



**Overview of Contract (RFP) Documents  
Virginia Capital Trail – New Market Heights Phase**

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# Contract Documents

## Five Parts:

- Part 1 – Instructions for Offerors
- Part 2 – Technical Requirements
- Part 3 – Lump Sum Agreement
- Part 4 – General Terms & Conditions
- Part 5 – Amendments to Section 100

## The RFP Information Package

## Part 2 - Technical Requirements

- Design-Builder's Scope of Work (Section 1.0)
- Standards and Reference Documents (Section 2.1)
- Environmental (Section 2.2)
- Roadway/ Trail (Section 2.3)
- Survey (Section 2.4)
- Bridges (Section 2.5)
- Geotechnical Work (Section 2.6)
- Hydraulics (Section 2.7)
- Traffic Control Devices (Section 2.8)
- Transportation Management Plan (Section 2.9)

## Part 2, Technical Requirements, con't

- Right of Way (Section 2.10)
- Utilities (Section 2.11)
- Landscaping (Section 2.12)
- Quality Assurance/ Quality Control (Section 2.13)
- Plan Preparation (Section 2.14)
- Public Involvement/ Relations (Section 2.15)
- Monthly Progress Meetings (Section 2.16)
- Va. Occupational Safety & Health Standards (Section 2.17)

# Project Location



# Design-Builder's Scope of Work (Part 2, Section 1.0)

- Final Design Plans
- Verification of RFP Documents
- Acquire all environmental permits and approvals
- Compliance with laws and regulations governing T&E
- Right of Way Acquisition
- Utility Relocation
- Construction
- QA/ QC
- Overall Project Management

# Standards and Reference Documents (Part 2, Section 2.1)

- Verify and use the current (at the time of RFP advertisement) version of the documents listed regardless of the unit of measurement.
- Identify pertinent standard, specification or document not listed.
- Order of precedence: standards/ specs < special provisions < special provision copy notes < preliminary plans < RFP

## Environmental (Part 2, Section 2.2)

- VDOT completed NEPA documentation and re-evaluation.
- Offeror's design changes may require additional studies by VDOT. Offeror responsible for any schedule delays associated with design changes; no time extensions will be granted.
- Fourteen historic properties identified
  - No adverse effects based on the preliminary plans
  - Design-Builder shall avoid other impacts to these properties

## Environmental Con't (Part 2, Section 2.2)

- The Design-Builder will be responsible for acquiring all permits
- Hazardous Materials Site Screening Report included in RFP Information Package
  - 1 potential sites identified
  - DB not responsible for hazmat remediation costs
- Environmental Compliance

# Roadway/ Trail Design (Part 2, Section 2.3)

- Shared Use Path with a 20 MPH Design Speed
- 10' wide paved trail with 3' graded shoulders
- Maintain the Route 5 tree canopy to the greatest extent possible (minimally as depicted in the preliminary plans)
- Maximize the offset distance between Route 5 and the Capital Trail (minimally as depicted in the preliminary plans)
- All entrances shall be paved from Route 5 to five (5) feet beyond outside edge of Trail
- Must meet ADA compliance requirements
- Includes coordination with VDOT and FHWA

# Survey

## (Part 2, Section 2.4)

- Design-Builder to provide any supplemental survey required for design purposes (~~For example, an underground utility survey was not performed on the south side of Route 5~~)
- Advance notification of Property Owners is required for data collection purposes (Virginia Code §33.1-94)
- Right of Way acquisition will require the development of survey plats
- Design-Builder responsible to reset or relocate any survey control damaged, destroyed or within footprint of final design construction limits

# Bridges

## (Part 2, Section 2.5)

- 6 Timber structures identified
- Configuration and width of structures in accordance with Transverse Section provided in RFP
- See preliminary plans for approximate size, location and concept for each structure
- Design-Builder will verify the final span lengths, size of superstructure, location and concept for each structure
- Design-Builder to provide approved Shop Drawings
- All structures will require inspection and acceptance by VDOT prior to final completion

