VDOT

Virginia Department of Transportation

REQUEST FOR QUALIFICATIONS

~~A~~ DESIGN-BUILD PROJECT FOR
ROUTE 29 SOLUTIONS
~~Route 29 Solutions~~

Albemarle County, Virginia

State Project Nos.
US 29 Rio Road Grade Separated Intersection (0029-002-091)
US 29 Widening (0029-002-135)
Berkmar Drive Extension (9999-002-900)

Federal Project~~s~~ Nos.
US 29 Rio Road Grade Separated Intersection (NHPP-002-7(045))
US 29 Widening (STP-5104(166))

Contract ID Number: C00077383DB80

DATE: ~~July 24, 2014~~
Addendum No. 1: August 15, 2014

TABLE OF CONTENTS

1.0 INTRODUCTION 3
2.0 BACKGROUND INFORMATION 3
2.1 Project Overview 3
2.2 Project Objectives 4
2.3 Offeror's Scope of Work 5
2.4 Legislative Authority for the Project 6
2.5 Procurement Overview of the Project 6
2.6 Schedule 7
2.7 Evaluation Team 7
2.8 VDOT's Point of Contact 7
2.9 RFQ Information Package 8
2.10 RFQ Documents and Addenda 9
2.11 Acknowledgment of Receipt of RFQ, Revisions, and/or Addenda 9
2.12 Project Information Meeting 9
3.0 CONTENTS OF STATEMENTS OF QUALIFICATIONS 9
3.1 General 9
3.2 Letter of Submittal 10
3.3 Offeror's Team Structure 13
3.4 Experience of Offeror's Team 17
3.5 Project Risks 18
4.0 EVALUATION OF THE STATEMENTS OF QUALIFICATIONS 18
4.1 Statement of Qualifications Evaluation Factors 19
5.0 STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS 19
5.1 Due Date, Time and Location 19
5.2 Format 20
6.0 QUESTIONS AND CLARIFICATIONS 22
7.0 RIGHTS AND OBLIGATIONS OF VDOT 22
7.1 Reservation of Rights 22
7.2 VDOT Not Obligated for Costs of Proposing 24
8.0 PROTESTS 24
9.0 ADMINISTRATIVE REQUIREMENTS 25
10.0 DISADVANTAGED BUSINESS ENTERPRISES (DBEs) 26
11.0 MISCELLANEOUS 28
11.1 Requirement to Keep Team Intact 28
11.2 Conflict of Interest 29
11.3 Ethics in Public Contracting Act 30
11.4 Virginia Freedom of Information Act 30
11.5 Compliance with the Law in Virginia 31
12.0 ATTACHMENTS 32

1.0 INTRODUCTION

The Virginia Department of Transportation (VDOT) submits this Request for Qualifications (RFQ) to solicit Statements of Qualifications (SOQs) from those entities (Offerors) interested in contracting to serve as the Design-Builder for the Design-Build Project for Route 29 Solutions (Project). The purpose of this RFQ is to solicit information that will enable VDOT to determine which Offerors: (a) are best qualified to successfully execute the design and construction of the Project; and (b) will be invited to submit proposals in response to VDOT's Request for Proposals (RFP).

Offeror's SOQs will be rated and scored by a VDOT Evaluation Team based upon the evaluation criteria established in this RFQ and in accordance with the Design-Build Evaluation Guidelines, revised May 2014. (A copy of the same may be found at *http://www.virginiadot.org/business/design-build.asp*) Offerors' SOQs must meet all requirements established by this RFQ. Requirements of this RFQ generally will use the words "shall", "will", or "must" (or equivalent terms) to identify a required item that must be submitted with an Offeror's SOQ. Failure to meet an RFQ requirement may render an Offeror's SOQ non-responsive while the extent to which an Offeror meets or exceeds evaluation criteria will be rated by the VDOT Evaluation Team and be reflective of the VDOT Evaluation Team's scoring (in their sole discretion) of Offerors' SOQs.

2.0 BACKGROUND INFORMATION

2.1 Project Overview

The Project is located along a segment of the US Route 29 Corridor in Albemarle County, Virginia. The Project is comprised of three distinct elements (projects) shown in Attachment 2.1 and are described below.

US 29 & Rio Road Grade Separated Intersection

This element of the Project generally includes construction of a grade separated intersection at the existing intersection of US Route 29 and Rio Road (Rte. 631) ultimately carrying US Route 29 through traffic beneath Rio Road. US Route 29 is classified as an Urban Other Principal Arterial and is part of the National Highway System that is located within a Corridor of Statewide Significance. The length of this Project element is approximately 1.0 mile and extends between Dominion Drive (Rte 851) and Woodbrook Drive (Rte 1417). This intersection is one of the major intersections that will be used to accommodate traffic to and from Berkmar Drive, Hillsdale Drive and the John Warner Parkway.

