

REQUEST FOR PROPOSAL

**Limited Term Contract for On-Call
Professional Traffic Engineering Services for
Northwest Region Operations**

RFP No. TE20180319

Date: March 19, 2018



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: TE20180319** - Limited Term Contract for On-Call Professional Traffic Engineering Services for Northwest Region Operations

Type of Contract: Limited Services Term Contract

Value: \$2,000,000

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: The Department believes that these services support 10% DBE participation

Anticipated Procurement Schedule follows*:

- | | |
|---|------------------------------|
| - Expression of Interest Due Date and Time | 04/06/2018 at 2:00 PM |
| - Short List Posted on the VDOT Website | 05/07/2018 |
| - Interviews/Technical Presentations | 05/14/2018 |
| - Final Consultant Selection | 05/30/2018 |
| - Selected Consultant Pre-Award Documents Due | 06/14/2018 |
| - Consultant Contract Signed | 07/31/2018 |

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

EOI Due Date: **Friday, April 06, 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 Michele Goode-Bacon (804) 786-0320 or michele-goode-bacon@vdot.virginia.gov.

GENERAL

The Virginia Department of Transportation Northwest Region Operations (NWRO) is seeking expressions of interest from teams of consulting engineering firms who wish to be considered to provide professional engineering services for the utilization of professional traffic engineering expertise to analyze traffic flow in congested or crash prone areas and to make recommendations to solve traffic operational problems and/or to improve traffic flow. The analysis should be based on State and Federal policies and regulations, guidelines in the Traffic Operations and Safety Analysis Manual, and accepted engineering principles and practices. The analysis should employ, as necessary, up-to-date traffic engineering tools, such as computer simulation models with software tools such as Synchro/SimTraffic, Sidra, VISSIM, Transmodler, Corsim, HCS, etc. to complete this work. The analysis may require extensive traffic data collection, including but not limited to speed, volume, classification, turning movements, travel time, pedestrian counts, bicycle counts, delay, etc. The traffic data collection may be required on freeways where invasive data collection methods are inappropriate. If unit (rather than hourly) prices for traffic counts are given, then non-invasive count methods should be included in the pricing. Expertise in Mesoscopic software e.g. AIMSUN is also desirable to be able to model large area networks.

The Northwest Region Operations consists of the Counties of Albemarle, Alleghany, Augusta, Bath, Clarke, Culpeper, Fauquier, Fluvanna, Frederick, Greene, Highland, Louisa, Madison, Orange, Page, Rappahannock, Rockbridge, Rockingham, Shenandoah, and Warren.. Occasionally or under limited special circumstances, work may be required outside the areas noted above. The services outlined under the heading "SCOPE" are not intended to be all-inclusive. The proposed (2) two-year contract with two (2) optional (1) one-year renewable terms, will have a maximum value of **\$2,000,000.00** per term and will be administered by the Northwest Region Operations Traffic Engineering (NWRO) Program Manager, located in the Staunton District.

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.

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

TRAFFIC ENGINEERING ANALYSES

Traffic Data Analyses and Simulation

This work will involve the utilization of professional traffic engineering expertise to analyze traffic flow in congested or crash prone areas and to make recommendations to solve traffic operational problems and/or to improve traffic flow. The analysis should be based on State and Federal policies and regulations, guidelines in the Traffic Operations and Safety Analysis Manual, and accepted engineering principles and practices. The analysis should employ, as necessary, up-to-date traffic engineering tools, such as computer simulation models with software tools such as Synchro/SimTraffic, Sidra, VISSIM, Transmodler, Corsim, HCS, etc. to complete this work. The analysis may require extensive traffic data collection, including but not limited to speed, volume, classification, turning movements, travel time, pedestrian counts, bicycle counts, delay, etc. The traffic data collection may be required on freeways where invasive data collection methods are inappropriate. If unit (rather than hourly) prices for traffic counts are given, then non-invasive count methods should be included in the pricing. Expertise in Mesoscopic software e.g. AIMSUN is also desirable to be able to model large area networks.

Congestion and Performance Management

This work may involve the use of professional traffic engineering, data management and operations expertise to develop methodologies to calculate performance measures and calculation of measures; identify and quantify both temporally and spatially congested bottlenecks, segments, corridors and networks; recommend improvements based on statistical and visualization analysis using tools like SAS, JMP, Tableau, etc. to mitigate congestion including bottleneck improvement projects, active transportation and demand management projects, program and network level improvements. Recommendations should include analysis needed to estimate improvement and quantify Return on Investment.