# Geotechnical Work – GDR (Part 2, Section 2.6)

- Preliminary Geotechnical Study has been completed
- Design-Builder shall perform supplemental design level geotechnical investigations to validate RFP:
  - Meet or exceed Chapter 3 of the VDOT Manual of Instructions (“MOI”) for Material Division and Section 700.04(c) of the Road and Bridge Specifications; however:
  - Boring frequency may be reduced to 1 per 400 feet as long as test holes are dug at the midpoint between each set of bores
- Submit Geotechnical Investigations 90+ days in advance of applicable plan submittals

# Geotechnical Work – Pavement Design (Part 2, Section 2.6)

- Virginia Capital Trail – 2” Asphalt SM 12.5A AND  
8” Course Aggregate No. 8 OR  
8” Aggregate Base No. 21B

Geosynthetics used as necessary for stabilization & drainage

- All entrances shall be paved – 2” Asphalt SM-12.5A AND  
6” Aggregate Base No. 21B
- An alternative performance specification proposed by the Design-Builder may be considered for Trail construction

# Hydraulics

## (Part 2, Section 2.7)

- Design-Builder shall provide final Drainage Design
  - Culverts, entrance pipes, open channels, storm sewers, bridge drainage, adequate outfall analysis, etc.
  - Erosion & Sediment Control
- Stormwater Pollution Prevention Plan required
- VSMP Permit is required
- Stormwater management facilities required to achieve a minimum phosphorous removal rate of 0.95 pounds per year
- All existing drainage facilities located within project limits to be cleaned out.

# Traffic Control Devices (Part 2, Section 2.8)

- Signs
- Pavement Markings/Markers
- Guardrail

# Transportation Management Plan (Part 2, Section 2.9)

- Type 'A' project
- Minimum 11' lane width on Route 5 and all secondary roads
- No lane closures on Route 5 between:
  - 6:00AM to 9:00AM
  - 3:00PM to 6:00PM
- Lane closures shall be verified by a traffic analysis
- Provide 2 days advance notice before lane closures

# Right of Way (Part 2, Section 2.10)

- RW Acquisition is a major part of this project
- Design-Builder will acquire all fee right of way and permanent, temporary and utility easements
- RW Acquisition will include the preparation of survey plats and the development of plans for RW Approval
- Design-Build RW Team Members shall be prequalified

## Right of Way Con't (Part 2, Section 2.10)

- VDOT must issue Notice to Commence RW Acquisition (RW Approval)
- VDOT must issue Notice to Commence Construction (Construction Approval)
- Design-Builder NOT responsible for actual purchase price of fee right-of-way and/ or associated easements.
- Design-Build is responsible for all other costs associated with RW acquisition.

# Utilities

## (Part 2, Section 2.11)

- Design-Builder responsible for relocation of all utilities required for construction of project
- No additional time or money will be granted for delays due to utility relocation conflicts
- Initiate early coordination and conduct preliminary review
- Known Utility Owners: Dominion Power, Verizon, Comcast, County of Henrico, City of Richmond

# Landscaping (Part 2, Section 2.12)

- Landscaping shall incorporate the species and layout indicated in landscape plan for Sherwood Forest
- Design-Builder shall provide Final Landscaping Plan
- Safety fencing shall be installed at approaches to bridge structures and as required to protect trail users from steep side slopes.
- Concrete Pavers shall be installed as trail medians when the Trail approaches intersections with roadways.
- Locations for Way-Finding Signs and Mile Markers shall be identified in the plans and the RW necessary for these signs shall be acquired.

# Quality Assurance/Quality Control (Part 2, Section 2.13)

- QA/QC plans for both Design and Construction presented at first meeting after Commencement
- *Minimum Quality Assurance and Control Requirements for Design-Build and Public-Private Transportation Act Projects*
- Design Manager reports directly to Design-Build PM
- Any deviations from contract documents must be approved in writing
- Right of Way Plans must be approved prior to any right of way being acquired and Construction Plans must be approved prior to any construction being performed.

