

REQUEST FOR PROPOSAL

**CONSTRUCTION ENGINEERING AND INSPECTION
SERVICES (CEI) FOR NORTHERN VIRGINIA
DISTRICT**

DISTRICT WIDE CONTRACT

RFP No. CEI20170905



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: CEI-20170905** – Construction Engineering and Inspection Services (CEI) for Northern Virginia District

Type of Contract: Limited Services Term Contract

Value: \$5,000,000 per term

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: VDOT believes that these services support a **10%** DBE participation

Procurement Schedule Follows *:

- | | |
|---|------------------------------|
| - Expression of Interest Due Date and Time | 10/05/2017 at 2:00 PM |
| - Short List Posted on the VDOT Website – NLT | 11/02/2017 |
| - Interviews/Technical Presentations | 11/14/2017 |
| - Final Consultant Selection – NLT | 12/01/2017 |
| - Selected Consultant Pre-Award Documents Due – NLT | 12/13/2017 |
| - Completed Negotiations Agreement Due | 01/23/2018 |
| - Consultant Contract(s) Signed | 03/14/2018 |
| - Notice to Proceed: | |
| o 1 st | 03/14/2018 |
| o 2 nd | 05/15/2018 |
| o 3 rd | 02/15/2019 |

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

EOI Due Date: **Thursday, October 5, 2017, 2:00 p.m.** Eastern Standard Time. Submission detail can be found in the **Administrative Section, Item 6, Electronic EOI submittals for this EOI.**

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

GENERAL

The Virginia Department of Transportation is seeking expressions of interest from consulting engineering firms who wish to be considered to provide professional engineering services for:

A Northern Virginia District-Wide Construction Engineering Inspection Contract providing construction engineering inspection services under a Fixed Billable Rate and/or Lump Sum based on fixed billable rate contract. The proposed two-year limited services term contract with two (2) optional one-year renewable terms will have maximum values of \$5,000,000.00 per term.

The Department anticipates, but does not guarantee awarding multiple contracts to more than one, but not to exceed three (3) qualified prime consultant firms as a result of this Request for Proposal. The contracts will be negotiated and awarded in accordance with the procedure set forth in the current Manual for the Procurement & Management of Professional Services at the time of advertisement.

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

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

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

SCOPE OF WORK

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

- 1 (one) Construction Inspection Coordinator *
- 3 (three) Construction Managers *
- 23 (Twenty Three) Inspectors during peak construction operations consisting of:
 - 10 (ten) Construction Inspector Seniors *
 - 10 (ten) Construction Inspectors *
 - 2 (two) Construction Inspector Trainees
 - 1 (one) Construction Inspector Senior – Project Records Manager
- 1 (one) Responsible Charge Engineer *
- 1 (one) Engineer
- 1 (one) Scheduling Specialist
- 1 (one) Sr. Scheduling Specialist *
- 1 (one) Environmental Compliance Inspector *
- 1 (one) NACE Coating Technician II *
- 1 (one) Administrative Assistant
- Engineering Support (identified by and at the discretion of the Department during the contract period)

Key Personnel *

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

The Department reserves the right to assign work from one district and/or region to other districts and/or regions on a temporary basis, when there is a need for the same services in the second district and/or region.

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

A. Construction Inspection Coordinator

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

Construction Inspection Coordinator Features of Work:

- Reviews and submits invoices in a manner suitable for input into the Cardinal Financial System
- Responsible for the quality, performance, training, and actions of the consultant staff

Construction Inspection Coordinator Knowledge, Skills, and Abilities: The Construction Inspection Coordinator is expected to have three (3) years of experience in the coordination of staff on a statewide, regional or district wide basis for any transportation agency including working knowledge of:

- Staff capabilities and availability

The Construction Inspection Coordinator is expected to be proficient with the following skills:

- Functional computer usage including familiarity with Microsoft office suite software

The Construction Inspection Coordinator is expected to have the ability to:

- Match consultant staff to assigned task order and make recommendations on project staffing
- Demonstrate general knowledge of the duties and responsibilities of Construction Inspectors

B. Construction Manager

Construction Manager Function: To manage the assigned elements of a construction project to assure the contractor's compliance with the plans and contract documents, manage project personnel, inspection, materials quality control and quality assurance testing, project documentation, project budget and schedule, and contract administration responsibilities under the direction of the Area Construction Engineer.

