s design task or just packaging design work performed by others. The scope of such service may include the development of “no plan” or “minimum plan” packages; field reviews of existing assets; estimation of item quantities; summary of proposed improvements; drafting or modifying special provision documents, general notes, Transportation Management Plans (TMP), erosion and sediment control documents; summary of construction cost estimates, quality assurance (QA) / quality controls (QC), constructability reviews; biddability reviews; and development of contract submission documents. The VDOT contract development process most often involves coordination with various staff.

Other Plans

To assist with the implementation of proposed recommendations supported by engineering analyses, the Consultant may be tasked to prepare design plans for: spot (geometric) improvements, intersection improvements, traffic circulation and parking, roundabouts or mini-roundabouts, road diets, traffic calming improvements, guardrail and median barrier upgrades/new installations, pavement marking modifications, other “common sense engineering” solutions. Where applicable, the Consultant may be tasked to apply context sensitive solutions to their designs.

TRAFFIC ENGINEERING ANALYSES AND STUDIES

ANALYSES

Professional traffic engineering expertise will be utilized to perform analyses on congested traffic flow areas and crash prone locations, and to make recommendations aimed at treating traffic operational problems while improving traffic flow and safety. Such analyses may require traffic data collection including but not limited to turning movement counts, vehicle classifications, pedestrian and bicycle counts, vehicle occupancy counts, speed, delay, travel time, etc. Required analyses methodologies must be in accordance with the guidelines in VDOT Traffic Operations Analysis Tools Guidebook, State and Federal policies and regulations, and acceptable traffic engineering principles and practices. Each analysis should employ, as necessary, robust traffic engineering tools that are compatible with acceptable current technologies to create simulation models and assess relevant measures of effectiveness. Additionally, structural (i.e. sign, signal, lighting, etc.) assessments will involve both existing and proposed structures. Such assessments may include, but not limited to, extensive review of the structures, review of structure inspection reports, structural loading, visibility, retro-reflectivity, light intensity, messaging, etc. Additionally, the Consultant may be required to review related catalog cuts/shop drawings, and assists with the development of new policies and specifications related to traffic control device structures.

STUDIES

Signal Studies

This work shall include analyses of traffic data (such as directional flow volumes, left-turn volumes, crash data, pedestrian volume, speed, trip generation, etc.) and application of such data to traffic signal warrants outlined in the 2009 or latest edition of the MUTCD or Institute of Transportation Engineering (ITE) Manual of Transportation Engineering Studies. Studies may include, but not limited to, traffic data collection, field investigation, and pertinent documentation to support analyses results. Recommendations developed based on analyses results will determine traffic signal timings, phasing, clearance intervals, and whether the signal will be coordinated or isolated. Intersections may be studied to determine the need for installation of a traffic signal, modification to/removal of an existing signal. The study may also include specific analysis of Access Management. It is expected that the Consultant shall furnish all necessary equipment to perform any and all data collection and analyses activities. Maintenance and repair of consultant equipment shall be the responsibility of the Consultant.

Sign Studies

This work may involve the study of regulatory, warning, and guide signs, symbols/logo, dynamic messaging, and/or supplemental signing with regards to design requirements, message sequencing, field inventory, site assessments, and drafting of findings and recommendations.

Guardrail Assessment

This work involves field reviews to determine whether roadside/median barrier is warranted; condition rating of guardrails based on relevant Traffic Engineering Memoranda; determine length of need, terminal end treatments, impact attenuators, fixed object attachments, special design fixed object attachments; assess shoulder conditions for suitability for guardrail, provide guardrail analyses and design for new and existing guardrail systems. Work may also include documenting summary of findings and recommendations, quantities and cost estimates, and plan view or straight-line sketches. Occasionally, the Consultant may be tasked to assess and develop recommendations for asset management strategies, guardrail technical guidelines, and methodology to systematically prioritize the upgrade and repair of statewide guardrail systems. Personnel performing guardrail assessments shall be certified through VDOT's Guardrail Installation Training Manual (GRIT) program.

Safety Studies

This work may involve the collection/review of crash data and/or speed data, performance of operational analyses, improvement prioritization, corridor-level improvements analyses, spot improvement analyses, and pavement marking assessments in accordance with the Department's guidelines. This effort may include field investigations, research, summarization and/or recommendations regarding specific issues being reviewed or studied; cost estimation (including costs for Preliminary Engineering, Right-of-Way, Utility Relocation, and Construction costs); and calculation of Benefit-Cost ratios to support Highway Safety Improvement Program (HSIP) applications. Occasionally, the Consultant may be required to develop formal presentation materials or publications to the public and/or elected officials. The Consultant may be requested to lead Road Safety Assessment (RSA), when necessary.