US 29 Widening

This element of the Project generally includes widening and improvements to US Route 29 to complete a six-lane roadway section from Polo Grounds Road (Rte. 643) to Towncenter Drive (Rte 1719). The existing configuration of US Route 29 will be required to be upgraded to meet current geometric standards including, but not limited, to stopping sight distance. The length of this Project element is approximately 1.8 miles.

Berkmar Drive Extension

This element of the Project generally includes construction of an extension to an existing urban local road (Berkmar Drive) on a new alignment located parallel to US Route 29 and includes a major bridge structure spanning the South Fork of the Rivanna River. The length of this Project element is approximately 2.3 miles and extends between Hilton Heights Road and Towncenter Drive (Rte 1719).

VDOT's total budget for this Project to include Preliminary Engineering (PE), Right of Way (RW), and Construction (CN) is approximately $185 million.

2.2 Project Objective

The objective of the Project is to increase capacity and mobility, improve safety and improve operational deficiencies along the US Route 29 corridor while at the same time minimizing impact during construction to the traveling public, local residences and businesses. Maintenance of traffic and accessibility to local businesses during construction will be a significant consideration for the successful delivery of this Project. The Department anticipates selecting a Design-Build team with a proven track record of delivering transportation projects on fast track schedules and utilizing innovative solutions during design and construction. Additionally, the desired Design-Build team should have experience in taking and managing calculated risks to maximize the realization of incentives offered by the Department, ultimately resulting in timely completion with high quality.

The Design-Builder will be required to develop successful strategies to minimize congestion and to limit impacts to the traveling public and effected businesses throughout the course of construction. In addition, the Design-Builder will develop and manage effective communication strategies and working relationships with the Route ~~US~~ 29 Project Delivery Advisory Panel, business owners and other key stakeholders. The Design-Builder must have the ability to quickly react to resolve unforeseen field conditions such as unknown utilities and differing site conditions (i.e. unforeseen changes in geotechnical related conditions) to keep the Project on schedule.

The Design-Builder will be provided an incentive to fast track construction of all elements of the Project to achieve an early completion for the entire Project by September 1, 2017. The Final Completion Date for the three elements of the Project shall be no later than October 30, 2017.

The Design-Builder will also be provided an incentive to construct the US Route 29 and Rio Road Grade Separated Intersection element between May 23, 2016 and September 2, 2016. The Design-Builder will have an additional and separate incentive to restore two (2) thru lanes and two (2) turn lanes of local access in each quadrant of the US Route 29 and Rio Road Grade Separated Intersection between May 23, 2016 and July 1, 2016.

All P~~p~~roject incentives should be considered "no excuse" incentives. Additional information on Project incentives will be provided with the RFP. Under any schedule with or without incentives, all work disrupting the flow of local traffic at US Route 29 and Rio Road

Grade Separated Intersection will be limited to take place between final Commencement Activities~~Exercises~~ at the University of Virginia (UVA) and the first UVA home football game. For the purpose of the RFQ "disrupting the flow of local traffic" is defined as follows:

From the end of UVA Commencement Activities to the 1st UVA Home Football Game (Summer)

At the Rio Rd and Rte 29 intersection the following will be required:

On Rio Road (EB&WB) – Right Turn movements must be maintained, but the left & thru movements may be closed and detoured

On Route 29 (NB&SB) – Thru and Right movements must be maintained, but the left turn movement may be closed and detoured

From the 1st UVA Home Football Game to the end of the UVA Commencement Activities (Fall/Winter/Spring)

At the Rio Rd and Route 29 intersection the following will be required:

On Rio Road (EB&WB) and Route 29 (NB&SB) – Left, Thru and Right movements must be maintained which will be outlined in the Limits of Operations (LOO) that will be included in the Request for Proposal (RFP).

Traffic analysis is underway to the determine number of lanes required to be maintained for each movement and will be included in the LOO. A more detail definition regarding disruption of traffic will be included in the Request for Proposal (RFP).