Construction Manager Features of the Work:

- Analyzes and interprets project plans, contract language, and specifications to ensure project constructability
- Identifies design errors for the Department and determines impact for both the Department and Contractor
- Makes recommendations for partial and final contractor payments
- Monitors project budgets/schedules and recommends adjustments to the Area Construction Engineer
- Supervises and manages project staff
- Conducts pre-construction conference, utility coordination meetings, construction progress meetings, and other types of conferences and meetings
- Writes project management correspondence, and reviews recommendations made by project staff
- Recommends resolution of field construction problems and design changes
- Prepares/Reviews work orders and perform analysis including:
- Independent detailed construction estimates
- Time impact analysis
- Seeks input from the project controls group regarding the schedule/cost impact
- Works with the project design group, materials, environmental, traffic engineering right of way, the public and all other parties necessary to meet contract schedules and requirements

Construction Manager Knowledge, Skills, and Abilities: The Construction Manager is expected to have ten (10) years of experience in the management of highway construction projects including considerable knowledge of:

- Roadway, structure, traffic engineering, construction methods, procedures, practices, plans, specifications, and contracts
- VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, Inspector Manual, and Manual for Uniform Traffic Control Devices
- Materials used and performance, environmental, legal, and safety responsibilities related to construction of transportation facilities
- Use of electronic data processing equipment and contract management software

The Construction Manager is expected to be proficient with the following skills:

- Use of survey, nuclear density, and materials testing equipment
- Functional computer usage including familiarity with Microsoft office suite software

The Construction Manager is expected to have the ability to:

- Conduct constructability and bid ability reviews, and cost and schedule analysis
 - Supervise and manage employee work groups
 - Interpret roadway and bridge plans, specifications, and contracts
 - Prepare technical, financial, administrative, and explanatory correspondence
 - Proficient task and time management

A Bachelor's degree in Civil Engineering or engineering related field from an ABET accredited university may substitute five (5) years of experience. Prefer the Construction Manager to hold a Certified Construction Manager (CCM) Certificate.

C. Construction Inspector Senior

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

Construction Inspector Senior Features of Work: In addition to the features noted for Construction Inspector, the Construction Inspector Senior:

- Monitors contractor's operations to ensure compliance with contract terms and specifications
- Independently coordinates and directs all phases of construction inspection of projects, which are typically complicated by extensive traffic control, sensitive to the public or environmentally challenging, or require significant project coordination with property owners, utility companies, or local/federal government representatives
- Verify lines, grades dimensions, and elevations using survey and field engineering equipment
- Coordinate and schedule various phases of construction with the prime contractor and agency personnel
- Review and monitor contractors' plan of operation; and advises contractor of violations and recommend adjustments to operations
- Makes field measurements of pay items and conduct material testing
- Prepare and maintain comprehensive project records including daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, work orders and monthly estimates
- Aid in the development of work orders, investigations and analysis of Notices of Intent
- Evaluate and monitor progress schedules, and performs work order analysis

Construction Inspector, Senior Knowledge, Skills, and Abilities: The Construction Inspector Senior is expected to have six (6) years of highway construction inspection experience. In addition to the knowledge noted for Construction Inspector, the Construction Inspector Senior shall have comprehensive knowledge of:

- Roadway, structure and bridge construction/maintenance/repair/rehabilitation methods, materials, standards and specifications
- VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Inspector Manual
- State and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations
- Use of contract management software including Site Manager

The Construction Inspector Senior is expected to be proficient with the following skills:

- The Construction Inspector Senior is expected to have the ability to:
 - Provide technical supervision and leadership to other inspectors.
 - Apply mathematical formulas and engineering principles to determine major field adjustments
 - Prepare correspondence that communicates effectively with agency and contractor personnel and the general public
 - Functional computer usage including familiarity with Microsoft office suite software

The Construction Inspector Senior is required to have and maintain the same certifications as the Construction Inspector, see certification table shown under Construction Inspector description.

