

REQUEST FOR PROPOSAL

Limited Term Contract for
On-Call Statewide Professional
Traffic Engineering Consultant Services

RFP No. TE20180213

Date: February 13, 2018



EXECUTIVE SUMMARY

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

Service Needed: **RFP: TE20180213** – Traffic Engineering Consultant Services

Type of Contract: Limited Services Term Contract

Value: \$3,000,000

Performance Period: Two-year limited services term contract with two (2) optional one-year renewable terms

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

DBE/SWaM Goal: The Department believes that these services support 10% DBE participation.

Anticipated Procurement Schedule follows*:

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|---|------------------------------|
| - Expression of Interest Due Date and Time | 03/06/2018 at 2:00 PM |
| - Short List Posted on the VDOT Website | 04/10/2018 |
| - Interviews/Technical Presentations | 04/20/2018 |
| - Final Consultant Selection | 05/04/2018 |
| - Selected Consultant Pre-Award Documents Due | 05/14/2018 |
| - Completed Negotiations Agreement Due | 06/19/2018 |
| - Consultant Contract Signed | 07/05/2018 |

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

EOI Due Date: **Tuesday, March 6, 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 Tracy Wood at 804-786-9691 or Tracy.Wood@VDOT.Virginia.gov.

GENERAL

The Virginia Department of Transportation is seeking expressions of interest from consulting engineering firms who wish to be considered to provide on-call professional engineering services for the studies, analysis, design, and operations of statewide traffic control devices and traffic programs within Virginia, and to provide technical support and engineering recommendation on traffic engineering issues for the VDOT Central Office and the five operations regions within Virginia. This work shall include, but not be limited to: traffic models, signal operations, traffic data, traffic monitoring, work zone safety assessments, training, specifications, traffic and crash analysis, roadway safety assessments, ITS applications, traffic operation improvements, spot geometric improvements, innovative designs for safety and operations, roadside safety, access management, non-motorized traffic, public awareness, traffic calming, Strategic Highway Safety Plan development and implementation, roadway lighting, project and program delivery process development, traffic records, database management, countermeasure evaluation, traffic control device asset management, highway rail grade crossing inventory, innovative intersection conceptual design, data analytics, and preliminary engineering services relating to traffic-related projects on a “limited services” basis. It is anticipated that two contracts may be awarded under the “Multiple Award” procurement process. The proposed two-year limited services term contracts with two (2) optional one-year renewable terms will have maximum values of \$3,000,000.00 per term.

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

The contracts will be administered by designated staff from the VDOT Central Office Traffic Engineering Division. This on-call contract is intended to supplement VDOT’s internal resources on an as-needed basis by providing a flexible and effective way for the Department to respond to recurring consultant professional service needs for multi-dimensional tasks covering a range of traffic engineering and operations work. The following required services described under the heading “Scope” are not intended to be all-inclusive under this contract. The Department may assign any task that is typical work considered to be in the area of professional expertise known as “Traffic Engineering”.

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

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

In response to this Request for Proposals, firms submitting an Expression of Interest as a Prime Consultant shall not serve as a 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.

PROCUREMENT SCHEDULE

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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 OF WORK

The scope of work shall consist of but not be limited to providing:

TRAFFIC ENGINEERING ANALYSES

Traffic Data Analyses and Simulation

This work will involve the utilization of professional traffic engineering expertise to analyze traffic flow in congested or crash prone areas and to make recommendations to solve traffic operational problems and/or to improve traffic flow. The analysis should be based on State and Federal policies and regulations, guidelines in the Traffic Operations and Safety Analysis Manual (TOSAM), and accepted engineering principles and practices. The analysis should employ, as necessary, up-to-date traffic engineering tools, such as computer simulation models with software tools such as Synchro/SimTraffic, Sidra, VISSIM, Transmodeler, Corsim, HCS, etc. to complete this work. The analysis may require extensive traffic data collection, including but not limited to speed, volume, classification, turning movements, travel time, pedestrian counts, delay, etc. The traffic data collection may be required on freeways where invasive data collection methods are inappropriate. If unit (rather than hourly) prices for traffic counts are given, then non-invasive count methods should be included in the pricing. Expertise in Mesoscopic software e.g. AIMSUN is also desirable to be able to model large area networks

Congestion and Performance Management

This work may involve the use of professional traffic engineering, data management and operations expertise to develop methodologies to calculate performance measures and calculation of measures; identify and quantify both temporally and spatially congested bottlenecks, segments, corridors and networks; recommend improvements based on statistical and visualization analysis using tools like SAS, JMP, Tableau, etc. to mitigate congestion including bottleneck improvement projects, active transportation and demand management projects, program and network level improvements. Recommendations should include analysis needed to estimate improvement and quantify Return on Investment. Experience in DB engines like Oracle, MySQL, etc. is important, and experience in development environment like Aster, Hadoop is desirable.