Lighting Studies

This type of study shall analyze the need for roadway and/or interchange lighting based on warrants outlined in the Federal Roadway Lighting Handbook, AASHTO Roadway Lighting Design Guide, and applicable Illuminating Engineering Society of North America (IESNA) guidance. The studies may require data collection, field investigation, the documentation to support analysis results and/or lighting warrants, recommendations regarding the need for lighting and/or light shielding.

General Studies

These studies may include assistance in reviewing current VDOT policies for signing, signals, and lighting, recommending updates to current policies and developing design manuals/guidelines for signs, signals, and lighting. The efforts may include research, field investigation, interfacing with District/Regional VDOT personnel and recommending further policy developments. The Consultant may be tasked to conduct “before” and “after” studies on various technological deployments or infrastructural improvements. Additional work may include site specific engineering studies including Interchange Justification Report (IJR), Interchange Modification Report (IMR), and to evaluate the feasibility and merits of non-traditional intersection design alternatives and/or unconventional interchange designs.

Neighborhood/Cut-Through Traffic Projects

This work involves evaluating a neighborhood to address its concerns regarding speeding and/or volume of traffic cut throughs. The evaluation will utilize VDOT’s cut-through and/or traffic calming criteria which provides guidance on threshold values in identifying similar problems. The analysis could include data collection, field investigation, documentation of findings and recommendations. Presentation of findings and recommendations may be developed for the citizens and/or elected officials.

PEER REVIEW

The Consultant may be required to review potential future changes in land use or transportation facilities. The studies outlining these changes will be primarily submitted by other engineering-consulting firms and are to be reviewed based on acceptable VDOT, FHWA, ITE, and AASHTO guidelines. The evaluation of traffic impact studies could include trip generation, data analysis, site visits and written reports. The Consultant may also be required to review based on MUTCD, VDOT and National Electric Code (NEC) standards and guidelines, traffic signal plans developed by other engineering firms or by the Department’s staff. Peer review of signing and pavement marking plans may also be conducted. All plan reviews could include redlining of plans, site visits, and documenting review comments.

REVIEW OF CATALOG CUTS/SHOP DRAWINGS

The Consultant may be required to review catalog cuts, shop drawings and a list of pre-approved items for projects they have developed or developed by others. The Consultant may be required to adhere to time limits imposed by the specifications and to return submittals with comments when necessary to the appropriate person within the specified timeframe. Review of catalog cuts/shop drawings may include review of the submittal to insure it meets specification requirements, but in the case of a substitution, it should meet or exceed the project requirements.

PROGRAM PLANNING

The Consultant may be required to assist the region in program planning. The work may include research, data analysis, recommendations, and develop reports. This work may include, but not be limited to:

- Safety Program Analysis
- Asset Prioritization Analysis
- Inventory and Condition assessment of traffic control devices (signs, signals, pavement markings/marker, lighting, guardrail, ITS devices, and other traffic assets), including quantity estimations per VDOT standards for inclusion into future contracts. Personnel assigned to tasks must have the appropriate level of VDOT certifications.
- Research industry best practices related to operations, safety and traffic engineering.
- Use of geographic information systems or other analysis tools to present information.
- Coordination with other major projects and teams (e.g., Virginia Mega Projects, Design-Build Group, County Officials, etc.).

This Request for Proposal does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

Synchro and VISSIM are the preferred micro-simulation software for the Department; however, specific analyses tools and deliverables may be determined during the scoping phase of a project. Units of measure for each project assigned via a task order should follow the Imperial System, and all work shall be developed in accordance with the Department's standards, policies, and procedures, and Federal Highway Administration's (FHWA) guidelines. Work performed will be in accordance with the latest editions of the Manual on Uniform Traffic Control Devices (MUTCD), Virginia Supplement to the MUTCD, Highway Capacity Manual (HCM), Highway Safety Manual (HSM), American Association of State Highway and Transportation Officials (AASHTO) Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals, AASHTO's Informational Guide for Roadway Lighting, AASHTO's A Policy on Geometric Design of Highways and Streets, VDOT Road and Bridge Specifications, VDOT Road and Bridge Standards, VDOT Road Design Manual, VDOT Traffic Engineering Design Manual, applicable VDOT Location and Design (L&D) Information and Instructional Memoranda, VDOT Traffic Engineering Memoranda, and relevant special provisions. When applicable, all professional engineering work shall be signed and sealed by a licensed Professional Engineer in Virginia in compliance with the latest version of VDOT Traffic Engineering Division Memorandum TE-362.1 (http://www.virginiadot.org/business/traffic_engineering_memoranda.asp).