Ancillary Structural Analyses

Ancillary Structural (sign, signal, lighting, and ITS device support structures) analyses which will involve both existing structures and those proposed for upcoming projects may be required. These analyses may include, but are not limited to, the review of required structures, related catalog cuts/shop drawings, and assisting with the development of proposed policies and specifications related to traffic control device structures.

Highway Maintenance Management System (HMMS) Data Preparation

This work supports the data preparation for VDOT's Highway Maintenance Management System (HMMS) project to help districts/regions to merge and streamline their existing asset data to be compatible for HMMS implementation. Typical work includes but not limited to, traffic asset inventory data collection (using both traditional method and mobile application), merging multiple existing asset databases, mapping and analysis and data quality compliance and quality assurance.

TRAFFIC ENGINEERING STUDIES

Traffic, Safety, and Operational Studies

This work may involve the collection/review of crash data and/or speed data; traffic volume data; vehicle probe data, roadway/asset inventory, alignment and design data; and the performance of operational and safety analyses. The consultant should be able to perform and utilize methodologies in the Highway Capacity and Highway Safety Manuals and related analysis and design software. This effort may include field investigations, research, analysis,

summarization and/or recommendations regarding the specific issue(s) being reviewed and studied, cost estimates (including costs for Preliminary Engineering, Right of Way, Utility Relocation, and Construction phase costs) and calculation of Benefit-to-Cost for Highway Safety Improvement Program (HSIP) funding proposals, and the formal presentation of the results to the public and/or elected officials. The Consultant may be requested to lead a Road Safety Assessment (RSA) effort with participants to be identified by VDOT. Studies may include or be related to, but not limited to, the following:

- Speed Studies
- Truck Studies
- Traffic Calming Studies
- Congestion Mitigation Studies
- Turning Movement Counts
- Signal Timing
- Determining alternatives for detours and lane closures
- Measuring the assessment of work zone traffic impacts
- Defining road user costs
- Traffic simulation modeling
- Traffic Engineering Project inspections
- Roadway Safety Analysis, Assessments, Treatment evaluation and research
- Training classes in any of the above types of analysis and in the various traffic engineering analysis tools such as Corsim, VISSIM, Sidra, HCS, Dynasmart, Aimsun, Vistro, and Synchro HSM spreadsheet tools and IHSDM.

Signal Studies

This work may include the analysis of traffic and pedestrian data (directional flow volumes, crash statistics and/or speed samples) and the application of this data to traffic signal warrants outlined in the 2009 or current adopted edition of the MUTCD or Institute of Transportation Engineering (ITE) Manual of Transportation Engineering Studies as well as Traffic Engineering Memorandum 387.0 (or latest version). Studies may include, but are not limited to, the collection of traffic data, field investigation, pertinent documentation to support the results of the analysis and recommendations based on results, traffic signal timing and phasing evaluations, calculation of yellow change and red clearance intervals (yellow and red), and development of coordinated system timing plans. Intersections may be studied to determine the need for the installation of a traffic signal, modification of an existing signal, or removal of an existing signal. The study may also provide a specific analysis of the location as related to Access Management Regulations. The Consultant may also be required to consider signal criteria beyond those presented in the MUTCD and/or to develop criteria to determine signal operational parameters. Experience with Hardware in loop simulations is desirable. It is expected that the consultant will furnish all necessary equipment to perform any and all data collection activities; maintenance and repair of consultant equipment will be the responsibility of the consultant.

Traffic Signal Optimization and Coordination

This work involves conducting the necessary traffic data collection, computer simulation and analysis to optimize existing & proposed isolated signals and develop coordinated timing plans for existing & proposed traffic signal systems along corridors. This effort may include utilizing automated traffic signal performance measures (ATSPM), recommending changes to existing signal timing, determining yellow change and red clearance intervals, and assisting VDOT personnel with implementing new timing plans in field controllers. It may require before and after evaluations of signal system performance.