Ancillary Structural Analyses

Ancillary Structural (sign, signal, lighting, ITS device support) analyses which will involve both existing structures and those proposed for upcoming projects may be required. These analyses may include, but are not limited to, the review of required structures, related catalog cuts/shop drawings, and assisting with the development of proposed Standard Drawings, policies and specifications related to ancillary structures.

Safety Planning Analyses

Work will involve supporting or conducting large scale traffic, roadway inventory and crash data analysis and mapping to implement or develop new network screening methods, tools and mapping that implement the HSIP safety management process using HSM and related best practices. Analysis of these data elements will also be conducted to support development of statewide and regional safety plans for the SHSP emphasis areas. Assessment of HSM related federal and state sources to support the development and documentation of SMARTSCALE safety measures policy, procedures, and ArcGIS mapping tools will be required. Skills and experience with safety analysis that will conduct the bi-annual SMARTSCALE project screening and scoring for safety measures is also necessary.

TRAFFIC ENGINEERING STUDIES

Traffic, Safety, and Operational Studies

This work may involve the collection/review of crash data and/or speed data; traffic volume data; vehicle probe data, roadway/asset inventory, alignment and design data; and the performance of operational and safety analyses. The consultant should be able to perform and utilize methodologies in the Highway Capacity and Highway Safety Manuals and related analysis and design software. This effort may include field investigations, research, analysis, summarization and/or recommendations regarding the specific issue(s) being reviewed and studied, cost estimates (including costs for Preliminary Engineering, Right of Way, Utility Relocation, and Construction phase costs) and calculation of Benefit-to-Cost for Highway Safety Improvement Program (HSIP) funding proposals, and the formal presentation of the results to the public and/or political entities. The Consultant may be requested to lead a Road Safety Assessment (RSA) effort with participants to be identified by VDOT.

This work may include or be related to, but not limited to, the following:

- Speed Studies
- Truck Studies
- Traffic Calming Studies
- Congestion Mitigation Studies
- Turning Movement Counts
- Signal Timing
- Determining alternatives for detours and lane closures
- Measuring the assessment of work zone traffic impacts
- Defining road user costs
- Traffic simulation modeling
- Traffic Engineering Project inspections
- Roadway Safety Analysis, Assessments, Treatment evaluation and research
- Training classes in any of the above types of analysis and in the various traffic engineering analysis tools such as Corsim, Vissim, Sidra, HCS, Dynasmart, Aimsun, Vistro, Synchro, HSM spreadsheet tools and IHSDM.

Signal studies

This work may include the analysis of traffic and pedestrian data (directional flow volumes, crash statistics and/or speed samples) and the application of this data to traffic signal warrants outlined in the current adopted edition of the Manual on Uniform Traffic Control Devices (MUTCD) or Institute of Transportation Engineering (ITE) *Manual of Transportation Engineering Studies*. Studies may include, but not limited to, the collection of traffic data, field investigation, pertinent documentation to support the results of the analysis and recommendations based on results, traffic signal timing and phasing evaluations, calculation of yellow change and red clearance intervals (yellow and red), and development of coordinated system timing plans. Intersections may be studied to determine the need for the installation of a traffic signal, modifications or removal of existing signals. The Consultant may be tasked with developing or reviewing Signal Justification Reports (SJR). The study may also provide a specific analysis of the location as related to Access Management Regulations. The Consultant may also be required to develop improved Signal Justification Report procedures, and/or procedures for determining signal operational parameters. Experience with hardware in loop simulations is desirable.

Traffic Signal Optimization and Coordination

This work involves conducting the necessary traffic data collection, computer simulation and analysis to optimize existing & proposed isolated signals and develop coordinated timing plans for existing &

proposed traffic signal systems along corridors. This effort may include recommending changes to existing signal timing, determining yellow change and red clearance intervals, and assisting VDOT personnel with implementing new timing plans in field controllers. It may require before and after evaluations of signal system performance.

