MEMORANDUM

TO: The Consultant Community

FROM: Mohammad Mirshahi, P.E. (Signature on File)
Deputy Chief Engineer

SUBJECT: Present Workload (Backlog) for Professional Services Contracts

The Virginia Department of Transportation (VDOT) issued a memorandum dated May 27, 2005 regarding changes to the Present Workload (Backlog) policy for the consultant evaluation and selection process. In that memorandum, VDOT exempted a SWaM/DBE firm’s workload from the present workload computation.

In order to continue the effort to achieve improved results in promoting the equitable distribution of consultant contracts to qualified firms, VDOT and industry representatives have conducted additional discussions on this subject. As a result of these discussions, VDOT is implementing the following change regarding Present Workload computation:

The current policy regarding reporting present workload/backlog for Disadvantage Business Enterprise (DBE)/Small, Women, and, Minority (SWaM) firms has been revised. Effective April 1, 2013, DBE/SWaM firms (prime and/or sub-consultant) shall report VDOT workload greater than $4 million on the present workload computation sheet included in the RFP. The current scoring criterion of $4 million and a 10 percent weighting for present workload will remain unchanged. Furthermore, the present workload computation will include professional services engineering design work on design-build contracts procured by VDOT.

This memorandum supersedes the May 27, 2005 memo noted above and related VDOT policy included in the 2009 Manual for the Procurement and Management of Professional Services, Revision 3-July 1, 2012. The Manual will reflect this change in its next revision.

Cc: Division Administrators
    District Administrators
    Consultant Coordinating Committee