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

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

D. Construction Inspector

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

Construction Inspector Features of Work:

- Inspects and monitors contractual field work which includes excavations, drainage facilities, road surfaces, and structures
- Reports contractor's daily production rates
- Schedules work and inspection phases with contractor's superintendent and agency personnel
- Advises contractors of violations and recommends adjustments to operations
- Takes field measurements of pay items
- Reviews placement of and performs tests on construction materials
- Reviews lines, grades, dimensions, and elevations using standard survey and field engineering equipment
- Oversees and enforces the installation of erosion/siltation controls and highways work zones and traffic control devices

- Recommends changes to construction plans to meet field conditions or provide project cost savings
- Maintains project records; including daily diaries, materials notebooks, as-built plans, pay quantity records, and monthly estimates
- Review and monitor Equal Employment Opportunity/Disadvantaged Business Enterprise (DBE) documentation and compliance with Federal labor requirements/regulations for Federal-aid construction projects, ensuring contractor compliance with program requirements

Construction Inspector Knowledge, Skills, and Abilities: The Construction Inspector is expected to have three (3) years of highway construction inspection experience. Additionally, the Construction Inspector shall have a working knowledge of:

- Roadway, structure, and bridge construction/maintenance/repair/rehabilitation methods, materials, standards and specifications
- VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, Inspector Manual, and Manual for Uniform Traffic Control Devices
- Construction plans, symbols, and terminology
- State and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations
- Use of contract management software including Site Manager
- Mathematics including algebra, geometry, and trigonometry

The Construction Inspector is expected to be competent with the following skills:

- Operating computer equipment, software programs and field inspection equipment including Site Manager
- Functional computer usage including familiarity with Microsoft office suite software

The Construction Inspector is expected to have the ability to:

- Read and interpret roadway, structure and bridge plans and specification
- Apply mathematical formulas and engineering principles to determine minor field adjustments
- Maintain detailed records
- Perform and document required materials testing
- Communicate with the agency and contractor personnel and the general public

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

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

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

*Beginning in 2013, VDOT Materials Division will no longer be recognizing Mid-Atlantic Regional Technician Certification Program (MARTCP) certifications; current VDOT Letters of Reciprocity will remain valid until the expiration of the MARTCP or state DOT certification that the letter is based on. VDOT Materials Division will start recognizing NICET Level II Certifications in Soils and Concrete.

**Nuclear Regulatory Commission

***Obtained prior to installation of stormwater items

E. Construction Inspector, Trainee

Construction Inspector Trainee Functions: To monitor in a training capacity, the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects, under the direction of a Construction Manager or their designee. Construction Inspector Trainees shall be registered through Department of Labor and Industry in the Highway Construction Inspector apprenticeship program. Contact Shannon Crooks at Shannon.Crooks@doli.virginia.gov or (804) 371-3104 extension 126 for additional information.

Construction Inspector Trainee, Features of Work:

- Inspects excavations, drainage structures, traffic control devices, road surfaces, and structures by comparing work performed to plans and specifications
- Maintains project records including daily inspector report, workbook and materials records
- Assist in preparing project records and forming reports
- Receives on-the-job and required agency classroom training to obtain designated highway material certifications

Inspector Trainee Knowledge, Skills, and Abilities: The Construction Inspector Trainee is expected to have a basic knowledge of:

- Mathematics including computation of length, area and volumetric measurements

The Construction Inspector Trainee is expected to have a basic ability with the following skills:

- Willingness to learn and apply new information and concepts
- Functional computer usage including familiarity with Microsoft office suite software

The Construction Inspector Trainee is expected to have the ability to:

- Communicate effectively both orally and in writing

F. Construction Inspector Senior - Project Records Manager

Project Records Manager Function: To maintain construction project records and document control under the direction of a Construction Manager or designee.