Lighting Studies

This type of study may analyze the need for roadway and/or interchange lighting based on the warrants as outlined in the FHWA *Lighting Handbook*, AASHTO *Roadway Lighting Design Guide*, and applicable Illuminating Engineering Society of Northern America (IESNA) guidance. These studies may require data collection, field investigation, and preparation of necessary documentation to support the results of the analysis, any recommendations regarding the need for lighting, and formal presentation of the results to the public and/or elected officials.

Sign & Pavement Marking Studies

This work may include the study of regulatory, warning and guide signs, logo signing and/or supplemental signing with regards to design requirements, field inventory, site assessments, sign quantities and recommendations. This work will also include the review of existing and recommended future pavement markings to include arrows, stop bars, lane lines, reflective pavement markers, etc. Retro reflectivity reviews may also be required.

Speed Studies

This work involves conducting a speed study to determine the recommended speed limit(s) for a section of roadway. This effort may include field investigation, field data collection (speed samples, geometric features, number of access points, sight distance measurements, and inventory of traffic control devices), collection/review of crash data, analysis and recommendations provided in a standard template form to be provided by VDOT. A ball-bank indicator, Distance Measuring Instrument (DMI), and/or video equipment may be required for this level of study.

Safety Studies

This work may involve the collection/review of crash data and/or speed data and the performance of operational analyses. This effort may include field investigations, research, summarization and/or recommendations regarding the specific issue(s) being reviewed and studied, cost estimates (including costs for Preliminary Engineering, Right Of Way, Utility Relocation, and Construction phase costs) and calculation of Benefit/Cost ratios for Highway Safety Improvement Program (HSIP) funding proposals, and the formal presentation of the results to the public and/or elected officials. As part of the study, several alternatives may need to be developed and reviewed to mitigate the safety concern. The Consultant may be requested to lead a Road Safety Assessment (RSA) effort with participants to be identified by VDOT. The consultant may be expected to document their findings in report form depending on the level of task assigned and/or provide detailed graphics for presentation/discussion. A ball-bank indicator, distance measuring instrument (DMI) and/or video equipment may be required for this level of study.

Guardrail Studies / Assessment

This work may include conducting field reviews to determine whether barrier is warranted, providing condition ratings based on relevant Traffic Engineering Memoranda, establishing length of need, recommending fixed object attachments, terminal end treatments and impact attenuators, developing special design fixed object attachments, evaluating shoulder conditions for suitability of guardrail, providing guardrail analysis and design. Work may also include the development of “No Plan” advertisement documents for guardrail asset replacement and upgrade activities, development of quantities and cost estimates, plan view or straight-line sketches and recommendations for asset management strategies. Personnel performing this work must be certified through VDOT’s Guardrail Installation Training (GRIT) program. Work may also include developing guardrail technical guidelines and methodology to systematically prioritize the upgrade and repair of statewide guardrail systems. Work may include providing site preparation and installation recommendations on new guardrail

placement, revising guardrail length of need, terminals, attachments or locations based on construction revisions or field conditions if necessary. Expertise in both NCHRP 350 and MASH will be needed for this work.

Innovative Intersections/Interchanges Studies

This work involves conducting site specific engineering studies to evaluate the feasibility and merits of non-traditional intersection design alternatives such as, but not limited to, roundabouts, restricted crossing u-turn intersections, and continuous flow intersections. This effort may include field data collection, field investigation, microscopic simulation analysis of different alternatives development of detailed recommendations and cost estimates, and development of presentation materials for outreach with the public and/or elected officials.

Neighborhood/Cut-through Traffic Projects

This work will include the evaluation of neighborhoods to address their concerns regarding speed and/or volume of through traffic. This evaluation will utilize VDOT's cut-through and/or traffic calming guidance which establishes threshold values in identifying a problem. The analysis may include the collection of data, field investigation, documentation to support the results of the evaluation, formal recommendations to address the concerns and presentation of results to the public and/or elected officials.

General Studies

These studies may include assistance in reviewing current VDOT policies, reviewing current practices, MUTCD compliance reviews, conducting additional traffic engineering studies (truck studies, bicycle/pedestrian studies, etc.), updating specifications, reviewing industry best practices and other general traffic engineering/operations related studies. The effort may include research, field investigation, data collection, engineering analysis, interfacing with District/Regional personnel, and making recommendations for further development.