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

All procurement related questions or information should be directed to Michele Goode-Bacon at 804-786-0320 or Michele.Goode-Bacon@VDOT.Virginia.gov.

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 7. 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	Names and detailed addresses of all affiliated and/or subsidiary companies (RFP Item No. 10)
Understanding of Scope of Work	Present Workload with Department form (RFP Item No. 9)
Present Workload with Department form (RFP Item No. 9)	Table Matrix containing information in RFP Item No. 17
SF 330 Part 1 and Part II	Full size copies of VA. SCC and DPOR
Response to RFP Item No. 11	Full size copies of VA. DPOR for key staff
Response to RFP Item No. 12	Firm Data Sheet
Response to RFP Item No. 13	Certification Regarding Debarment (RFP Item No. 15)
Response to RFP Item No. 14	DBE Commitment and Confirmation Letter (if applicable)
Response to RFP Item No. 16	Full size copies of FAR Approval letter by VDOT (Item No. 18)
	Full size copies of Title VI Certification letter by VDOT (Item No. 19)

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). Key personnel are defined as those to whom the contract will be assigned and who will be performing the actual management of the work and be responsible for inspection, administrative and design services. 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 in the EOI shall remain on the Consultant’s Team for the duration of the procurement process and, if the consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to the Department’s Project Manager for approval, who, at his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to

the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.

5. In SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract), limit example projects to no more than ten (10). Each project example shall not exceed one (1) page. (Vol. I, included in SF330)
6. In SF 330 Part I, Section G (Key Personnel Participation in Example Projects), limit example projects to no more than ten (10). The example projects listed in Section G (#29) should match the example project list provided in Section F. (Vol. I, included in SF330)
7. In SF 330 Part I, Section H (Additional Information), the consultant should detail the plan to assure the Department that the staff submitted for evaluation will be available for the services requested by the RFP. Section H of SF 330 Part I is limited to a maximum of ten (10) pages with a font no less than 10 point. This section should describe the organization of the proposed project staff indicating the role of each by individual. If sub-consultants are proposed, the role of each sub-consultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. This is the ONLY section of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project. (Vol. I, included in SF330)
8. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Small Business and Supplier Diversity (DSBSD) certified DBE firms is maintained on their web site (<http://www.dmbv.virginia.gov/>) under the **DBE Vendor Directory of Virginia Unified Certification Program**. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBE firms as potential 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 Department believes that these services support 10% DBE participation.

In accordance with the Governor's Executive Order No. 20, the Virginia Department of Transportation also requires a utilization of Small, Women and Minority (SWaM) Businesses to participate in the performance of state funded consultant contracts. A list of Virginia Department of Small Business and Supplier Diversity (DSBSD) certified SWaM firms is maintained on the DSBSD web site (<http://www.dmbv.virginia.gov/>) under the **SWaM Vendor Directory** link. Consultants are encouraged to take all necessary and reasonable steps to ensure that SWaM firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider SWaM firms as potential 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.

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

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

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

VDOT is also required to capture DBE and SWaM payment information on all professional services contracts. The successful prime Consultant may 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. A DBE or SWaM prime consultant must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

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

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

The prime consultants are encouraged to achieve all or a percentage of the required DBE participation/goals determined for this project by the utilization of BOWD approved firms. To assist consultants in taking advantage of this opportunity for utilization of approved BOWD firms, please contact the BOWD Center for additional information, details, resources and support. The BOWD Center can be contacted at (804) 662-9555 or via email to BOWDCenter@vdot.virginia.gov. (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 **B** 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. I)

Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving are not considered affiliates.

A firm (prime) shall not submit more than one Expression of Interest (EOI) in response to this Request for Proposals (RFP). If more than one EOI is submitted by an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or any party of a Joint Venture shall be disqualified. If more than one EOIs are submitted by an affiliate, or subsidiary company of an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or Joint Venture shall be disqualified.