Project Records Manager Features of Work:

- Sets up, process, and track construction related project documents utilizing Site Manger and SharePoint
- Generates or coordinates the develop of reports and project related correspondence
- Attends and prepares minutes for various project meetings
- Assists in project close-out and maintain as-built drawings
- Issues monthly CPEs for prime and subcontractors
- Monitors contractor compliance with state and federal requirements related to Equal Employment Opportunity and wages
- Monitor and maintain issue regarding Notices of Intent to file claims against the Department and ensure that the records are complete, factual, and that a project timeline of each issue is included

Project Records Manager Knowledge Skills and Abilities: The Project Records Manager is expected to have five (5) years of project records management experience on VDOT construction projects. Additionally, the Project Records Manager shall have comprehensive knowledge of:

- Federal and State Labor Regulations to including the Davis Bacon Act
- VDOT procedures, bid items, plans and specifications
- Construction related documentation including: general correspondence/files, monthly pay estimates, request for information logs, submittal logs, meeting minutes, equal employment opportunity records, daily inspection reports, daily diaries, project sketches, and material notebook

The Project Records Manager is expected to be proficient with the following skills:

- Effective communication both written and orally with Contractor and project staff
- Task and time management
- Functional computer usage including familiarity with Microsoft office suite software

The Project Records Manager is expected to have the ability to:

- Institute document tracking to ensure timeliness of responses and provide a record of document flow
- Generate reports and prepare/review daily work records using Site Manager
- Document daily occurrences, meetings, and communications
- Review monthly and final estimates
- Verify Contractors pay estimate against project work logs

- Verify daily work records and generate reports using Site Manager

This classification is subject to Senior Construction Inspector capped rate.

G. Responsible Charge Engineer

Responsible Charge Engineer Function: To lead and guide Construction Managers, inspection staff, and other project staff in administering construction and maintenance contracts. The Responsible Charge Engineer shall not function in a dual role as the Construction Inspector Coordinator or Construction Manager.

Responsible Charge Engineer Features of Work:

- Manages construction projects of varying complexity related to roadways, structures, bridge, and drainage
- Responsible for management of all aspects of construction/maintenance contracts in compliance with safety standards, environmental regulations, built with quality in a cost effective and timely manner, in compliance with state and federal standards, and contract documents

Responsible Charge Engineer Knowledge Skills and Abilities: The Area Construction Engineer shall be a Virginia licensed P.E. having ten (10) years of direct experience in managing complex construction projects. Additional the Responsible Charge Engineer shall have comprehensive knowledge of:

- Transportation engineering construction principles/practices
- Quality assurance and control methods
- Civil engineering and regulatory/legal constraints

The Responsible Charge is expected to be proficient with the following skills:

- Delivering complex highway/transportation projects
- Communicate effectively both orally/writing with various stakeholders/constituents
- Leading construction/engineering staff and implementing change management
- Proficient task and time management
- Functional computer usage including familiarity with Microsoft office suite software

The Responsible Charge is expected to have the ability to:

- Apply advance engineering planning and project scheduling principles to a variety of complex projects
- Conduct constructability and bid ability reviews, and cost and schedule analysis
- Timely resolution of field and technical issues by partnering to achieve cost effective solutions
- Develop and review contract language to meet Department needs
- Oversee multiple projects
- Interpret contracts, plans and specs and resolve disputes in a timely manner
- Research, identify, and implement solutions for construction problems on program wide basis

H. Engineer

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

Engineer Features of Work:

- Provides consultation, investigations, evaluations, and written documentation as

- assigned by the Area Construction Engineer
- Use engineering principles to interpret project plans and specifications
- Participate in various construction meetings, field inspections, concurrent engineering meetings, schedule review and notice of intent and claims analysis
- other duties as assigned by the Area Construction Engineer

