



# COMMONWEALTH of VIRGINIA

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

Gregory A. Whirley  
Commissioner

April 1, 2013

## 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