2.3 Offeror's Scope of Work

The scope of work to be undertaken by the Design-Builder will include but not limited to the following: (a) roadway; (b) survey; (c) structures and bridges; (d) environmental, including permitting (e) geotechnical; (f) hydraulics; (g) storm drainage and storm water management facilities (g) milling and overlaying existing pavement; (h) demolition of structures; (i) guardrail; (j) retaining walls; (h) traffic control devices; (i) signs, sign structures, and foundations; (j) transportation management plan; (k) traffic maintenance and management during all phases of construction; (l) right-of-way; (m) utilities; (n) stakeholder coordination; (o) public hearing and public involvement; (p) quality assurance and quality control; (q) construction engineering and inspection; and (r) overall Project management and coordination with other active construction projects in the vicinity of the Project site.

Environmental work shall address all items necessary for the acquisition of water quality permits in the name of the Design-Builder for the Project. Permanent noise mitigation shall be provided in compliance with the Virginia State Noise Abatement Policy and the Highway Traffic Noise Impact Analysis Guidance Manual. The final barrier location(s) and dimension(s) will be determined during the final design noise analysis. A Noise Abatement Design Report (NADR) shall be furnished by the Design-Builder. The Design-Builder will be responsible for completion of the Section 106 process. In accordance with the requirements of the National Environmental Policy Act (NEPA) and the Virginia State Environmental Review Process (SERP), VDOT anticipates completing a Categorical Exclusion (CE) for Route 29 Widening and Rio Road Grade Separated Intersection and a Preliminary Environmental Inventory (PEI) for Berkmar Extension

by September 4, 2014~~August 29, 2014~~. The Design-Builder will be required to fulfill all environmental commitments.

Right-of-way work includes all items necessary to acquire the right-of-way. The Offeror's Right-of-Way team member shall be a VDOT prequalified right-of-way contracting consultant, and must include a VDOT prequalified Fee Appraiser and a VDOT prequalified Review Appraiser. All Right of Way acquisitions and relocations shall be performed in accordance with the VDOT Right of Way Manual and all applicable state and federal laws and regulations.

Utility work includes all items necessary to perform the relocations, adjustments and coordination of utilities.

Design and construction engineering and inspection and testing work includes all items necessary for providing quality assurance and quality control in accordance with VDOT's Minimum Requirements for Quality Assurance and Quality Control for Design-Build and Public-Private Transportation Act Projects, revised January 2012.

2.4 Legislative Authority for the Project

§33.1-12(2)(b) of the *Code of Virginia* authorizes VDOT and the Commonwealth Transportation Board (CTB) to develop and award contracts using the design-build contracting method. In accordance with the law, VDOT completed the Finding of Public Interest (FOPI) dated July 21, 2014. A copy of the FOPI can be provided upon request.

2.5 Procurement Overview of the Project

VDOT will use a two-phase selection process for the selection of a Design-Builder for the Project. This RFQ represents the first phase in the selection process. VDOT will short-list the three (3) highest-ranked Offerors. Only the short-listed Offerors will receive the RFP and be allowed to submit Proposals.

The second phase of the selection process will entail the submission of Technical Proposals and Sealed Price Proposals from each short-listed Offeror. While the RFP will contain specific requirements for the Technical and Sealed Price Proposals, as well as specific selection criteria, VDOT anticipates that: (a) Technical Proposals will include, among other things, the Offeror's design/ conceptual plans and a Project schedule; and (b) Sealed Price Proposals will include, among other things, the fixed price for the design and construction of the Project. VDOT further anticipates that upon completion of the evaluations of the Technical and Sealed Price Proposals, the Director for the Alternate Project Delivery Office will recommend the top-ranked Offeror to the Chief Engineer for an award of a fixed price design-build contract by the CTB.

Offerors are on notice that VDOT may, in its sole discretion, negotiate and award a design-build contract to an Offeror if, upon a written determination, VDOT determines that such Offeror is the only Offeror fully qualified to perform the proposed design-build contract, or that such Offeror is clearly more highly qualified than the others under consideration.

2.6 Schedule

VDOT currently anticipates conducting this procurement in accordance with the following list of milestones. This schedule is subject to revision and VDOT reserves the right to modify this schedule as it finds necessary, in its sole discretion.

.1	Advertise RFQ	07/24/2014
.2	Project Information Meeting	07/31/14 at 2:00 PM (prevailing local time)
.3	Deadline to submit questions	08/07/14 at 4:00 PM (prevailing local time)
.4	VDOT will respond to questions	08/14/14
.5	SOQ Submission Date	08/28/14 at 4:00 PM (prevailing local time)
.6	Notification to Offerors of the short-list	09/25/14
.7	Anticipated RFP Release Date	10/02/14
.8	Technical Proposals are due	12/04/14 at 4:00 PM (prevailing local time)
.9	Price Proposals are due	01/07/15 at 4:00 PM (prevailing local time)
.10	Anticipated Award Date	02/18/15
.12	Early Completion of Entire Project	09/01/17
.13	Final Completion of Entire Project	10/30/17

2.7 Evaluation Team

An Evaluation Team will be appointed by VDOT to rate and score the SOQs. In addition to the appointed Evaluation Team, VDOT may use any appropriate technical resources to provide assistance in evaluating the submittals.