# Quality Assurance/Quality Control (Part 2, Section 2.13), con't

- Design-Builder has total QA/QC Responsibility
- A Source of Materials (C-25) will be submitted for all materials
- Design-Builder's QAM report directly to Design-Build PM
- QAM can stop work at any time for non-compliance
- VDOT will conduct independent assurance and independent verification activities
- Substitution of Construction Manager or QAM requires prior VDOT approval

# Plan Preparation (Part 2, Section 2.14)

- Design-Builder will be furnished with GEOPAK and Microstation files used to develop the preliminary plans.
- VDOT shall furnish licenses for all the software products VDOT provides to the Design-Builder.
- DGN and PDF copies of submittals shall be made in Falcon.
- Construction plans shall be submitted to VDOT and FHWA simultaneously and may be submitted in logical subsections.
- A submittal schedule shall be updated monthly
- Design-Builder shall submit the Record (As-Built) Plans in both hard copy and electronic (DGN & PDF) formats.

# Public Involvement/Relations (Part 2, Section 2.15)

Design-Builder shall:

- Provide a point of contact and phone number
- Participate in informal meetings
- Provide project updates including project overview, plan of work for the coming month, schedule, updated photos, and contact information to VDOT Public Affairs at least twice a month.
- Provide written notification of lane closures to VDOT Public Affairs no less than 48 hours before the lane closure is scheduled.

# Monthly Progress Meetings (Part 2, Section 2.16)

Design-Builder shall:

- Participate in monthly progress meetings beginning the first month after the NTP
- Discuss progress during the previous month and anticipated progress for the following month
- Prepare, maintain and distribute progress meeting minutes within 2 calendar days

# Virginia Occupational Safety and Health Standards (Part 2, Section 2.17)

- The Project shall comply with Virginia Occupational Safety and Health Standards
- Standards and guidelines of the current Virginia Work Area Protection Manual shall be used when setting, reviewing and removing traffic controls.

# Part 1 – Instructions to Offerors

## Introduction (Section 1.0)

- Project Priorities
- Single-Phase, Low-Bid Procurement

## Background Information (Section 2.0)

- Project Description
- Legislative Authority
- Estimated Contract Value - \$10,300,000

# Procurement Schedule & Project Milestones (Part 1, Section 2.4)

Pre-proposal Meeting	03/28/12
RFP Questions Due to VDOT	04/06/12
LOS/Price Proposal Due Date	04/25/12
Open LOS/Price Proposals	04/25/12
Complete Responsiveness Check	04/27/12
Notice of Intent to Award	04/30/12
<i>Post Notice of Intent Submittal Due Date</i>	<i>05/03/12</i>
CTB Approval/ Notice to Award	05/16/12
Contract Execution	06/06/12
Notice to Proceed	06/19/12
Substantial Completion	09/30/13
Final Completion	11/22/13

**\*Offerors proposed early completion date(s) becomes the contractual completion date(s).**

# VDOT Point of Contact and Project Reference (Part 1, Section 2.5)

- Stephen Kindy is the VDOT Point of Contact
- RFP Information Package is available on CD and can be purchased for \$50.00
- RFP Information Package includes:
  - Special Provisions
  - Environmental Documents
  - Preliminary Plans
  - Transverse Section for Bridges
  - Hydraulic Impacts of Footbridges Memo
  - Geotechnical Data Report
  - Various forms and RFP attachments

# General Procedures and Requirements (Part 1, Section 3.0)

- Be aware of Offeror's Pre-Submittal Responsibilities and Representations (Section 3.1)
- Promptly notify VDOT of any conflicts, errors, ambiguities or discrepancies in the RFP documents
- Pre-Proposal Meeting is non-mandatory
- Acknowledge receipt of the RFP with submission of the proposal

# Contents of Proposals (Part 1, Section 4.0)

- Letter of Submittal Checklist (Section 4.0.1)
- Letter of Submittal (Section 4.1)
- Attachments to the Letter of Submittal (Section 4.2)
- Price Proposal (Section 4.3)
- Post Notice of Intent to Award Submittals (Section 4.4)

# Letter of Submittal (Part 1, Section 4.1)

- Identify the official representative/ point of contact and name of principal officer
- Identify Offeror's team structure
- Declare that the offer will remain in full force for 180 days
- Provide Substantial and Final Completion dates

