

# **REQUEST FOR PROPOSAL**

Limited Services Term Contract for the Development of  
Statewide Project Level Air Quality and Noise Abatement  
Studies and Related Engineering Services

RFP No. ENV-20171221

Date: 12/21/2017



## 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:** **Statewide Project Level Air Quality and Noise Abatement Studies and Related Engineering Services**  
RFP: ENV-20171221

**Type of Contract:** Limited Services Term Contract

**Maximum Value:** \$3,000,000.00 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 10% DBE Participation.

**Anticipated Procurement Schedule follows\*:**

- |   |                             |
|---|-----------------------------|
| - Expression of Interest Due Date and Time    | 1/25/2018 at <b>2:00</b> PM |
| - Short List Posted on the VDOT Website       | 3/8/2018                    |
| - Interviews/Technical Presentations          | 3/27/2018                   |
| - Final Consultant Selection                  | 4/16/2018                   |
| - Selected Consultant Pre-Award Documents Due | 5/7/2018                    |
| - Completed Negotiations Agreement Due        | 6/4/2018                    |
| - Consultant Contract Signed                  | 6/18/2018                   |

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

**EOI Due Date:** **Thursday January 25, 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 Jeff Hetzer at 804-786-6724 or [Jeff.Hetzer@VDOT.Virginia.gov](mailto:Jeff.Hetzer@VDOT.Virginia.gov).

## GENERAL

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

The development, performance and completion of project level air quality and noise abatement studies and related engineering services for transportation projects on a statewide basis. These services include, but are not limited to, the preparation of project level air quality studies, preliminary and final design noise analyses, professional grade technical reports, and the coordination and communication with regulatory agencies and public stakeholders. All work shall be performed utilizing all applicable federal and state regulations, policies and procedures.

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.

## 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

• Expression of Interest Due Date and Time	1/25/2018 at 2:00 PM
• Short List Posted on the VDOT Website	3/8/2018
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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 for projects/assignments to be performed under this contract may include, but not be limited to, the following services:

- Preparation of project-level air quality studies that meet all applicable federal and state regulations and guidance, which may include;
  - Adherence to VDOT guidelines, policies, and procedures, including VDOT's Scoping Guidelines for Project-Level Air Quality Analyses, Project-Level Air Quality Analysis Resource Document and Project-Level Air Quality Analysis Template Report for NEPA Documentation.
  - Adapting to changes in regulation and guidance (federal, state, and local) as needed. For example, while current analyses address CO, MSAT, Indirect Effects, and Cumulative Impacts (IECI), and (for environmental impact statements, qualitative greenhouse gas analyses), future analyses may also have to address quantitative greenhouse gas analyses and assessments of climate change as well as PM2.5 analyses.
  - Use of EPA regulatory models MOVES, AERMOD, CAL3QHC, and/or any associated interfaces, vendor software, and preprocessing models

- Preparation of quantitative CO hotspot analyses, including all required traffic and modeling inputs including background concentration and persistence factors as needed
- Preparation of qualitative and quantitative MSAT analyses
- Preparation of qualitative IECI analyses (quantitative if regulatory requirements or guidance changes)
- Preparation of qualitative GHG analyses (quantitative GHG and assessments of climate change, if regulatory requirements or guidance change)
  - Evaluation and/or quantification of mitigation measures as needed
- If regulatory requirements or guidance change, preparation of quantitative PM2.5 analyses, including all required traffic and modelling input
  - Modeling of point sources and off-network sources
  - Preparation of PM2.5 background concentrations as needed
  - Quantification of construction related emissions
  - Preparation of meteorological data files for use with AERMOD
  - Evaluation and/or quantification of mitigation measures as needed
  - Interagency consultation as appropriate, including the preparation of any associated agendas, presentations, handouts, meeting minutes, and response to comments
- Quantification of air quality benefits associated with CMAQ projects
- Preparation of preliminary and final design noise analyses that meet all applicable federal and state regulations and guidance, which may include;
  - Adherence to VDOT guidelines, policies and procedures, including VDOT's Highway Traffic Noise Impact Analysis Guidance Manual
  - Preparation of traffic noise analyses
  - Project site visits
  - Development of public informational mailings and questionnaires
  - Completion of noise measurements including loudest-hour analyses
  - Performing land-use investigations
  - Use of Federally approved traffic noise model for noise level computations and sound barrier design analyses
  - Sound barrier cost-effective analyses
  - Preparation of noise abatement designs, specifications, and drawings
  - Preparation of sound barrier wall construction plans
  - Providing civil survey services
- Preparation and/or evaluation of traffic data using appropriate methodologies, including travel demand forecasting models, Environmental Traffic Data (ENTRADA), microsimulation models, and the Highway Capacity Manual
- Evaluation and/or quantification of mitigation measures
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- Consultation with VDOT's air quality and noise abatement staff
- Attendance at project scoping meetings
- Administration and management of project budgets, workloads, and schedules
- Preparation of presentations for display at public hearings meetings with governmental agencies and special interest groups
- Preparation of technical findings for in-house and public meetings including preparation of presentations, display materials, and handouts as needed
- Providing expert testimony
- Any other air quality and noise abatement studies, traffic studies, planning studies, research studies, and/or duties agreed upon by VDOT and the Consultant

