



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219 2000

Charles A. Kilpatrick, P.E.  
Commissioner

January 5, 2018

## QUESTIONS AND ANSWERS TO ALL OFFERORS:

Reference – Request for Proposal	ENV- 20171221
Procurement Description:	Limited Services Term Contract for the Development of Project Level Air Quality and Noise Abatement Studies and Related Engineering Services
Commodity:	Engineering Services- Professional
Location:	Statewide
RFP Dated:	December 21, 2107
Expression of Interest Due Date:	January 25, 2018 by 2:00pm (no change)

## THE QUESTIONS BELOW REFERENCE THE RFP FOR THIS CONTRACT

**Question #1:** Item 4 on page 7: This section says that the Project Manager is the only required Key Personnel, and then the last sentence says that the consultant should not provide resumes for staff not designated as Key Personnel. Please confirm if resumes of other Key Personnel (in addition to the Project Manager) should be included in the SF 300 Section E.

**Answer #1:** Consultants submitting an Expression of Interest (EOI) shall provide the resume of the Project Manager which is the only VDOT designated Key Personnel. Consultants in the EOI shall designate/propose additional Key Personnel as they deem appropriate for the Scope of Work. Resumes shall be provided for these Consultant designated Key Personnel. Thus, resumes for the Consultant designated Key Personnel shall be provided along with that for Project Manager. Do not provide resumes for staff not designated as Key Personnel.

**Question #2:** Item 7 on page 7: In one sentence, it states that the SF 330 Section H is limited to two (2) pages and in another it says the limit is ten (10) pages. Please confirm how many pages are allowed in SF 330 Section H.

**Answer #2:** The page limit for this section is limited to two (2) pages not ten as noted elsewhere in Item 7. Item 7 is revised as follows:

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 ~~two~~ 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)

**Question #3:** Item 12 page 10: Please confirm whether the ten (10) pages allotted for qualifications in the bulleted areas is in addition to the pages allotted in the SF 330 Section H.

**Answer #3:** The ten (10) pages allotted for this section are in addition to the two pages allotted for Section H.

**Question #4:** Please clarify if the Response to the RFP Expression of Interest should cover items 2-19 or only item #12. The previous RFP for environmental services (ENV20171128) instructed this section to include only items 11-14.

**Answer #4:** Responses to the RFP (EOI) should cover Items 2-19.

**Question #5:** Are any of the key personnel required to hold Virginia PE licenses?

**Answer #5:** The RFP contains no P. E. license requirements for Key Personnel. In identifying your Key Personnel for the EOI, the Consultant should determine where such license would be needed or advantageous in performing the scope of work and submit resumes accordingly.

Thank you for your interest in this procurement.



Jeff Hetzer  
Alternative Project Delivery Division