Engineer Knowledge, Skills and Abilities: The Engineer is expected to have a Bachelor's degree in Civil Engineering or engineering related field from an ABET accredited university and two (2) years of experience in the practice of construction engineering. Additional the Engineer shall have working knowledge of:

- VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Manual for Uniform Traffic Control Devices
- Engineering design for roadways, structures, and drainage as related to highway design and construction
- Contract development and project management processes
- Schedules, claims avoidance, claims mitigation, cost estimating and reporting

The Engineer is expected to be proficient with the following skills:

- Communicate effectively both orally/writing with various stakeholders/constituents
- Effective task and time management
- Functional computer usage including familiarity with Microsoft office suite software

The Engineer is expected to have the ability to:

- Apply engineering planning and principles to a variety of projects
- Conduct construction related submittal reviews
- Prepare technical, financial, administrative, and explanatory correspondence
- Apply engineering planning and project scheduling principles to a variety of projects
- Conduct constructability and bid ability reviews, and cost and schedule analysis
- Research, identify, and develop solutions for construction problems
- Analyze and interpret project plans and specifications, identify design errors and/or differing field conditions and recommend resolutions
- Prepare work orders and perform analysis including:
 - Independent detailed construction estimates
 - Time impact analysis
- Work with the project design group, materials, environmental, traffic engineering right of way, the public and all other parties necessary to meet contract schedules and requirements

I. Scheduling Specialist

Scheduling Specialist Function: To provide support with development and monitoring of construction schedules and other assigned elements of a construction project to the Area Construction Engineer or designee.

Scheduling Specialist Features of Work:

- Develops and updates Contract Time Determination Reports
- Performs detailed reviews and monitors Contractor schedules as work progresses
- Develops and reviews Schedule Impact Analyses for contract compliance and performing what-if analysis for Notice of Intent (NOIs)

Scheduling Specialist Knowledge Skills and Abilities: The Scheduling Specialist shall have three (3) years of experience in successfully preparing and maintaining

- critical path method (CPM) schedules on Category III and above projects. Additionally, the Scheduling Specialist shall have working knowledge of:
- VDOT Scheduling Specifications, Federal and State guidelines
 - Schedules, claims avoidance, claims mitigation, cost estimating and reporting
 - Scheduling software, specifically Primavera

The Scheduling Specialist is expected to be proficient with the following skills:

- Communicate effectively both orally and in writing
- Effective task and time management
- Functional computer usage including familiarity with Microsoft office suite software

The Scheduling Specialist is expected to have the ability to:

- Develop Contract Time Determination Reports
- Create a CPM schedule utilizing Primavera software
- Perform as-built schedule updates and Schedule Impact Analyses

J. Senior Scheduling Specialist

Senior Scheduling Specialist Function: To provide support with overall management of schedule development, review, and delay impact analysis of construction schedules to the Area Construction Engineer or designee.

Senior Scheduling Specialist Feature of Work: In addition to the features noted for Scheduling Specialist, the Senior Scheduling Specialist:

- Performs quality assurance and quality control of construction schedules development and reviews.
- Develops and reviews Schedule Impact Analysis for contract compliance and performing what-if analysis and Notice of Intentions (NOIs)

Senior Scheduling Specialist Knowledge, Skills, and Abilities: The Senior Scheduling Specialist shall have ten (10) years of scheduling experience which at least five (5) years have been directly involved with complex construction project scheduling and schedule analysis on Category III and above projects. Additionally, the Senior Scheduling Specialist shall have comprehensive knowledge of:

- Construction scheduling software including Primavera and scheduling techniques

The Scheduling Specialist is expected to be proficient with the following skills:

- Critical Path Method (CPM) scheduling
- Claims avoidance
- Cost estimating
- Functional computer usage including familiarity with Microsoft office suite software

The Scheduling Specialist is expected to have the ability to:

- Develop and to monitor construction schedules
- Apply methods of quality assurance and quality control

A Bachelor's degree in Civil Engineering or engineering related field from an ABET accredited university may substitute for five (5) years of experience. This does not eliminate the requirement that the Senior Scheduling Specialist have five (5) years of prior experience on Category III and above projects. Prefer the Senior Scheduling Specialist to hold a Scheduling Professional (PSP) Certification.