All services must be performed in accordance with VDOT standards, policies and procedures, all appropriate federal, state and local laws and regulations, and be of sufficient quality to obtain

approval from all necessary regulatory agencies.

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

All procurement related questions or information should be directed to Jeff Hetzer at 804-786-6724 or email [Jeff.Hetzer@VDOT.Virginia.gov](mailto:Jeff.Hetzer@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)
	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), provide a one page organizational chart showing all firms involved and key staff assignments and responsibilities proposed by the Consultant. Key Personnel designated by the Consultant shall be clearly labelled on the Organizational Chart. (Vol. I, included in SF330)
4. The Consultant shall designate a Project Manager for this procurement who will have overall responsibility for the performance and management of the contract. This Project Manager shall have a minimum of five years' experience managing large scale project-level air quality and noise abatement studies. The Project Manager is the only VDOT required Key Personnel. The Consultant shall identify and propose all other Key Personnel determined as required for this procurement. Key Personnel are defined as those to whom contract assignments will be given and who will be performing the actual management of work elements and have responsibility for performance and product delivery. The Consultant shall provide resumes for all Key Personnel in SF 330 Part I, Section E (Resumes of Key Personnel). Each resume shall be limited to one page per person with a font no less than 10 point. (Vol. I, included in SF330) The Consultant should not provide resumes for staff not designated as Key Personnel.

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 Contract Administrator 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 two (2) 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. 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.

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](mailto: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. Omitted

12. In ten (10) page(s) or less, please emphasize your qualifications in the following areas: (Vol.I)

- Preparing air quality and noise abatement studies that meet all applicable federal and state requirements
- Preparation of technical reports and presentation of findings
- Experience with regulatory agencies and interagency consultation
- Project management experience, and the ability to meet expedited project development schedules
- Sound barrier evaluation and design
- Alternatives to sound barrier mitigation measures
- Multi-modal noise analysis
- Knowledge and experience with the Federally-approved traffic noise model
- Completion of survey and construction plans per VDOT guidelines
- Knowledge and experience using the latest EPA MOVES emissions model, including the development of all required data inputs
- Knowledge and experience using AERMOD and CAL3QHC to model air quality impacts from roadways, off-network sources, and point sources
- Knowledge and experience adhering to VDOT's air quality and noise abatement study guidelines
- Knowledge and experience preparing traffic inputs for air quality and noise abatement studies
- Developing meteorological data and background concentrations for use with AERMOD and CAL3QHC
- Using travel demand forecasting models, and other traffic models that may be used in the development of project-level air quality and noise abatement studies
- Modeling construction-related emissions and mitigation measures
- Using Microstation or other CADD-related software (e.g., GIS platforms)
- Ability to prepare public-friendly graphics
- Providing expert testimony

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 four (4) 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)

18. The prime and all subconsultants are required to include in their Expression of Interest the copy of the VDOT accepted FAR approval. **Any firm that does not have accepted FAR rates at the time of the EOI submittal will be required to provide evidence that they have submitted paperwork to the VDOT Assurance and Compliance Office for approval. Failure to have current FAR documentation will not make a submittal nonresponsive.** If FAR rates are not approved by the contract execution, provisional rates will be applied at 110% for Home Office and 75% for Field Office. The consultants and its team members shall have both Home and Field Office Overhead rates. (Vol. II)
  