2.8 VDOT's Point of Contact

VDOT's sole point of contact (POC) for matters related to the RFQ shall be John Daoulas, P.E.. VDOT's POC is the only individual authorized to discuss this RFQ with any interested parties, including Offerors. All communications with VDOT's POC about the Project or this RFQ shall be in writing, as required by applicable provisions of this RFQ.

Name: John Daoulas, P.E.
Address: Alternate Project Delivery Office
Virginia Department of Transportation
1401 East Broad Street

Richmond, VA 23219

Phone : (804) 371-6787
Fax : (804) 786-7221
Email: john.daoulas@vdot.virginia.gov

VDOT disclaims the accuracy of information derived from any source other than VDOT's POC, and the use of any such information is at the sole risk of the Offeror.

All written communications to VDOT from Offerors shall specifically reference the correspondence as being associated with "Design-Build Project for Route 29 Solutions, RFQ No.: C00077383DB80."

2.9 RFQ Supplemental Information Package

An RFQ information package will not be provided. Instead a separate Supplemental Information Package is available at no cost to all Offerors. Contact VDOT's Project Manager, Dave Covington at (540) 292-3802 or Dave.Covington@vdot.virginia.gov for a copy of the Supplemental Information Package.

The Supplemental Information Package, which is not deemed a component of the RFQ or RFP, contains several documents that are solely for the information of the Offerors, which each Offeror may use at their own risk and as they deem appropriate. The Department does not represent or warrant that the information contained in the Supplemental Information Package is reliable or accurate, or suitable for design or construction of the Project. ~~In fact,~~ T~~t~~he Supplemental information provided may have ~~Department is aware of~~ multiple inaccuracies and inadequacies in the components of the package, and that the details contained therein are incomplete, not cohesive, and do not fully represent the Project.

The Supplemental Information Package contains the following:

- Wetlands and Waters of the US Report, dated September 2013
- Northern Terminus Traffic Study, dated March 2014
- Prior boring log information from 1993 US 29 Widening project (circa 1986 & 1992)
- Geotechnical Data Report (Route 29 Bypass), dated November 7, 2011
- US 29 Bypass gINT file (Route_29_Bypass-29_existing.gpj)
- US 29 Bypass gINT file (36-1061 Rt 29 Bypass - Charlottesville.gpj)
- US 29 Bypass - 1997 Preliminary Soil Survey Report & Lab.pdf
- Memorandum for Route 29 Bypass Vehicle Classification Counts (Route 29 Bypass), dated July 9, 2013
- Memorandum for Route 29 Bypass, Vehicle Classification Counts - An Addendum to Traffic and Transportation Technical Report for Environmental Assessment (Route 29 Bypass), dated December 16, 2013
- USACOE Preliminary Jurisdictional Determination (Route 29 Bypass), dated January 21, 2014
- Signed Environmental Assessment (Route 29 Bypass), dated August 23, 2012
- 2013 Cultural Resources Survey And Cemetery Delineation, Including NRHP Evaluation Associated With The Route 29 Widening p~~P~~roject, Albemarle County, Virginia

- 1990 Phase I Archaeological Investigations
- 1994 Phase I Cultural Resources Survey Route 29
- 2001 Archaeological Identification Survey Route 29 Bypass
- Archaeological Data Recovery Plan (excerpt from 29 Bypass DEIS)
- 1994 Phase II Archaeological Investigations Sites 44AB428, 44AB429, and 44AB430 Route 29
- Preliminary engineering work performed to date on 29 Widening project (UPC 77383)
- 1993 VDOT US 29 widening plans
- 2010 turning movement count data (29 corridor)
- Route 29 Corridor signal timing data
- Route 29 Corridor Synchro files

Additional information with regards to ~~the~~ Rte 29 Solutions ~~Project~~ can be obtained from the following website http://www.virginiadot.org/projects/route_29_solutions.asp. Information included on the website and in the Supplemental Information Package is for information purposes only and shall not be relied upon in development of the Offeror's RFQ or RFP.