Lighting Studies

This type of study may analyze the need for roadway and/or interchange lighting based on the warrants as outlined in the FHWA *Lighting Handbook*, AASHTO *Roadway Lighting Design Guide*, and applicable IESNA guidance. These studies may require data collection, field investigation, and preparation of the necessary documentation to support results of the analysis, any recommendations regarding the need for lighting, and the formal presentation of the results to the public and/or political entities. These studies may also include development of policies and procedures for updating existing lighting to Light-Emitting Diodes (LEDs), analyzing lighting controls systems, analyzing potential for adaptive lighting, and assisting the Department in analyzing potential public health impacts of Correlated Color Temperature.

Sign & Pavement Marking Studies

This work may involve the study of regulatory, warning and guide signs, logo signing and/or supplemental signing with regards to design requirements, field inventory, site assessments, sign quantities and recommendations. This work will also include the review of existing and recommended future pavement markings to include arrows, stop bars, lane lines, reflective pavement markers, etc. Retroreflectivity reviews may also be required. Certain tasks may require the use of SignCAD software.

Construction Reviews, Quality Control and Repair Assessments

This work will involve performing construction reviews (inspections) of new Integrated Directional Signing Program sign installations and sign repairs, Quality Control Assessment reviews of IDSP assets, and follow up reviews as needed. The target sampling rates are to provide inspection services covering a diverse set of sign types and geographic locations.

Speed Studies

This work may involve conducting a speed study to determine the recommended speed limit(s) for a section of roadway. This effort may include field investigation, field data collection (speed samples, geometric features, number of access points, sight distance measurements, inventory of traffic control devices), collection/review of crash data, analysis and recommendations provided in a standard template form to be provided by VDOT. A ball-bank indicator, DMI, and/or video equipment may be required for this level of study.

Safety Studies

This work may involve the collection/review of crash data and/or speed data and the performance of operational analyses. This effort may include field investigations, research, summarization and/or recommendations regarding the specific issue(s) being reviewed and studied, cost estimates (including costs for Preliminary Engineering, Right Of Way, Utility Relocation, and Construction phase costs) and calculation of Benefit/Cost ratios for Highway Safety Improvement Program (HSIP) funding proposals, and the formal presentation of the results to the public and/or political entities. The Consultant may be requested to lead a Road Safety Assessment (RSA) effort with participants to be identified by VDOT. Experience in related human factors assessments will be beneficial. The consultant may be expected to document their findings in report form depending on the level of task assigned. A ball-bank indicator, distance measuring instrument (DMI), tablet/mobile data collection devices, and/or video equipment may be required for this level of study. Safety performance assessments using HSM methods and software tools to support planning and design alternatives

analysis, IMR and ILRs, and design waivers and exceptions may be requested. The Consultant should demonstrate knowledge of cloud based database management such as Arc GIS online, business intelligence tools such as Tableau and MS Power BI and statistical analysis application data tools such as IBM SPSS and SAS JMP.

This consultant may be tasked with the development of highway safety policy, procedures and training as it pertains to the Strategic Highway Safety Plan (SHSP), the Highway Safety Improvement Program (HSIP) and the Highway Rail At Grade Crossing Safety Program (HRGCP).

Guardrail Studies / Assessment

This work may include, but be not limited to, conducting field reviews to determine whether barrier is warranted, providing condition ratings based on relevant Instructional & Informational Memoranda, establishing length of need, recommending fixed object attachments, terminal end treatments and impact attenuators, developing special design fixed object attachments, evaluating shoulder conditions for suitability of guardrail, providing guardrail analysis and design. Work may also include the development of “No Plan” advertisement documents for guardrail asset replacement and upgrade activities, development of quantities and cost estimates, plan view or straight-line sketches and making recommendations for process and practice improvements to migrate from reactive to proactive guardrail management. All guardrail design, engineering, installation and maintenance work will be completed using a flexible, common sense engineering judgment approach. Guardrail study work may also require recommending alternate cost-effective counter measures to reduce the need for guardrail installation, reduce the frequency of guardrail strikes and/or permit guardrail removal. Personnel performing this work must be certified through VDOT’s Guardrail Installation Training (GRIT) program. Work may also include developing guardrail technical guidelines and methodology to systematically prioritize the upgrade and repair of statewide guardrail systems. Work may include providing site preparation and installation recommendations on new guardrail placement, revising guardrail length of need, terminals, attachments or locations based on construction revisions or field conditions if necessary. Expertise in both NCHRP 350 and MASH will be required for this work.