19. The prime and all subconsultants are required to submit their Title VI Evaluation Report or Certification Letter in the Expression of Interest. **Any firm that does not have accepted Title VI at the time of the EOI submittal will be required to provide evidence that they have submitted paperwork to the VDOT Civil Rights Office for approval. Failure to have current Title VI documentation will not make a submittal nonresponsive.** This requirement is not factored into consideration for responsiveness. (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.
4. All firms submitting Expressions of Interest (prime consultants, joint ventures and sub-consultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All architectural or engineering firms selected for a project (prime consultants, joint ventures and sub-consultants) must submit their FAR audit data along with a Contractor Cost Certification for indirect cost rates required by FHWA order 4470.1A dated October 27, 2010 to the Department within 10 work days of being notified of their selection, whereby an official of an architectural or engineering firm shall certify that the indirect cost rate submitted does not include any costs which are expressly unallowable and that the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48CFR31. A sample Contractor Cost Certification is available for architectural or engineering firm's use on VDOT website at <http://www.virginiadot.org/business/gpmps.asp>. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 work days, negotiations may be terminated by the Department and the next most qualified team invited to submit a proposal.
5. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the

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

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

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

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

6. **Electronic EOI submittals are 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 1/25/2018. 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, 1/25/2108.** 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\_ENV20171221\_Jones Construction.pdf**  
**VOL II\_ENV20171221\_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. It is requested that when your EOI is submitted that you provide email notification of the submittal to the Procurement Point of Contact.

**D. Do not wait until the last minute to upload the EOI.** The time required for the upload to complete has several variables, including the load on the system with multiple concurrent uploads. If steps A and B are completed at least 5 business days and step C is completed at least 2 days prior to the due date, it will help to eliminate any last minute issues.

All electronic deliveries shall be made to the following VDOT Web address:

<http://falcon.viriniadot.org/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](mailto:CADDSupport@VDOT.virginia.gov) at least 7 business days prior to the submission date to request a Falcon login and password or to request that an existing Falcon account be given access.

The VDOT CADD Support Helpdesk phone numbers are:

LOCAL: (804) 786-1280

TOLL FREE: (888) 683-0345

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

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

The Virginia Department of Transportation (VDOT) in accordance with the provisions of Title

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

8. The Offeror shall be in compliance with Commonwealth of Virginia Executive Order 61 Ensuring Equal Opportunity and Access for all Virginians in state contracting and public services. The Offeror shall maintain a non-discrimination policy, which prohibits discrimination by the Offeror on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status. This policy shall be followed in all employment practices, subcontracting practices, and delivery of goods or services. The Offeror shall also include this requirement in all subcontracts valued over \$10,000.
9. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
10. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register may result in the bid/proposal/expression of interest being rejected.
11. The required services will involve the handling of Critical Infrastructure Information/Sensitive Security Information (CII/SSI) material. Firm(s) handling CII/SSI material will be required to sign non-disclosure agreements. Individuals with the firm(s) that handle CII/SSI material will be required to sign non-disclosure agreements. Once negotiations have been completed and prior to executing a contract, personnel handling CII/SSI material, visiting Critical Infrastructure (CI) facilities or performing bridge/tunnel inspections may be required to pass a fingerprint-based Criminal History Background Check (CHBC). An individual employee's failure to successfully pass the fingerprint-based CHBC will not negate the selection and offerors will be allowed to replace those individuals. However, if key personnel fail the fingerprint-based CHBC, the selection may be cancelled and negotiations begun with the next ranked offeror. VDOT reserves the right to conduct fingerprint-based CHBC on all employees of the prime consultant, on any employees of sub-consultants or on any proposed replacements during the term of the contract who will be involved in this project. All costs associated with the fingerprint-based CHBC are the responsibility of the prime consultant. A VDOT issued photo-identification badge is required for each employee of the prime consultant or any sub-consultant who will need access to VDOT CI facilities or who will be performing bridge/tunnel inspections. Based upon the results of the fingerprint-based CHBC, VDOT reserves the right to deny issuance of a VDOT security clearance or a VDOT issued photo-identification badge.