# Attachments to the Letter of Submittal (Part 1, Section 4.2)

- Exhibit 1 – Prequalification Certificate
- Exhibit 2 – Listing of Team Members with SCC and/ or DPOR registration documentation
- Exhibit 3 – Names and addresses of all affiliated and/ or subsidiary companies of the Offeror and all team members
- Exhibit 4 – Completed Certificate Regarding Debarment Form for all companies listed in Exhibit 3 (if necessary)
- Exhibit 5 – Experience of Lead Contractor and Lead Designer

# Price Proposal (Part 1, Section 4.3)

- Price Proposal Checklist must be included with proposal
- Price Proposal specified as a Lump Sum Amount
- Proposal Guaranty (C-24) must be included with proposal
- Sworn Statement Forms must be included with proposal
- Minimum DBE Requirements Form and other associated DBE forms must be included with proposal
- Pay items and associated quantities selected for price adjustments must be clearly identified and included with proposal. Eligible items include: asphalt, asphalt concrete, fuel and steel

# Post Notice of Intent to Award Submittals (Part 1, Section 4.4)

- Identify and describe Offeror's Team Structure and Key Team Members:
  - Design-Build Project Manager
  - Quality Assurance Manager (PE)
  - Design Manager (PE)
  - Construction Manager (RLD and ESCCC)
  - Right of Way Manager (Prequalified)
- Provide an Organizational Chart
- Provide a Proposal Schedule, Schedule of Values and Monthly Payout Schedule
- Provide Escrow Proposal Documents (Part 1, Section 11.7)

# Other Considerations in Part 1

- Proposal Evaluation and Responsiveness Review (Section 5.0)
- Proposal Submittal Requirements (Section 6.0)
- Questions and Clarifications (Section 7.0)
- Negotiations and Award of Contract (Section 8.0)
- Rights and Obligations of VDOT (Section 9.0)
- Protests (Section 10.0)

# Miscellaneous

## (Part 1, Section 11.0)

- All proposals are subject to the Virginia Freedom of Information Act
- Each Offeror and all team members must identify potential conflicts of interest
- Requirement to Keep Team Intact
- DBE Goal is 17%
- On-the-job Trainee Goal is 6 individuals
- Escrow Proposal Documents

## Part 3 – Lump Sum Agreement

- Liquidated Damages (\$2500/ day) (Article 5.6)
- No Early Completion Bonus (Article 5.8)
- Procedure for Payment (Article 7)
- Termination for Convenience (Article 8)
- Scheduling Requirements (Article 11.1)
  - Proposal Schedule
  - Baseline Schedule
  - Cost Loading
  - Baseline Schedule Narrative
  - Schedule Updates
  - Schedule Format

# Part 4- General Conditions

- Basic Definitions (Article 1)
- Design-Builder's Responsibilities (Article 2)
  - "Kick-Off" Meeting within 7 days after NTP
  - Scope Validation
    - Begins on Date of Commencement and lasts for 90 days
    - Verify and Validate Proposal
    - Identify Errors
    - Notify VDOT in Writing Within Time Period
- VDOT Responsibilities (Article 3)
  - Provide Timely Reviews (21 days)

## Part 4 continued

- HAZMAT and Differing Site Conditions (Article 4)
  - Design-Builder is not responsible for any hazardous environmental conditions encountered
  - Differing site conditions must be identified during the Scope Validation Period
- Payment (Article 6)
  - Earned Value Schedule based on Work Breakdown Structure
  - Monthly Progress Payments
    - **Design-Builder paid 20% of the value of work packages initiated**
    - **Design-Builder paid 80% of the value of work packages completed**
- Work Order Process (Article 9)

## Part 5- Amendments to Specs

- Proposal Guaranty (Section 102.07)
- Bonds and Insurance (Section 103)
- Value Engineering (Section 104.02b)
- Control of Work (Section 105)
- Control of Material (Section 106)
- Labor and Wages/ EEO (Section 107)
- Prosecution of Work (Section 108)
- Measurement and Payment (Section 109)

# Questions & Answers