Work Zone Safety and Field Support

The consultants may be required to support work zone safety activities and help ensure safety within work zones. This work may include, but is not limited to: review of work zones in the field on a regular basis for compliance with the contract requirements involving the plans, specifications, the Virginia Work Area Protection Manual (WAPM) and the MUTCD; reviewing and submitting the Work Zone Safety Checklist forms to the appropriate construction, land use, maintenance, and District Traffic Engineering staff and videotaping work zones for review by others. The consultant may be requested to provide work zone training for VDOT staff (Basic, Intermediate, and Advanced Work Zone Training Courses). Personnel assigned to tasks must have the appropriate level of work zone traffic control certifications. Given the frequency of work zone field reviews, it may be necessary for the consultant to provide staff which could work in close physical proximity to the work zone for extended periods of time.

TRAFFIC ENGINEERING DESIGN

This work is for the survey, preliminary engineering and design of traffic signals, ITS devices, signs, pavement markings/markers, guardrail, lighting, other operational safety improvements, and Transportation Management Plans for Maintenance of Traffic (MOT) during construction or maintenance projects. All plans to be designed may need to be fully developed for immediate advertisement and installation, may require completing a design started by others or designing a plan that may be completed by others. All plan packages to be designed shall be all inclusive of the necessary information and details to furnish and install complete traffic control device systems by contract including pay items and quantities. Existing or proposed plans will be provided if available.

However, if no plans are available, field investigation, survey, right of way research and verification of existing topography, utilities, infrastructure, and traffic control equipment shall be conducted. This investigation shall include, but not be limited to, such items as utilities, drainage, lane usage, potential conflicts with a proposed design [roadway and/or traffic control device (TCD)], and all information necessary to develop the plans. Cost estimates shall be submitted as part of any completed plan package along with any necessary special provision(s) or copied note(s). This area may also include possible assistance to Department designers by providing training and/or guidance in the development of traffic control device plans. Also, the consultant may be asked to review and provide comments on traffic engineering design plans completed by the Department or others.

Sign & Marking Plans

This work may include, but not be limited to, design of pavement markings and messages, pavement markers, sign legend, sign structures, sign support foundation and footing details, sign lighting, locations and details of power source, sign locations, sign schedules, summary of quantities and sign elevation details. Sign layouts for nonstandard signs shall be accomplished utilizing GuidSIGN software or most current technical sign software accepted by agency.

Signal Plans

Individual intersection designs will require geometric survey, utility location and/or right of way investigation prior to or during plan development. The designs may be prepared for construction via regional on-call signal contract, as part of a roadway design project, or as part of a stand-alone SAAP/RAAP advertisement. The right of way stage of the design process may include coordination with property owners on VDOT's behalf. In addition, this work may include, but not be limited to, such items as pole locations, ADA accessible features, phasing, color sequence and clearance charts (including preparation of calculated clearance intervals), signal head placements, pedestrian facilities, wiring, conduit systems, electrical service (including working with utility staff to identify the power source and/or communication sources and conflicts), rights of entry, (including plat development) where necessary, summary of quantities and signal timings (both local and system).

Intelligent Transportation Systems (ITS) Plans

This work is for the design of new ITS asset deployments, relocation of existing ITS assets, upgrades of existing ITS assets, fiber-optic and wireless communications, and traffic management plans for implementation during installation and deployment phases. The ITS assets may include, but are not limited to, dynamic message signs, ramp metering systems, HOV gates, CCTV cameras, dynamic lane control signs, dynamic speed displays, etc. Designs for deployments may require geometric surveys, utility locations, and/or right of way investigations prior to or during plan development. The plan packages to be designed shall be all inclusive of the necessary information and details to furnish and install complete ITS assets by contract. Existing or proposed plans and architecture will be provided, if available. If no plans are available, field investigation, surveys, and verification of existing topography, equipment, and assets shall be conducted. These investigations shall include, but shall not be limited to, such items as utilities, drainage, lane usage, potential conflicts with a proposed design (roadway and/or TCD) and any additional information necessary to develop the plans. Cost estimates shall be submitted as part of any completed plan package along with any necessary special provision or copied note (i.e., Special Provisions and Copied Notes may need to be developed).

Transportation Management Plans

Plan, design and develop transportation management plans (TMP) including Temporary Traffic Control and detour plans in support of transportation projects. Recommend various traffic management and operations, traffic control and public outreach strategies to manage traffic

during construction per the latest IIM-LD-241.5/TED-351.3. Operational analysis for TMPs may include data collection, modeling, recommendations and development of a final report. Review of TMPs and related operational analysis plans prepared by others including summary report and mark-ups may also be required. Personnel assigned must have appropriate level of work zone traffic control certifications, including Level III-Advanced Work Zone Traffic Control.