2.10 RFQ Documents and Addenda

The RFQ Documents and Addenda, if any, will be posted on the VDOT Project website at http://www.virginiadot.org/business/request-for-qualifications.asp. Hardcopies of the RFQ Documents and Addenda on file will be available upon request. If there is any conflict between the electronic format and hard copies of any RFQ Documents or Addendum, the hard copies on file shall control.

2.11 Acknowledgment of Receipt of RFQ, Revisions, and/or Addenda

Offeror shall provide to VDOT the Acknowledgement of RFQ, Revisions, and/or Addenda (Form C-78-RFQ), set forth as Attachment 2.11, signed by the Offeror's Point of Contact or Principal Officer with submission of the SOQ, which will serve as acknowledgement that the Offeror has received this RFQ.

2.12 Project Information Meeting

VDOT will hold a Project information meeting for potential Offerors on the date and time set forth in Section 2.5 above at the Culpeper District of the Virginia Department of Transportation, 1601 Orange Road Culpeper, Virginia 22701 in the District Auditorium.

3.0 CONTENTS OF STATEMENTS OF QUALIFICATIONS

This Section describes specific information that must be included in the Statements of Qualifications. The format for the presentation of such information is described in Section 5.2.

3.1 General

3.1.1 The RFQ phase of the procurement process is intended to enable Offerors to demonstrate their qualifications to perform the Project, and to enable VDOT to evaluate those qualifications in arriving at a short-list. Offerors are advised that the SOQ should include specific information that will demonstrate the qualifications and experience required by this RFQ. Offerors should note that it is not the intent of VDOT to receive Project-specific design or engineering recommendations as part of this RFQ.

3.1.2. The SOQ will consist of all information required under this Section. Offerors shall complete the SOQ Checklist, Attachment 3.1.2, and include it in their SOQs. The purpose of the SOQ Checklist is to aid the Offeror in ensuring all submittal requirements have been included in the Offeror's SOQ and to provide a page reference indicating the location of each submittal requirement in the SOQ.

3.1.3. Offerors shall be aware that VDOT reserves the right to conduct an independent investigation of any information, including prior experience, identified in a Statement of Qualifications by contacting project references, accessing public information, contacting independent parties, or any other means. VDOT also reserves the right to request additional information from an Offeror during the evaluation of that Offeror's SOQ.

3.1.4. If the Offeror has concerns about information included in its Statement of Qualifications that may be deemed confidential or Proprietary, the Offeror shall adhere to the requirements set forth by Section 11.4.2.

3.2 Letter of Submittal

3.2.1 The Letter of Submittal shall be on the Offeror's letterhead and identify the full legal name and address of the Offeror. The Offeror is defined as the legal entity who will execute the Contract with VDOT. The Letter of Submittal shall be signed by an authorized representative of Offeror's organization. All signatures on the original Letter of Submittal shall be original and signed in ink.

3.2.2 Identify the name, title, address, phone and fax numbers, and e-mail address of the individual who will serve as the Point Of Contact for the Offeror.

3.2.3 Identify the name, address and telephone number of the individual who will serve as the Principal Officer of the Offeror. (e.g., President, Treasurer, Chairperson of the Board of Directors, etc.).

3.2.4 Identify whether the Offeror will be structured as a corporation, limited liability company, general partnership, joint venture, limited partnership or other form of organization. Identify the team members who will undertake financial responsibility for the Project and describe any liability limitations. If the Offeror is a limited liability company, partnership or joint venture, describe the bonding approach that will be used and the members of such organizations who will have joint and several liability for the performance of the work required for the Project. A single 100% performance bond and a single 100% payment bond shall be provided regardless of any co-surety relationship.

In order to pre-qualify as a Joint Venture a completed "Joint Venture Bidding Agreement" must be submitted to and approved by VDOT prior to Statement of Qualifications (SOQ) submittal due date. It should be noted that a Joint Venture is not required to register with the Virginia State Corporation Commission (SCC). Each individual member of the Joint Venture must be registered with the SCC in accordance with § 2.2-4311.2 of the Code of Virginia. As a requirement of pre-qualification, Joint Venture entities need to be properly established with a federal tax ID number. Specific guidance relative to the pre qualification process can be found at the following link: http://www.virginiadot.org/business/const/prequal.asp.

VDOT's Construction Division does not provide prequalification certificates for Joint Ventures however, a prequalification number will be issued for the Joint Venture.

3.2.5 Identify the full legal name of both the Lead Contractor and the Lead Designer for this Project. The Lead Contractor is defined as the Offeror that will serve as the prime/general contractor responsible for overall construction of the Project and will serve as the legal entity who will execute the Contract with VDOT. The Lead Designer is defined as the prime design consulting firm responsible for the overall design of this Project.