K. NACE Coating Technician Level II

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

NACE Coating Technician II Features of Work:

- Monitors and inspects the Contractor's coating operations to ensure compliance with contract documents
- Schedules work and inspection phases with contractor's superintendent and agency personnel
- Advises contractors of violations and recommends adjustments to operations
- Takes field measurements of pay items
- Maintains daily diaries

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

- VDOT Road and Bridge Specifications
- State and federal environmental and safety guidelines and regulations
- Use of contract management software including Site Manager

The NACE II Technician is expected to be proficient with the following skills:

- Functional computer usage including familiarity with Microsoft office suite software
- Site Manager software program

The NACE II Technician is expected to have the ability to:

- Read and interpret Structure and Bridge plans and specification
- Maintain detailed records
- Perform and document required materials testing
- Communicate with the agency and contractor personnel and the general public

L. Environmental Permit Compliance Inspector

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

Environmental Permit Compliance Inspector Feature of Work:

- Perform onsite review and inspection of construction activities to verify environmental stipulations, commitments, and permits are being met
- Provides technical expertise on environmental compliance for construction activities operations
- Document prescribed work is in compliance with the permit conditions, project drawings, contract documents, Federal environmental laws and regulations, State Erosion and Sediment Control and Stormwater Management Laws and regulation, and the Department's Road and Bridge Specifications/Standards
- Maintain environmental related project records

Environmental Permit Compliance Inspector Knowledge Skills, and Abilities: The Environmental Permit Compliance Inspector shall have seven (7) years of environmental permit compliance inspection experience. The Environmental Permit Compliance Inspector shall have Comprehensive knowledge of:

- SWPPP, Pollution Prevention, Spill Containment Plans
- C-107 process
- VDOT's VSMP, ESCCC, and MS4 programs

The Environmental Permit Compliance Inspector is expected to be proficient with the following skills:

- Geographic Information System
- Assessing environmental impacts to water quality, streams, wetlands, threatened species
- Interpreting and applying state and federal environmental laws, regulations, policies, and best practices
- Functional computer usage including familiarity with Microsoft office suite software

The Environmental Permit Compliance Inspector is expected to have the ability to:

- Provide clear and concise technical verbal and written guidance regarding but not limited to the following areas: environmental inspection management, erosion and sediment control inspections, and stormwater management control inspections
- Prioritize and manage multiple tasks
- Create and maintain detailed documentation
- Prepare correspondence that communicates effectively with agency and contractor personnel

The Environmental Permit Compliance Inspector shall have the following certifications:

- DEQ Erosion and Sediment Control Inspector
- DEQ Stormwater Management (Inspector)

A Bachelor's degree in Environmental Biology, Environmental Science, Environmental Engineering, or equivalent related degree may substitute five (5) years of experience.

M. Administrative Assistant

Administrative Assistant Functions: To provide administrative support to construction staff assisting in daily office needs and managing general administrative activities.

Administrative Assistant Features of Work:

- Takes meeting minutes and distributes them in a timely manner
- Assists project staff with timesheets and construction management computer systems
- Assists with invoice preparation and review
- Prepares reports and other correspondence in an accurate and timely manner
- Provides general office management including office supply inventory, answer and direct phone calls, project filing system utilizing VDOT's SharePoint or other method, mail collection and distribution, maintenance, and close-out
- Assist with the retention, tracking, preparation, and submission of project related documents, reports, and correspondence

Administrative Assistant Knowledge Skills and Abilities: The Administrative Assistant is expected to have the following knowledge:

- General office management practices
- Construction submittal process and office management systems

The Administrative Assistant is expected to be proficient with the following skills:

- Functional computer usage including familiarity with Microsoft office suite software

