



**Overview of Contract (RFP) Documents
Virginia Capital Trail – Park Phase**

Project Information Meeting

December 19, 2013

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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)
- Trail/Roadway (Section 2.2)
- Bridges (Section 2.3)
- Environmental (Section 2.4)
- Survey (Section 2.5)
- Geotechnical Work (Section 2.6)
- Hydraulics (Section 2.7)
- Landscape Architecture (Trailhead) (Section 2.8)
- Traffic Control Devices (Section 2.9)

Part 2, Technical Requirements, con't

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



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 Coordination
- 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

Roadway/ Trail Design (Part 2, Section 2.2)

- 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 RFP Conceptual Plans)
- Maximize the offset distance between Route 5 and the Capital Trail (minimally as depicted in the RFP Conceptual 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

Bridges

(Part 2, Section 2.3)

- 8 timber bridge structures identified
- Configuration and width of structures in accordance with Transverse Section provided in RFP
- See the RFP Conceptual 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

Environmental (Part 2, Section 2.4)

- VDOT completed NEPA documentation and preliminary 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.
- Seven historic properties, two archeological resources, and two public parks identified in the project area
 - No adverse effects based on the RFP Conceptual Plans
 - Design-Builder shall avoid other impacts to these properties

Environmental Con't (Part 2, Section 2.4)

- Bridge over above ground remains of Civil War earthworks
- Minimize impacts to disc Frisbee golf course
- The Design-Builder will be responsible for acquiring all permits
- Hazardous Materials Site Screening Report included in RFP Information Package
 - No potential sites identified within Project area
 - DB not responsible for hazmat remediation costs
- Environmental Compliance

Survey

(Part 2, Section 2.5)

- Design-Builder to provide any supplemental survey required for design purposes
- 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

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,
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
- Kinvan Road Widening - 2” Asphalt SM 12.5A AND
8” 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, adequate outfall analysis, etc.
 - Erosion & Sediment Control
- A Stormwater Pollution Prevention Plan is required
- The VSMP Construction Permit is required
- Stormwater management is required; Design-Builder to provide minimum phosphorus removal rate of 3.53 lb/yr
- All existing drainage facilities located within project limits to be cleaned out.

Landscape Architecture (Part 2, Section 2.8)

- Final Trailhead Plan for the Four Mile Creek Park facility shall be prepared by the Design-Builder
- Site work includes installation of brickwork, granite seat walls, granite historical marker, site furniture, pergola, planting, clearing and grubbing, grading, and drainage
- Site features, such as the pergola, granite and brickwork, shall be similar to Herring Creek Trailhead

Traffic Control Devices (Part 2, Section 2.9)

- Signs
- Pavement Markings/Markers
- Guardrail

Transportation Management Plan (Part 2, Section 2.10)

- Type 'A' project
- Minimum 11' lane width on Route 5 and Kinvan Road
- No lane closures on Route 5 or Kinvan Road 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

Public Involvement/Relations (Part 2, Section 2.11)

Design-Builder shall:

- Provide a point of contact and phone number
- Hold in informal meetings with affected stakeholders
- Provide project updates including project overview, plan of work for the coming month, schedule, updated photos, and contact information to VDOT Public Affairs at intervals deemed necessary by VDOT.
- Provide written notification of lane closures to VDOT Public Affairs no less than 1 week before the lane closure is scheduled.

Right of Way (Part 2, Section 2.12)

- RW Acquisition is a part of this project
- VDOT will acquire rights of way from Henrico County for right of way owned by Henrico County
- 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 2.12)

- 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 2.13)

- There are no anticipated utility relocations associated with this Project; however, the Design-Builder is responsible for relocation of all utilities required for construction of the 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, Henrico County, City of Richmond, Woodlawn Communications, Windstream Communications, AT&T, Level 3

Quality Assurance/Quality Control (Part 2, Section 2.14)

- QA/QC plans for both Design and Construction presented at first meeting after Commencement
- *Minimum Requirements for Quality Assurance and Control Requirements on 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 2.14), 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 2.15)

- Design-Builder will be furnished with GEOPAK and Microstation files used to develop the preliminary plans.
- VDOT shall furnish licenses key locks 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, FHWA, and Henrico County 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.

Monthly Progress Meetings (Part 2, Section 2.16)

Design-Builder shall:

- Hold 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 2.16)

- 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 - \$5,500,000

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

Pre-proposal Meeting	12/19/13
RFP Questions Due to VDOT	01/06/14
LOS/Price Proposal Due Date	02/06/14
Open LOS/Price Proposals	02/14/14
Notice of Intent to Award	02/17/14
CTB Approval/ Notice to Award	03/19/14
Contract Execution	04/16/14
Notice to Proceed	04/16/14
Interim Milestone	08/15/15
Final Completion	10/30/15

***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
 - Preliminary Drainage Design Report
 - 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 120 days
- Provide a Final Completion date

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

- Exhibit 1 – Names and addresses of all affiliated and/ or subsidiary companies of the Offeror and all team members
- Exhibit 2 – Completed Certificate Regarding Debarment Form for all companies listed in Exhibit 1 (if necessary)
- Exhibit 3 – Prequalification Certificate
- Exhibit 4 – Letter of Surety
- Exhibit 5 – Listing of business entity/office SCC and/ or DPOR registration documentation
- Exhibit 6 – 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
- 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
- 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

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

- Provide an Organizational Chart
- Identity and Information About Key Personnel
- Listing of Team Members SCC and/ or DPOR registration documentation
- Provide a Proposal Schedule, Schedule of Items 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 6%
- On-the-job Trainee Goal is 4 individuals
- Escrow Proposal Documents

Part 3 – Lump Sum Agreement

- Liquidated Damages (\$1,350/day) (Article 5.6)
- Interim Milestone (\$ 1,000/day)
 - The Interim Milestone Date for this Project is August 15, 2015, whereas Interim Milestone is defined as having the entire length of the trail paved, open, safe, and usable by pedestrians and cyclists. This includes having the Trailhead facility completed and all bridges constructed and accepted with appropriate railings installed.
 - The Design-Builder is also advised that due to the 2015 UCI World Road Cycling Championships and significant cycling interest that will be present in the area at that time, the Design-Builder shall not be permitted to work on the Project from September 12, 2015 through October 4, 2015 unless otherwise approved by the VDOT Project Manager.

Part 3 continued

- 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