3.2.6 Provide the full legal name and address of all affiliated and/or subsidiary companies of the Offeror on Attachment 3.2.6. Indicate which companies are affiliates and which companies are subsidiaries. An affiliate shall be considered as any business entity which is closely associated to another business entity so that one entity controls or has 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 to be affiliates.

If the Offeror does not have any affiliated and/or subsidiary companies, other than the Offeror's legal business entity, indicate such on Attachment 3.2.6.

The Offeror shall not submit more than one Statement of Qualifications for this Project. If more than one Statement of Qualifications is submitted by an individual, partnership, Corporation, or any party of a Joint Venture, then all Statement of Qualifications submitted by that individual, partnership, Corporation or Joint Venture shall be disqualified. If more than one Statement of Qualifications is submitted by an affiliate or subsidiary company of an individual, partnership, Corporation or any party of a Joint Venture, then all Statement of Qualifications submitted by that individual, partnership, Corporation or Joint Venture shall be disqualified.

3.2.7 Execute and return the attached Certification Regarding Debarment Form(s) Primary Covered Transactions, set forth as Attachment 3.2.7(a) and Certification Regarding Debarment Form(s) Lower Tier Covered Transactions, set forth as Attachment 3.2.7(b) for the Offeror and any subconsultant, subcontractor, or any other person or entity on the Offeror's organizational chart included in the Statement of Qualification.

If the Offeror and any subconsultant, subcontractor, or any other person or entity are unable to execute the certification, then prospective participant shall attach an explanation to its Certification Regarding Debarment Form. Failure to execute the certification will not necessarily result in denial of award, but will be considered in determining the Offeror's responsibility. Providing false information may result in federal criminal prosecution or administrative sanctions.

3.2.8 State the Offeror's VDOT prequalification number and current VDOT prequalification status (active, inactive, etc.) in the Letter of Submittal. Provide an 8.5" x 11" copy of the Offeror's VDOT prequalification certificate or evidence indicating Offeror is currently prequalified in the appendix of the SOQ. The Offeror must be in good standing and prequalified to bid on the Project as outlined in VDOT's Rules Governing Prequalification Privileges at the time of SOQ submittal.

3.2.9 Include a letter from a surety or insurance company (with a Best's Financial Strength Rating of A minus and Financial Size Category VIII or better by A.M. Best Co.) in the appendix of the SOQ stating that the Offeror is capable of obtaining a performance and payment bond based on the current estimated contract value referenced in Section 2.1, which bonds will cover the Project and any warranty periods. The letter of surety shall clearly state the rating categorization noted above and reference the estimated contract value as identified in Section 2.1, in a manner similar to the notation provided below:

"*As surety for [the above named Contractor], [XYZ Company] with A.M. Best Financial Strength Rating [rating] and Financial Size Category [Size Category] is capable of obtaining 100% Performance Bond and 100% Labor and Materials Payment Bond in the amount of the anticipated cost of construction, and said bonds will cover the Project and any warranty periods as provided for in the Contract Documents on behalf of the Contractor, in the event that such firm be the successful bidder and enter into a contract for this Project.*"

The Surety letter for a Joint Venture Offeror shall be in the name of the Joint Venture entity.

3.2.10 All business entities on the Offeror's proposed team must comply with the law with regard to their organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, commercial, individual, or professional in nature, and nothing herein is intended to contradict, nor to supersede, State and Federal laws and regulations regarding the same. All business entities on the Offeror's proposed team shall be eligible at the time of their SOQ submittal, under the law and relevant regulations, to offer and to provide any services proposed or related to the Project. All business entities on the Offeror's proposed team shall satisfy all commercial and professional registration requirements, including, but not limited to those requirements of the Virginia State Corporation Commission (SCC) and the Virginia Department of Professional and Occupational Regulations (DPOR). Full size copies of DPOR licenses and SCC registrations, or evidence indicating the same, should be included in the appendix of the SOQ. Additionally, the following information should be provided on Attachment 3.2.10:

.1 The SCC registration information for each business entity on the Offeror's proposed team. Provide the name, registration number, type of corporation and status.

.2 For this Project, the 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 and expiration date.

.3 For this Project, the DPOR license detailing for each Key Personnel practicing or offering to practice professional services in Virginia. Provide the name, the address, type, the registration number, expiration date and the office location where each Key Personnel member is offering to practice professional services in Virginia.