11. In two (2) pages or less, provide information that will indicate your firm's ability to meet the time schedule for this project. The schedule is as follows: (Vol. I)
12. In four (4) pages or less, please emphasize your qualifications in the following areas: (Vol. I)
 - Traffic Engineering Studies
 - Design of Traffic Control Devices and Lighting Systems
 - Plan Development including plats to support right-of-way acquisitions, plan package to seek design exception or design waiver, no-plan assembly, and PS&E

- Intelligent Transportation Systems' Upgrade
 - Assessment and Inventory of Traffic Engineering and ITS Assets
 - Traffic Safety Analyses and Implementation
 - Concept Development
 - Traffic Data Collection
 - Contract Development including writing/revising special provision documents
 - Plan Review (QA/QC)
 - Constructability and Biddability review.
13. A project approach discussion is *not* required for this project. (Vol. I)
14. In addition to the page restrictions listed above, a maximum of (five) 5 additional pages may be included in the Expression of Interest. (Vol. I)
15. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, 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 for each regulant by the use of a concise table or

matrix. (All full size copies of the Commonwealth of Virginia State Corporation Commission (SCC) and Department of Professional and Occupational Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page restriction):

1. The Commonwealth of Virginia SCC registration detailing the name, registration number, type of corporation and status of the business entity.
2. For this Project/Contract, the Commonwealth of Virginia DPOR registration information for each office practicing or offering to practice any professional services in Virginia: Provide the business name, address, registration type, registration number, expiration date.
3. For this Project/Contract, the Commonwealth of Virginia DPOR license information for each of your Key Personnel practicing or offering to practice professional services in Virginia: Provide the name, the address, type, the registration number, and the expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.
4. For this Project/Contract, the Commonwealth of Virginia DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (e.g. real estate appraisal): the business name, the address, the registration type, the registration number, and the expiration date.

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

ADMINISTRATIVE

1. 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. 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/gpmps.asp>. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 work days, negotiations may be terminated by the Department and the next most qualified team invited to submit a proposal.
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 encouraged 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 either electronically through VDOT's Falcon system or by mail (one hard copy) and received no later than 2:00 PM (local time prevailing) on 8/7/2017. Responses received after this time will not be considered. Please note that electronic submittals are time stamped at the moment that a file completes uploading. The uploading process is sensitive to connection speed and file size – a 25 MB file may take 15 minutes to load. Please plan accordingly, so that the time stamp occurs prior to 2:00 pm, 8/7/2017.** 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_TE-20170717_Jones Construction.pdf**
 VOL II_TE-20170717_Jones Construction.pdf

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

Any offeror needing access to submit an Expression of Interest to the Professional Services Procurement area on the Falcon Web Site must email the VDOT CADD Support Helpdesk at CADDsupport@VDOT.virginia.gov 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: 7:30 AM – 4:30 PM, 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 Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.
8. The Department does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
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.

FIRM DATA SHEET (Vol. II)

Funding: ___ (S=State F=Federal)

Project No.: **TE-20170717**
 Division: **Traffic Engineering**
 EOI Due Date: **08/07/2017; 2:00 PM**

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: **Limited Services Contract for Traffic Engineering Studies / Analyses and Design of Traffic Control Devices for the Northern Region Operations**

- 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

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

DIVISION: **Traffic Engineering**

EOI NO.: _____

PROJECT: **TE-20170717**

FIRM: _____

SUBS: _____

DESCRIPTION: **Limited Services Contract for Traffic Engineering Studies / Analyses and Design of Traffic Control Devices for the Northern Region Operations**

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					20%	
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 PROJECT MANAGER (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)	1-10					15%	
ORGANIZATIONAL CAPABILITY (Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of sub-consultants) (1=least, 10=most)	1-10					20%	
PRESENT WORKLOAD WITH DEPARTMENT (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Work being performed as a prime, joint venture or sub-consultant on a Design-Build project shall be included.) † (Only Category B workload is counted on this selection*)	Above \$4,000,000	0				10%	
	3,500,001-4,000,000	1					
	3,000,001-3,500,000	2					
	2,500,001-3,000,000	3					
	2,000,001-2,500,000	4					
	1,500,001-2,000,000	5					
	1,000,001-1,500,000	6					
	750,001-1,000,000	7					
	500,001-750,000	8					
	250,001-500,000	9					
0-250,000	10						
						TOTAL	

*CATEGORIES OF WORKLOAD:

A - TERM SURVEYING AND UTILITY DESIGNATION/LOCATION CONTRACTS

B - PRELIMINARY ENGINEERING CONTRACTS - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.

C - CONSTRUCTION ENGINEERING CONTRACTS - includes construction inspection, preparation of final estimates..

D - OPERATION AND MAINTENANCE CONTRACTS - includes operation and maintenance of traffic management systems.

E - BRIDGE SAFETY INSPECTION CONTRACTS - includes bridge and traffic structure safety inspection.

† The outstanding workload of any certified DBE or SWaM prime and sub-consultant may be reduced up to \$4M and the remainder (>\$0) added to the team's total workload. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM may be reduced up to \$4M for the next three years. Any new work obtained after graduating from the program will be counted.

In determining the final short list, the top ranked firms and their sub-consultants will have their VDOT Consultant Performance Reports reviewed and/or references checked.