Innovative Intersections/Interchanges Studies

This work may involve conducting site specific engineering studies to evaluate the feasibility and merits of non-traditional intersection design alternatives such as, but not limited to, roundabouts and Restricted Crossing U-Turn (RCUT) intersections. This effort may include field data collection, field investigation, screening-level analysis, microscopic simulation analysis of different alternatives, and development of detailed recommendations and cost estimates.

Intersection Control Evaluation (ICE)

This work may include developing procedures for a comprehensive ICE framework for Virginia. This will include performing research, developing tools and applications, help to develop new policies, etc.

Neighborhood/Cut-through Traffic Projects

This work may include the evaluation of neighborhoods to address their concerns regarding speed and/or volume of traffic passing through. This evaluation will utilize VDOT’s cut-through and/or traffic calming guidance which establishes threshold values in identifying a problem. The analysis may include the collection of data, field investigation, documentation to support the results of the evaluation, formal recommendations to address the concerns and presentation of results to the public and/or political entities.

General Studies

These studies may include assistance in reviewing current VDOT policies, reviewing current practices, conducting additional traffic engineering studies (truck studies, etc.), updating specifications, reviewing industry best practices and other general traffic engineering/operations related studies. The efforts may include research, field investigation, data collection, engineering analysis, interfacing with District/Regional personnel and making recommendations for further development.

WORK ZONE SAFETY & FINAL RULE IMPLEMENTATION

Work Zone Safety Training

This work may require the services of a consultant to coordinate the mandatory statewide Work Zone Safety training program by evaluating the qualifications of instructor applications, issuing approved instructor cards, responding to training providers request for training material, maintaining an electronic file on training schedules, attendees, and grades, processing training rosters into a training database, and issuing approved training cards.

Final Rule Implementation

This work may require addressing the issues of more work zones, growing traffic volumes and congestion, very little growth in roadway capacity, work zone safety concerns, increased work being accomplished under traffic and to facilitate the broader safety and mobility impacts of work zones. It will also require the development and implementation of management strategies to reduce impacts on motorists develop provisions that are sufficiently flexible to be applied to both current and future work zone issues, development of a tool box of ITS work zone safety solutions for designers to consider in the development of Transportation Management Plans.

TRAFFIC MONITORING

Conduct Final Acceptance Tests at Traffic Data Collection Station Installations

The consultant may travel to traffic data collection stations throughout the state to conduct final acceptance test of contract work using established test procedures and visual observations. The preparation of detailed reports to include findings, documentation and recommendations for acceptance/non-acceptance of work will be required.

On-Site Construction Inspection

The consultant may travel to traffic data collection stations throughout the state to monitor and document contractor work performed and materials used through check-lists and photographs. The testing of sensors will be required. The preparation of detailed reports to include findings, documentation and recommendations for acceptance of work will be required.

Inspect Coverage (Short-Term; 48 Hour) Count Data Collection Site

The consultant may travel to traffic data collection stations throughout the state to inspect contractors use and set-up of equipment. The preparation of detailed reports to include findings, documentation and recommendations for acceptance of work, as well as evaluations on whether the most suitable location was selected for equipment set-up will be required.

Traffic Data Collection, Travel Delay Runs

The consultant may provide data collection services as needed for task orders, but not limited to the following: turning movement counts, tube counts, travel delay runs.

TRAFFIC CONTROL DEVICE ASSET MANAGEMENT

Traffic Control Device Asset Management

This work may involve the development of statewide asset management concepts, processes, and/or applications to support an asset management strategy for VDOT traffic assets in consideration of statewide goals, federal requirements, and available resources. Asset management concepts may be required for situations with or without an off-the-shelf system. Minimally, the Consultant should have expertise with GIS systems, specifically ARC GIS online, ESRI. The Consultant should have systems and process expertise as well as mobile application development and application expertise to translate VDOT asset management processes (such as inventory, asset assessments, work order, work accomplishments) into effective mobile applications to streamline VDOT practices, make effective use of resources and support agency-wide reporting.

Traffic Asset Data Management

This work may involve evaluation, support, and implementation of procedures, processes, methodologies, and systems that provide effective, accurate, and access to, input of, and storage of traffic asset data to support VDOT business decisions. The Consultant may be required to demonstrate proficient knowledge of data management systems, database and/or asset management system structures to support traffic asset management, technological resources such as mobile applications to support systematic traffic asset element capture, and reporting functionalities. The Consultant should demonstrate knowledge, skill and ability (KSA) to quickly learn VDOT's new traffic asset management system-Highway Maintenance Management System (HMMS) to edit asset inventory and implement work orders on VDOT's behalf with granted access. The Consultant should demonstrate knowledge of cloud based database management such as Arc GIS online, business intelligence tools such as Tableau and MS Power BI and mobile application data tools.