**PRESENT WORKLOAD WITH DEPARTMENT (Vol. I and II)**

(List Amount of Each With VDOT by Division)

PROJECT NUMBER* AND CARDINAL CONTRACT ID NUMBER	CAT.	LEAD DIVISION	DATE OF ORIGINAL AGREEMENT	AMOUNT OF CONTRACT /TASK ORDERS ** (\$)	LESS DBE/SWAM CREDIT	LESS SUB'S AMOUNT (\$)	SUBTOTAL (\$)	LESS FIRM'S APPROVED PAYMENT (\$)	PLUS PENDING SUPPLEMENT or CONTRACT *** (\$)	TOTAL REMAINING WORKLOAD (\$)	SCHEDULED COMPLETION DATE
PRIME CONSULTANT											
TOTAL OF PRIME'S CONTRACTS											
SUB-CONSULTANTS†											
TOTAL OF SUB'S CONTRACTS											
TOTAL REMAINING WORKLOAD											

\* Projects include contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Please list only those VDOT projects for the Category applicable to this procurement as specified in the RFP. Please include the Category Letter and all other pertinent information on the form. Only those projects in Category **\_B\_** are to be totaled and counted for Present Workload for this procurement.

- Category A: Term Surveying and Utility Designation/Location Contracts.
- Category B: Preliminary Engineering Contracts - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.
- Category C: Construction Engineering Contracts - includes construction inspection, preparation of final estimates..
- Category D: Operation and maintenance Contracts - includes operation and maintenance of traffic management systems.
- Category E: Bridge Safety Inspection Contracts – includes bridge and traffic structure safety inspection.

\*\* Amount of contract includes contingency and non-salary direct cost and all executed supplemental agreements.

\*\*\* Excluding Sub-consultants

Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Professional services work being performed as a prime, joint venture, or sub-consultant on a VDOT Design-Build project shall be included.

† The outstanding workload in Category **\_B\_** of each DBE/SWAM prime and sub-consultant may be reduced up to \$4M and the remainder (>\$0) added to the team's total workload. When DBE/SWAM firms graduate from the program, their workload incurred while a DBW/SWAM may be reduced up to \$4M for the next three years. Any work obtained after graduating from the program will be counted.

**Firm Registration Information (Vol. II)**

Offerors shall complete the table and include the required state registration and licensure information. By completing this table, Offerors certify that their team complies with the requirements set forth in the RFP and that all businesses and individuals listed are active and in good standing.

SCC, DPOR, Title VI & FAR Business Information									
Business Name	SCC Information			DPOR Information				Title VI Expiration Date	VDOT FAR Expiration Date
	SCC Number	SCC Type of Corporation	SCC Status	DPOR Registered Address	DPOR Registration Type	DPOR Registration Number	DPOR Expiration Date		

### Key Personnel Registration Information (Vol. II)

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

## FIRM DATA SHEET (Vol. II)

Funding:   S, F   (S=State F=Federal)

Project/RFP No.: ENV-20171221; Limited Services Term Contract for the Development of Statewide Project Level Air Quality and Noise Abatement Studies and Related Engineering Services

Division: Environmental

EOI Due Date: 1/25/2018

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all sub-consultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data may result in the Expression of Interest not being considered.

Firm's Name, Address and DBE and/or SWAM Certification Number	Firm's DBE or SWaM Status *	Firm's Age	Firm's Annual Gross Receipts

\* YD = DBE Firm Certified by DMBE

N = DBE or SWaM Firm Not Certified by DMBE

NA = Firm Not Claiming DBE or SWaM Status

YS = SWaM Firm Certified by DMBE. Indicate whether small, woman-owned, or small business.