The Administrative Assistant is expected to have the ability to:

- Multitask and manage administrative duties in a professional, timely and accurate manner
- Record meeting minutes and action logs
- Distribute minutes and request feedback
- Track items requiring action and maintain status logs of these items
- Communicate with the agency and contractor personnel and the general public
- Maintain detailed records

ENGINEERING SUPPORT STAFF FUNCTIONS, FEATURES OF WORK AND KNOWLEDGE SKILLS AND ABILITIES

N. Engineering Support Staff

Engineering Support Staff Function: To provide support to the Department staff as requested by the Area Construction Engineer or Project Manager.

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

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

PROCUREMENT SCHEDULE

- | | |
|---|------------------------------|
| - Expression of Interest Due Date and Time | 10/05/2017 at 2:00 PM |
| - Short List Posted on the VDOT Website - NLT | 11/02/2017 |
| - Interviews/Technical Presentations | 11/14/2017 |
| - Final Consultant Selection | 12/01/2017 |
| - Selected Consultant Pre-Award Documents Due - NLT | 12/13/2017 |
| - Completed Negotiations Agreement Due | 01/23/2018 |
| - Consultant Contract(s) Signed | 03/14/2018 |
| - Notice to Proceed: | |
| o 1 st | 03/14/2018 |
| o 2 nd | 05/15/2018 |
| o 3 rd | 02/15/2019 |

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>

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	Firm Data Sheet
Understanding of Scope of Work	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)
	FAR Approval letter by VDOT (Full size copies of)
	Title VI Certification Letter (Full size copies)

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 identified by asterisk (*) as shown next to the classification in the Scope section. Team members who are not currently employed by the firm under which they are proposed shall have a signed commitment letter (See Attachment “A”) attached to their resume, demonstrating their commitment to the firm under which they are proposed should the team be awarded the inspection contract. 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.

For Key Personnel, provide resumes for at least 50% of the required positions for each classification. For non-key personnel, provide one resume for each classification. No resumes are required for Inspector Trainee(s) or Administrative Assistant(s).

5. In SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract), and 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), and 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 are 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.

If portions of the services are to be subcontracted to a DBE, 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 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 firm that it is participating, including a description of the services to be performed and the percent of participation.

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

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

Any DBE or SWaM firm must become certified (with the Virginia Department of Small Business and Supplier Diversity) prior to your response being submitted. If DBE or SWaM firm is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE or SWaM 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 C work will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with Department form. Please carefully read the instructions on the Present Workload with Department form. (Vol.I and Vol. II)
10. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly. (Vol.II)

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

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

11. In 2 page(s) or less, discuss current and future availability of key personnel throughout the life of the contract. Specifically addressing availability and responsiveness of the CIC to the Department.

12. In 2 page(s) or less, please emphasize your firm's experience in the following areas relative to Construction Inspection Services: environmental review and compliance; recognition of defective materials/work or work improperly performed and; the authority of the Inspector to reject and/or suspend materials and/or work.
13. A project approach discussion is neither required nor desired for this project.
14. In addition to the page restrictions listed above, a maximum of 3 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 three (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 three (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)

18. The prime and all sub consultants are required to include in their proposals indirect cost rates that have been accepted by VDOT. This requirement is not factored into consideration for responsiveness. Any firm that does not have accepted FAR rates at the time of the EOI submittal will be required to submit the required documentation within ten (10) work days of the date of the notification letter. If no audited home office overhead rate is available, a provisional overhead rate (overhead plus payroll burden) of 110% will be used. If no audited field overhead rate is available, an overhead rate (overhead plus payroll burden) of 75% will be used. (Vol. II)
19. The prime and all sub consultants are required to submit their Title VI Evaluation Report or Certification Letter in the Expression of Interest. This requirement is not factored into consideration for responsiveness. Any firm that does not have Title VI certification at the time of the EOI submittal will be required to submit the documentation within ten (10) work days of the date of the notification letter or VDOT may begin negotiating with the next ranked firm upon receiving approval from the Civil Rights Division. (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 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.