Asset Management Budgetary Support

The Consultant will support needs based performance based budgeting processes used to identify maintenance & operations needs of traffic control device assets. Knowledge of traffic control device asset management best practices, work requirements, definitions, frequencies, and resource requirements is required related to preventative maintenance, repair, replacement, and operating needs. The Consultant may be required to coordinate evaluations of existing budgeting practices, processes, and make recommendations thereto.

Ancillary Structures Asset Management

Coordinate, support, and/or lead traffic engineering functions/activities related to effective management of ancillary structures for traffic control devices in coordination with other VDOT stakeholders. Activities related to ancillary structure asset management may include plan repository, databases, technical training, budgeting, contract development, maintenance and life cycle replacement. Knowledge of structural safety inspection and construction inspection will be required. The Consultant should be able to utilize VDOT's new Highway Maintenance Management System (HMMS) to implement all ancillary structure asset management activities.

TRAFFIC CONTROL DEVICE TECHNOLOGY ADVANCEMENT

Systems Engineering for ITS/Signals

This work may involve the Coordination and preparation of federally required systems engineering products to support the procurement and evaluation of ITS/Signals applications, concepts, products and equipment. Systems engineering may be required for applications of new equipment, as well as to assure compliance with 23 CFR 655.606. Systems engineering development may require research, consultation with industry experts, and coordination with stakeholders (eg. FHWA) to ensure successful completion of systems engineering to achieve VDOT goals. Systems engineering products may be required for site-specific applications or broader based general statewide/localized applications.

System Advancement & Future Considerations

The Consultant will provide direction and recommendations to ensure that VDOT business decisions will not constrain and are aligned for future deployment of technological advancement in traffic control. The Consultant will demonstrate knowledge of current state-of-the-practice and promising trends/advancements (such as active traffic management, integrated corridor management, connected vehicles technologies) and advise VDOT accordingly to ensure proper alignment in current business decisions. Expertise in connected and autonomous vehicles and wireless communications technology is desirable to support the planning and investment decisions of traffic signals arterial operational systems.

TRAFFIC CONTROL DEVICES ENGINEERING, SPECIFICATIONS & STANDARDS

Develop and Modify Specifications & Standards

This work may involve development of new or modification of existing specifications and standards for traffic control devices for projects and/or incorporation into VDOT Road & Bridge Specification and Road & Bridge Standards. This may require design, testing and monitoring of equipment by appropriate licensed professionals, coordination with suppliers/manufacturers of traffic control devices and providing subject matter expertise on structural, materials, electrical, electronic and communications topics. Specifications and Standards shall be developed and signed/sealed in accordance with VDOT's requirements for professional engineering work products, VDOT Location and Design Division criteria for Standard sheets, and CADD guidelines.

Review Specifications

This work may involve the review of the current *Road and Bridge Specifications* (Division VII and other Specifications sections that relate to traffic control devices) and all related language in other divisions/sections to include all current Special Provision Copied Notes (SPCN), Special Provisions and Supplemental Specifications referencing Division VII and related divisions; identification of inconsistencies, errors, omissions, ambiguity, inaccuracy, and out of date information as it relates to the Code of Virginia, Traffic Control Devices (TCD) industry standards, current VDOT business practices, and general standards and specifications developed for contracts, TCD and roadway design elements by other transportation agencies, national associations, and organizations.

Review Standards

This work may involve the review of Section 1300 of the *Road and Bridge Standards* for duplication of notes and inconsistencies with current Road and Bridge Specifications and/or other VDOT policies as well as related language within all current SPCN and Special Provisions. Work will be completed in conformance with VDOT Location and Design Division criteria for Standard sheets as well as

CADD guidelines.

Quality Assurance Review of Technical Documents

Assist in review and final publication of TED technical documents such as TE Instructional & Informational Memoranda and Virginia Supplement to the MUTCD to include proof read final technical draft content, verify cross-reference accuracy, format test and graphics for e-publication. This will be used by TCD staff in our effort to update existing or publish new technical documents. Assist TED in the review of technical traffic engineering reports, ballots, and Department inquiries.