.4 For this Project, the DPOR license detailing for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (i.e. real estate appraisal). Provide the name, address, type, the registration number, and the expiration date of the individual offering services in Virginia.

Failure to comply with the law with regard to those legal requirements in Virginia (whether federal or state) 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 Proposal, in the sole and reasonable discretion of the Department, non-responsive and in that event your Proposal may be returned without any consideration or evaluation.

3.2.11 Provide a written statement within the Letter of Submittal that Offeror is committed to achieving a thirteen percent (13%) DBE participation goal for the entire value of the contract. As a condition of receiving credit for achieving the required DBE goal the Design-Builder shall use a combination of consultant DBE firms and construction DBE firms.

3.3 Offeror's Team Structure

The Offeror should provide sufficient information to enable VDOT to understand and evaluate the Offeror's Team. The Offeror should respond to the following:

3.3.1 Provide the identity of and information about the Key Personnel listed below. This information is to be provided on the Key Personnel Resume Form attached hereto as Attachment 3.3.1. Resumes for individuals who are not identified as Key Personnel should not be included in the SOQ.

Evaluation Criteria 3.3.1: Extent to which the qualifications and experience of each of the Key Personnel demonstrates their performance of similar tasks on previous similar projects. These qualifications and experience should provide confidence to VDOT that the Project and risks will be effectively managed through personal competence, accountability and availability to successfully deliver the Project . VDOT reserves the right to consider as part of the evaluation of

the Key Personnel their availability and/or performance on past VDOT projects through review of VDOT records such as change requests and reference checks with VDOT Project Managers.

.1 **Design-Build Project Manager** – This individual shall be responsible for the overall Project design, construction quality management and contract administration for the Project. If the Offeror is a joint venture then only one individual from the members of the joint venture shall be designated as the Design-Build Project Manager.

.2 **Quality Assurance Manager (QAM)** –This individual shall be from an independent firm that has no contractual relationship with the QC firm and no involvement in construction operations (to include QC inspection and testing) for the Project, and shall be responsible for the quality assurance (QA) inspection and testing of all materials used and work performed on the Project, to include monitoring of the contractor's quality control (QC) program. The QAM is required to be on the Project site full time during the duration of construction operations. The QAM will ensure that all work and materials, testing, and sampling are performed in conformance with the contract requirements and the "approved for construction" plans and specifications. The QAM shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia. Provide a current list of assignments and the anticipated duration of each assignment for all projects in which the QAM is currently obligated.

.3 **Design Manager** – This individual shall be responsible for coordinating all design disciplines, including sub-consultants, and ensuring the overall Project design is in conformance with the Contract Documents. The Design Manager shall be responsible for establishing and overseeing a QA/QC program for all disciplines involved in the design of the Project, including, review of design, working plans, shop drawings, specifications, and constructability for the Project. This individual shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.

.4 **Construction Manager** – This individual, who will be required to be on the Project site full time for the duration of construction operations, shall be responsible for managing the construction process, to include all Quality Control (QC) activities to ensure the materials used and work performed meet contract requirements and the “approved for construction” plans and specifications. This individual shall hold a Virginia Department of Environmental Quality (DEQ) Responsible Land Disturber (RLD) Certification and a VDOT Erosion and Sediment Control Contractor Certification (ESCCC) or a statement shall be included indicating this individual will hold these certifications prior to the commencement of construction. Provide a current list of assignments and the anticipated duration of each assignment for all projects in which the Construction Manager is currently obligated.

Note that effective July 1, 2013 the administration of the Virginia Erosion and Sediment Control and Stormwater Management regulatory programs was transferred from the Virginia Department of Conservation and Recreation (DCR)

to the Virginia Department of Environmental Quality (DEQ). Current active RLD Certifications are still valid.

.5 **Lead Structural Engineer** – This individual shall serve as the lead structural engineer for the Project, responsible for structural design of the bridges and retaining walls. The Lead Structural Engineer shall be available to review designs and to verify and modify designs, if necessary, based on field conditions and construction activities related to dismantling and removing portions of existing structures, installing foundation structures, handling and erecting bridge girders, and making superstructure and substructure repairs. This individual shall report directly to the Design Manager and shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.

.6 **Lead Traffic Engineer** – This individual shall serve as the responsible charge, lead traffic engineer for the Project, responsible for all traffic studies and operational analysis for the Project and responsible for developing, implementing and monitoring the Transportation Management Plan (TMP); and, detailing all phases of work to ensure safe and efficient operation in the Project work zones and all impacted transportation facilities during the construction of the Project. The individual shall be responsible for planning, design, implementation and operations of ITS and other traffic control devices creating a balance between construction operations, safety and traffic operations. The individual shall be responsible for performance management and active traffic management of the system. The Lead Traffic Engineer shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.