The method of payment will be actual costs for each project assignment based on fixed billable rates or lump sum based on fixed billable rate. For purpose of determining the fixed billable rates, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.

4. All firms submitting Expressions of Interest (prime consultants, joint ventures and sub-consultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All architectural or engineering firms selected for a project (prime consultants, joint ventures and sub-consultants) must submit their FAR audit data along with a Contractor Cost Certification for indirect cost rates required by FHWA order 4470.1A dated October 27, 2010 to the Department within 10 work days of being notified of their selection, whereby an official of an architectural or engineering firm shall certify that the indirect cost rate submitted does not include any costs which are expressly unallowable and that the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles

contained in the Federal Acquisition Regulations (FAR) of 48CFR31. A sample Contractor Cost Certification is available for architectural or engineering firm's use on VDOT website at <http://www.virginiadot.org/business/gpmmps.asp>. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 work days, negotiations may be terminated by the Department and the next most qualified team invited to submit a proposal.

5. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:

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

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

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

6. **Electronic EOI submittals are required for this EOI.** Submittals shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and

effective proposal are neither required nor desired. Please do not duplicate information furnished in the SF 330 Part I and Part II elsewhere in the submittal. **All information must be submitted electronically through VDOT's Falcon system and received no later than 2:00 PM (local time prevailing) on 10/05/2017. 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, 10/05/2017.** 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_HRD-20170126_Jones Construction.pdf**
VOL II_HRD-20170126_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.virginia.gov/falconwebv3/>.

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

The VDOT CADD Support Helpdesk phone numbers are:

LOCAL: (804) 786-1280

TOLL FREE: (888) 683-0345

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

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

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

8. The Offeror shall be in compliance with Commonwealth of Virginia Executive Order 61 Ensuring Equal Opportunity and Access for all Virginians in state contracting and public services. The Offeror shall maintain a non-discrimination policy, which prohibits discrimination by the Offeror on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status. This policy shall be followed in all employment practices, subcontracting practices, and delivery of goods or services. The Offeror shall also include this requirement in all subcontracts valued over \$10,000.
9. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
10. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register may result in the bid/proposal/expression of interest being rejected.

FIRM DATA SHEET (Vol. II)

Funding: ____ (S=State F=Federal)

Project No.: _____

Division: _____

EOI Due Date: _____

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

Project: _____

- 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: _____

EOI NO.: _____

PROJECT: _____

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					15%	
PERSONNEL'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10					25%	
QUALIFICATIONS OF CONSTRUCTION INSPECTOR COORDINATOR (CIC) (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10					30%	
ORGANIZATIONAL CAPABILITY (Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of sub-consultants) (1=least, 10=most)		1-10					20%	
PRESENT WORKLOAD WITH DEPARTMENT (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Work being performed as a prime, joint venture or sub-consultant on a Design-Build project shall be included.) † (Only Category C workload is counted on this selection*)	Above \$4,000,000	0					10%	
	3,500,001-4,000,000	1						
	3,000,001-3,500,000	2						
	2,500,001-3,000,000	3						
	2,000,001-2,500,000	4						
	1,500,001-2,000,000	5						
	1,000,001-1,500,000	6						
	750,001-1,000,000	7						
	500,001-750,000	8						
	250,001-500,000	9						
0-250,000	10							
							TOTAL	

*CATEGORIES OF WORKLOAD:

A - TERM SURVEYING AND UTILITY DESIGNATION/LOCATION CONTRACTS

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

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

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

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

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

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

ATTACHMENT “A”
Employment Commitment Letter
Vol. I

Date:

To:
Firm Name:
Address:

Reference – Employment Commitment For

This letter is my commitment to your firm that should your firm become successful in obtaining a contract for construction inspection with the Virginia Department of Transportation I will be available to begin employment upon execution of the referenced inspection services contract.

Signed: _____ Date: _____

Printed Name: _____