Development of Traffic Engineering Technical Documents

This work may involve review and develop appropriate Traffic Engineering Division technical documents such as TE Instructional & Informational Memoranda, agreements, and guidance documents, as needed to address state-of-the-practice, state-of-the-art methodology/guidance for various traffic engineering applications, practices and technology. This may require, but not limited to, research and recommendation of best practices, development of stakeholders working group, community outreach, consensus-building, and conducting FHWA's Public Interest Finding (PIF).

Workshop, Seminars and Training Courses

Coordinate and/or develop statewide workshops, seminars, training courses, or certification programs related to this scope of traffic engineering functions, including the most recent versions of common traffic and safety analysis tools. Responsibilities will include evaluating, monitoring and submitting training courses and instructor qualifications based on training needs identified by staff, responding to training providers, and maintaining an electronic file on training schedules, and attendees. Vendor training will be considered. This work will be used statewide by VDOT staff to train and increase skill set levels and facilitate effective technical discussions. The Consultant will have effective experience, knowledge and capabilities of conducting such workshop, seminars, and training in a variety of forums appropriate for varying audience types-classroom, webinar, online chat, etc.

DESIGN OF TRAFFIC ENGINEERING PLANS

This work is for the survey, preliminary engineering and design of traffic signals, ITS devices, signs, pavement markings/markers, guardrail, lighting, other operational safety improvements, and transportation management plans for maintenance of traffic during construction or maintenance projects. All plans to be designed may need to be fully developed for immediate advertisement and installation, may require completing a design started by others or designing a plan that may be completed by others. All plan packages to be designed shall be all inclusive of the necessary information and details to furnish and install complete traffic control device systems by contract including pay items and quantities. Existing or proposed plans will be provided if available. If, however, no plans are available, field investigation, survey, right of way research and verification of existing topography, utilities, infrastructure, and traffic control equipment shall be conducted. This investigation shall include, but shall not be limited to, such items as utilities, drainage, lane usage, potential conflicts with a proposed design [roadway and/or traffic control device (TCD)] and all information necessary to develop the plans. Cost estimates shall be submitted as part of any completed plan package along with any necessary special provision(s) or copied note(s). This area may also include possible assistance to Department designers by providing training and/or guidance in the development of traffic control device plans.

Sign & Marking Plans

This work may include, but not be limited to, such data as pavement markings and messages, pavement markers, sign legend, sign structures, sign support foundation and footing details, sign lighting, locations and details of power source, sign locations, sign schedules, summary of quantities and sign elevation details. Sign layout shall be accomplished utilizing GuideSIGN software or most current technical sign software accepted by agency. Certain tasks may require the use of SignCAD software.

Signal Plans

Individual intersection designs will very frequently require geometric survey, utility location and/or right of way investigation prior to or during plan development. The right of way stage of the design process may frequently include coordination with property owners, on VDOT's behalf. In addition, this work may include, but not be limited to, such items as pole locations, ADA accessible features, phasing, color sequence and clearance interval calculations, signal head placements, pedestrian facilities, wiring, conduit systems, electrical service (including working with utilities to identify the power source), rights of entry, (including plat development) where necessary, summary of quantities and signal timings, both local and system. This work may also include development of appropriate special provisions, special provision copied notes, and plan notes as necessary to conform to specific intersection designs and the requirements of VDOT Road & Bridge Specifications and Standards.

Intelligent Transportation Systems (ITS) and Communications Plans

This work is for the design of new ITS asset deployments, relocation of existing ITS assets, upgrades of existing ITS assets, fiber-optic and wireless communications, and traffic management plans for implementation during installation and deployment phases. ITS asset deployments could occur on limited access highways or anywhere along the arterial road network. The ITS assets may include, but not limited to, dynamic message signs, ramp metering systems, HOV gates, CCTV cameras, dynamic lane control signs, dynamic speed displays, etc. Designs for deployments may require geometric surveys, utility locations and/or right of way investigations prior to or during plan development. The plan packages to be designed shall be all inclusive of the necessary information and details to furnish and install complete ITS assets by contract. Existing or proposed plans and architecture will be provided, if available. If no plans are available, field investigation, surveys, and verification of existing topography, equipment, and assets shall be conducted. These investigations may include, but not be limited to, such items as utilities, drainage, lane usage, potential conflicts with a proposed design (roadway and/or TCD) and any additional information necessary to develop the plans. Cost estimates shall be submitted as part of any completed plan package along with any necessary special provision or copied note (i.e., Special Provisions and Copied Notes may need to be developed).