Lighting Plans

This work is for the design of roadway lighting systems. The work may involve photometric analysis to investigate light intensity, gaps, or light disturbance to neighboring communities, preliminary design work including selection of pole and luminaire type, evaluation of lighting technologies such as LED lighting and lighting controls, pole location, electrical service and lighting control center, and the final plan sheet development. The work may also involve other analysis work such as crash and economic analysis to justify the installation of a lighting system.

Review of Projects and Site Plans

The consultant may be required to review the potential future changes in land use or transportation facilities. The studies outlining these changes will be primarily submitted by other engineering-consulting firms and are to be reviewed based on VDOT, Institute of Transportation Engineers (ITE) guidelines, and local government policies. The evaluation of a traffic impact study could include data analysis, capacity analysis and microsimulation, plan review, site visits and/or a written summation.

The consultant may also be required to review the traffic signal plans developed by other engineering firms or by Department staff based on MUTCD, VDOT and NEC (National Electric Code) standards and guidelines and the review of simulation models. Review of sign and pavement marking plans may also be required. All plan reviews may include redlining of plans, site visits and/or written summations.

Review of Catalog Cuts/Shop Drawings

The consultant may be required to review catalog cuts, shop drawings and pre-approved items lists for projects that they have developed or for projects developed by others. The consultant will be required to adhere to the time limits imposed by the specifications and to return the submittal, with comments when necessary, to the appropriate person within the specified time limits. The review may require investigation of the submittal to insure that it meets the requirements of the specification or, in the case of a substitution, meets or exceeds the requirements of the project. The Consultant may be required to review, assess, and recommend modifications to VDOT's pre-approved listing, catalog cut, and shop drawing review processes for improvements to support streamlined project delivery.

"No Plan" Contract Development

This work will include the development of "No Plan" contract assembly documents for advertisement through VDOT's SAAP/RAAP process. This work will include the field review of in place assets (guardrail, pavement markings, snowplowable raised pavement markers, rumble strips, message markings, sidewalks, ADA ramps, vehicle detection, landscape, etc), developing replacement quantities, engineering sketches and drawings, providing recommendations for new assets inclusion in the contract documents, development or modification of special provision documents, and development of construction cost estimates. The work will involve coordination with VDOT staff during the development of contract documents.

Road Plans

This work is for the design and plan development of minor roadway safety and operational improvement projects that may include, but are not limited to, RCUTS, turn lane enhancements, corridor improvement, mini-roundabouts and other intersection modifications. The designs may be prepared for construction via a stand-alone SAAP/RAAP advertisement or for delivery by state forces and should meet the appropriate standards and documentation needed for selected delivery method. Consultant should have the ability to meet VDOT schedule, ability, and quality needs for the following items of work, including but not limited to:

- Right of way stage, which may include coordination with property owners on VDOT's behalf
- Survey
- Storm water management design
- Pedestrian and bicycle design
- Erosion and sediment control plans
- Utility coordination
- Environmental reviews
- Geotechnical investigations
- Maintenance of traffic plans
- Cost estimates
- Special provisions
- Public involvement

Consultant Resources

The consultant should make use of technology tools, such as online meetings, teleconferences, email, etc. to provide the most efficient service possible. In person meetings will likely be required occasionally at the request of VDOT or the consultant. The on-call nature of this work requires efficient turnaround of task orders, progress reports, invoices, and deliverables, as well as efficient and effective work management practices. The workload can be expected to vary as Department needs change. Responsiveness to on-site needs or meetings as requested is critical to the success of the on-call work.