DMBE is the Virginia Department of Small Business and Supplier Diversity

**CERTIFICATION REGARDING DEBARMENT**  
**PRIMARY COVERED TRANSACTIONS**  
**(To be completed by a Prime Consultant)**  
**Vol. II**

Project: ENV-20171221 Limited Services Term Contract for the Development of Statewide Project Level Air Quality and Noise Abatement Studies and Related Engineering Services

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
  - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

\_\_\_\_\_  
Signature    Date    Title

\_\_\_\_\_  
Name of Firm

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

Project: ENV-20171221; Limited Services Term Contract for the Development of Statewide Project Level Air Quality and Noise Abatement Studies and Related Engineering Services

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

\_\_\_\_\_  
Signature                                      Date                                      Title

\_\_\_\_\_  
Name of Firm

CONSULTANT SHORT LIST SCORE SHEET  
(FOR PROFESSIONAL SERVICES)

DIVISION: ENVIRONMENTAL

EOI NO.: \_\_\_\_\_

PROJECT: **Statewide Project-Level Air Quality and Noise Abatement Studies and Related Engineering Services**

FIRM: \_\_\_\_\_

DESCRIPTION: Provide project level air quality noise abatement studies & related Engineering services

SUBS: \_\_\_\_\_

DATE: \_\_\_\_\_

	NUMERICAL VALUE				AVG.	WEIGHT	WEIGHTED EVALUATION
<b>Firm/Team's Experience Performing Noise Analysis and Sound Barrier Design Using TNM</b> (Ability to accurately apply highway noise principles to model roadway design, perform noise measurements, incorporate survey, and analyze traffic data to determine the loudest hour as inputs into TNM. Ability to design barrier profiles using information such as cross-sections, determine sound barrier cost-effectiveness and optimization, and accurately measure and model non-highway traffic noise sources such as rail and aircraft in combination with highway noise). (1=least, 10=most)	1-10					35%	
<b>Firm/Team's Experience Performing Project-Level Air Quality Analyses Using Regulatory Models and Associated Utilities</b> (Ability to prepare qualitative and quantitative analyses that meet all applicable Federal and State air quality requirements and prepare quality NEPA documentation, making use of the Department Resource Document, Template Report and Scoping Guidelines for these purposes. Demonstrated ability to model CO and MSATs. Ability to develop background concentrations and persistence factors. Capability to model GHGs and PM2.5 (including generation of modeling inputs) should regulations and guidance change and such analyses be required. Ability to develop traffic data and other required inputs for project-level air studies, the requirements for which varies with pollutant and for screening and refined analyses. Understanding of federal and Virginia air quality laws, regulations, and guidance and ability to adapt to changes in same.) (1=least, 10=most)	1-10					25%	
<b>Firm/Team's Experience Preparing Technical Reports and Findings</b> (Ability to prepare air studies and preliminary/final design noise studies that meet federal and Virginia policy, regulations, and guidance. Provide clear, concise, professional-grade reports that accurately document requirements, methodology, assumptions, and findings, including graphics, tables, charts, and ability to electronically deliver results. . Experience using Microstation and/or other CADD/GIS-related software.) (1=least, 10=most)	1-10					15%	
<b>Firm/Team's Experience with Regulatory Agencies, Consultation, and Public Involvement</b> (Experience working effectively with FHWA and EPA, and public officials. Ability to organize and conduct consultation meetings and professionally present and discuss requirements, methodology, assumptions, and findings of air quality and noise abatement studies. Ability to professionally discuss findings at public hearings and community information meetings.) (1=least, 10=most)	1-10					10%	
<b>Firm/Team's Project Management Experience</b> (Expertise, experience, and qualifications in project management. Ability to scope, plan, and coordinate air quality and noise abatement studies to completion in order to meet established or expedited roadway design schedules. Teams ability to provide sufficient project and staff resources.) (1=least, 10=most)	1-10					5%	
<b>Present Workload with Department</b> (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 <b>Category B</b> workload is counted on this selection*)	Above \$4,000,000 3,500,001-4,000,000 3,000,001-3,500,000 2,500,001-3,000,000 2,000,001-2,500,000 1,500,001-2,000,000 1,000,001-1,500,000 750,001-1,000,000 500,001-750,000 250,001-500,000 0-250,000	0				10%	
		1					
		2					
		3					
		4					
		5					
		6					
		7					
		8					
		9					
		10					

TOTAL	
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**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, and bridge and traffic structure safety inspection.
- D - OPERATION AND MAINTENANCE CONTRACTS - includes operation and maintenance of traffic management systems.

† 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.