Transportation Management Plans

This work may include a plan, design and develop transportation management plans (TMP) including temporary traffic control and detour plans in support of transportation projects. Recommend various traffic management and operations, traffic control and public outreach strategies to manage traffic during construction. Operational analysis for TMPs may include data collection, modeling, recommendations and development of a final report. Review of TMPs and related operational analysis plans prepared by others including summary report and mark-ups may also be required. Personnel assigned must have appropriate level of work zone traffic control certifications, including Level III-Advanced Work Zone Traffic Control.

Lighting Plans

This work is for the design of roadway lighting systems including the upgrade of existing roadway lighting systems to LED technology. The work may involve photometric analysis to investigate light intensity, gaps, or light disturbance to neighboring communities, preliminary design work including selection of pole and luminaire type, pole location, electrical service and lighting control center, and the final plan sheet development. The work may also involve other analysis work such as crash and economic analysis to justify the installation of a lighting system, or economic analysis of the benefits of adopting LED lighting and/or lighting controls systems.

Review of Projects and Site Plans

The consultant may be required to review the 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 VDOT, Institute of Transportation Engineers (ITE) guidelines, and local government policies. The evaluation may include data analysis, plan review, site visits and/or a written summation.

The consultant may also be required to review the traffic signal plans developed by other engineering firms or by Department staff based on MUTCD, VDOT and NEC (National Electric Code) standards and guidelines and the review of simulation models. Review of sign and pavement marking plans may also be required. All plan reviews may include redlining of plans, site visits and/or written summations.

Review of Catalog Cuts/Shop Drawings

The Consultant may be required to review catalog cuts, shop drawings, and pre-approved items lists for projects that they have developed or for projects developed by others. The Consultant will be required to adhere to the time limits imposed by the specifications and to return the submittal, with comments when necessary, to the appropriate person within the specified time limits. The review may require investigation of the submittal to ensure that it meets the requirements of the specification or, in the case of a substitution, meets or exceeds the requirements of the project. The Consultant may be required to review, assess, and recommend modifications to VDOT's pre-approved listing, catalog cut, and shop drawing review processes for improvements to support streamlined project delivery.

Other Traffic Engineering Plans

Plan, analyze, design and develop traffic engineering plans in support of transportation projects and best practices, but not limited to the following: pavement markings/markers, roadway lighting, rumble strips, guardrails.

"No Plan" Contract Development

This work will include the development of "No Plan" contract assembly documents for advertisement through VDOT's SAAP/RAAP process. This work will include the field review of in place assets (guardrail, pavement markings, pavement markers, rumble strips, message markings, sidewalks, ADA ramps, vehicle detection, landscape, etc), developing replacement quantities, engineering sketches and drawings, providing recommendations for new assets inclusion in the contract documents, development or modification of special provision documents, and development of construction cost estimates. The work will involve coordination with VDOT staff during the development of contract documents.

Program Planning and Project Coordination

The consultant may be required to assist in program planning and project coordination. The work may include research, data analysis, recommendations, coordination, and report development. This work may include, but not limited to:

-
- IDSP (IDSP) Program Support
- Safety Program Analysis
- Asset Investment Analysis
- Inventory and Condition assessment of traffic control devices (signs, signals, pavement markings/markers, guardrail, and ITS devices), including quantity development per VDOT standards for insertion into future contracts. Personnel assigned to this task must have appropriate level of VDOT GRIT certification and VDOT Pavement Marking Certification.
- Research industry best practices related to operations, safety and traffic engineering
- Use geographic information systems or other analysis tools to present information.
- Project/Program liaison to coordinate efforts between stakeholders, agencies, and other project teams.
- Business process re-engineering to include business strategy, program development, communication, and marketing.

CONSULTANT RESOURCES

The consultant should make use of technology tools, such as on-line meetings, teleconferences, email, etc. to provide the most efficient service possible. In person meetings will likely be required occasionally at the request of VDOT or the consultant. The on-call nature of this work requires efficient turnaround of task orders, progress reports, invoices, and deliverables, as well as efficient and effective work management practices. The workload can be expected to vary as Department needs change. Responsiveness to on-site needs or meetings as requested is critical to the success of the on-call work.