The work to be accomplished under this agreement will utilize computerized design and drafting systems compatible with the Department's automated design and drafting systems. The Department's automated design system is GEOPAK/OpenRoads Civil Design Software and the drafting system is Microstation V8. Synchro/SimTraffic and VISSIM are the preferred micro-simulation software for the Department; however, required analyses tools and deliverables may vary but will be scoped out on task order basis. Tasks will be developed utilizing the Department's policies and procedures and FHWA's guidelines. All work performed will be in accordance with the current editions of the Manual on Uniform Traffic Control Devices (MUTCD), the Virginia Supplement to the MUTCD, the FHWA Standard Highway Signs book and Virginia supplement thereto, the Virginia Work Area Protection Manual, the adopted edition of the AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals (with VDOT specified requirements), the AASHTO Informational Guide for Roadway Lighting, Illuminating Engineering Society of North America (IESNA) guidance, the AASHTO Green Book, AASHTO Roadside Design Guide, VDOT Traffic Engineering Design Manual, VDOT Roadway Design Manual, VDOT Traffic Engineering Division (TED) Instructional & Informational Memoranda (IIMs), VDOT Location and Design (L&D) Division IIMs, VDOT Road and Bridge Specifications and Standards and any applicable special provisions, the Traffic Operations and Safety Analysis Manual (TOSAM), and any applicable VDOT policy or standard. When applicable, all professional

engineering level work shall be signed and sealed by a licensed Professional Engineer in Virginia in compliance with the latest version of VDOT Traffic Engineering Division Memorandum TE-362.2.

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.

Appendix A: VDOT Northwestern Region Operations Traffic Engineering Service Areas

<u>Operation Region</u>	<u>County Name</u>	<u>District</u>
Northwestern	Albemarle	Culpeper
Northwestern	Alleghany	Staunton
Northwestern	Augusta	Staunton
Northwestern	Bath	Staunton
Northwestern	Culpeper	Culpeper
Northwestern	Fauquier	Culpeper
Northwestern	Fluvanna	Culpeper
Northwestern	Frederick	Staunton
Northwestern	Highland	Staunton
Northwestern	Louisa	Culpeper
Northwestern	Madison	Culpeper
Northwestern	Orange	Culpeper
Northwestern	Page	Staunton
Northwestern	Rappahannock	Culpeper
Northwestern	Rockbridge	Staunton
Northwestern	Rockingham	Staunton
Northwestern	Shenandoah	Staunton
Northwestern	Warren	Staunton
Northwestern	Clarke	Staunton
Northwestern	Greene	Culpeper

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)

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 defined as those to whom the contract will be assigned and who will be performing the actual management of the work and be responsible for inspection, administrative and design services. 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.

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 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 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 or SWaM, 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 or SWaM 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 or SWaM 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 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 firms, please contact the Department of Small Business and Supplier Diversity (SBSD) for additional information, details, resources and support. The SBSBD can be reached by following the link to their website. <https://www.sbsd.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 & D 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. In 2 page(s) or less, provide information that will indicate your firm's ability to respond promptly to task assignments, manage and deliver multiple complex tasks concurrently and complete tasks on accelerated schedules. The schedule for each task will be identified when the work is assigned. (Vol.I)
12. In 5 page(s) or less, please emphasize your qualifications and resources to perform the work as described in the Scope of Work and Consultant Resources sections: (Vol.I)
13. In 4 pages or less, provide information indicating your team's approach to integrating sub-consultants into various tasks, assuring quality work products for prime and sub-consultants and meeting schedules as required. (Vol. I)
14. In addition to the page restrictions listed above, a maximum of 5 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)

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 .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. 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/gmpms.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 **04/06/2018**. 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, 04/06/2018**. 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_TE20180319_Jones Construction.pdf**
VOL II_TE20180319_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.

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.virginiadot.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 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.

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 & D 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 & D 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	FAR Issue Date or Status of FAR
	SCC Number	SCC Type of Corporation	SCC Status	DPOR Registered Address	DPOR Registration Type	DPOR Registration Number	DPOR Expiration Date		

FIRM DATA SHEET (Vol. II)

Funding: ___ (S=State F=Federal)

Project No.: TE20180319
 Division: Traffic Engineering
 EOI Due Date: 04/06/2018

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
 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: Limited Term Contract for On-Call Professional
Traffic Engineering Services for Northwest Region

- 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: Limited Term Contract for On-Call Professional
Traffic Engineering Services for Northwest Region

- 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: Traffic Engineering

EOI No.: _____

PROJECT: Limited Term Contract for On-Call Professional Traffic Engineering Services for Northwest Region

Panel Member: _____

PRIME: _____

SUBS: _____

DATE: _____

		NUMERICAL VALUE				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				25%	
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				35%	
QUALIFICATIONS OF PROJECT MANAGER (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10				10%	
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 B & D 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.