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 current automated design system is GEOPAK/OpenRoads Civil Design Software and the drafting system is MicroStation v8i. Other traffic design, analysis, simulation modeling, business intelligence and GIS systems will include but not limited to the following: ArcGIS, Tableau, GuideSIGN, HSM, Synchro, VISSIM, HCS, using the latest version supported by the Department. Other required analyses, design and business analytic tools and deliverables may vary but will be scoped out on task order basis. The traffic engineering work products will be developed utilizing the Department's policies and procedures and FHWA's guidelines.

All work performed will be in accordance with the current editions of the *Manual on Uniform Traffic Control Devices*, the *Virginia Supplement to the MUTCD*, the *Virginia Work Area Protection Manual*, the adopted edition of the *AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals* (with VDOT specified requirements), the *AASHTO Roadway Lighting Design Guide*, Illuminating Engineering Society of North America (IESNA) guidance, the National Fire Protection Association (NFPA, National Electrical Code (NEC), applicable utility company standards, the AASHTO Green Book, *AASHTO Roadside Design Guide*, *VDOT Traffic Engineering Design Manual*, *VDOT Road Design Manual*, *VDOT Traffic Engineering Division Instructional & Informational Memoranda*, *VDOT Highway Safety*

Improvement Program Implementation Guidelines, VDOT Roadway Safety Assessment Guidelines, VDOT Crash Analysis Manual, Virginia's SMART Portal, VDOT Location and Design Division Instructional and Informational Memoranda, VDOT Road and Bridge Specifications plus applicable supplemental specifications and special provisions, *VDOT Road and Bridge Standards*, and any other applicable VDOT and national policy or standard. It is expected that the consultant will furnish all necessary equipment to perform any and all data collection activities; maintenance and repair of consultant equipment will be the responsibility of the consultant.

When applicable, all professional engineering level 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. In addition, VDOT has adopted a Common Sense Engineering philosophy to allocate limited resources to optimize system wide transportation improvements. Work performed under this contract will be completed under this philosophy, producing practical products, designs, and processes that effectively meet the Department's identified goals in recognition of schedules, resources, and return on investment. This will require the use of sound engineering judgment to assess possible solutions while evaluating tradeoffs and mitigating risks to the extent practical, producing tangible results in areas such as program improvement, safety, operations, asset management, and resource allocation. The Consultant will approach all work activities in this context. The Consultant will work collaboratively to adopt and adapt to this new way of thinking in delivering VDOT's traffic engineering work products.

All procurement related questions or information should be directed to Tracy Wood at 804-786-9691 or Tracy.Wood@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 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). 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.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 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.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.

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

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

Any DBE or SWaM firm must become certified (with the Virginia Department of Small Business and Supplier Diversity) prior to your response being submitted. If DBE or SWaM firm is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE or SWaM 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.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. In 2 pages or less, provide information that will indicate your firm's ability to: respond promptly to task assignments, manage and deliver multiple complex tasks concurrently, and complete tasks on accelerated schedules. The schedule for each task will be identified when the work is assigned. (Vol.I)
12. In 5 pages or less, please emphasize your qualifications and resources to perform the work as described in the Scope of Services and Consultant Resources sections. (Vol.I)
13. A project approach that briefly focuses on how your firm will integrate sub-consultants into the work, manage sub-consultants, assure quality work products, and meet schedules is required and shall be limited to a maximum of 4 pages. (Vol. I)
14. In addition to the page restrictions listed above, a maximum of 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 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. Based upon the procurement and contract schedule, the approved escalation rate for this contract is 1.5%; 0.75% for year 1 and 1.5% for year 2. Any additional terms authorized for renewal will use the prevailing escalation rate at the time of renewal. Payment for work performed beyond the last term of the contract will remain at the rates of the most recent term renewal.
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 03/06/2018. 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, 03/06/2018.** 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_TE20180213_Jones Construction.pdf**
VOL II_TE20180213_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.

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 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.

FIRM DATA SHEET (Vol. II)

Funding: ____ (S=State F=Federal)

Project No.: TE20180213
 Division: Traffic Engineering
 EOI Due Date: March 6, 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 |
|---|-----------------------------|------------|------------------------------|
| | | | |
| | | | |
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* 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
LOWER TIER COVERED TRANSACTIONS
(To be completed by a Sub-consultant)
Vol. II

Project: Statewide Traffic Engineering Services Contract

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Signature

Date

Title

Name of Firm

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

DIVISION: Traffic Engineering

EOI NO.: _____

PROJECT: Statewide Traffic Engineering Services Contract 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 PROJECT 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 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.