.7 **Lead Geotechnical Engineer** – This individual shall serve as the lead geotechnical engineer for the Project, responsible for geotechnical design of the retaining walls, foundations, soil and rock cut and fill slopes, embankment materials and construction, ground improvement (as required), geotechnical instrumentation and pavement subgrade and structure. The Lead Geotechnical Engineer shall be available to review designs and to verify and modify designs, if necessary, based on field conditions and construction activities. In addition, provide construction inspection related to the geotechnical design in accordance with the RFP technical requirements. This individual should have experience in performing geotechnical design and construction in areas with similar geologic conditions that exist in the Charlottesville region and shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.

.8 **Lead Utility Coordination Manager** – This individual will serve as the lead utility coordination manager for the Project and is responsible for coordination of all utility relocations. The Lead Utility Coordination Manager shall verify conflicts; determine cost responsibilities; conduct utility field inspections; coordinate utility relocation design; review and recommend approval of utility relocation plans and estimates and ensure inspection of utility relocation construction and perform other duties as required by the RFP. The Lead Utility Coordination Manager shall also be available to review utility relocation designs prepared by a professional engineer for contract utility relocations and to verify

and modify designs, if necessary, based on field conditions and construction activities. Also, to ensure continuity of service where applicable.

.9 **Public Relations Manager** This individual shall serve as the Public Relations Manager for the Project, responsible for developing a public relations plan in accordance with the RFP Technical Requirements, and responsible for managing all external Project communication with Project stakeholders, the media and the general public during the design and construction of the Project in coordination with the Culpeper District Communications Office. This individual shall have previous experience with public outreach on transportation related projects (**pass/fail**).

3.3.2 Furnish an organizational chart showing the "chain of command" of all companies, including individuals responsible for pertinent disciplines, proposed on the Offeror's team. Identify major functions to be performed and their reporting relationships in managing, designing and constructing the Project and as required in Section 3.3.1. A minimum of one lead QA inspector shall be assigned to each of the three Pproject elements -identified in Section 2.1. The lead QA inspectors shall report directly to the QAM and should be shown on the organizational chart. The organizational chart should show the reporting relationship stated above and show a clear separation and independence between the Quality Control (QC) and Quality Assurance (QA) programs for construction activities. This includes separation between QA and QC inspection and field/ laboratory testing in accordance with the Minimum Requirements for Quality Assurance and Quality Control on Design Build and P3 Projects, January 2012. Note all QA and QC inspectors shall be fully certified for each of the work elements -for this Project.

Furnish a narrative describing the functional relationships and communication among participants, including design and construction team interaction throughout the Project, a description of the QA/QC program for the entire Pproject and associated elements (projects) to ensure a delivery of a quality product.

Evaluation Criteria 3.3.2: Extent to which the organization chart and narrative includes all pertinent disciplines required for the Project and demonstrates a well-integrated organization throughout the design and construction of the Project. Furthermore, the reporting relationships and functional relationships are presented clearly with logical and appropriate reporting lines incorporating all management and Key Personnel, including VDOT and third parties, supporting effective communication and providing confidence to VDOT that the Project will be delivered in accordance with the contract requirements and result in a quality product. A clear separation is shown between QA and QC programs for construction activities. VDOT reserves the right to consider as part of the evaluation of the Offeror's organizational structure, the Offeror's ability to keep their team intact to include Key Personnel for the duration of procurement and throughout construction based on VDOT's knowledge of personnel changes made by the Offeror on previous VDOT Design-Build Contracts. (**Note** – The Public Relations Manager is a pass/fail criteria and will not be part of the numerical score for the Offeror's Key Personnel. However, if the Public Relations Manager fails to satisfy the criterion outlined above the Offeror's entire Statement of Qualification (SOQ) may be found non-responsive).

3.4 Experience of Offeror's Team

Provide sufficient information to enable VDOT to understand and evaluate the experience of the Offeror's team on projects of similar scope and complexity. The Department intends to select an Offeror which best demonstrates previous experience in the following parameters:

- Delivering multiple projects concurrently on fast track schedule
- Delivering projects in developed urban corridors
- Use of innovative design solutions and construction techniques
- Previous Design-Build experience
- Limiting impacts to the traveling public and affected businesses and communities, including commitments to effective strategies to minimize congestion during construction
- Developing and managing effective communication strategies with business owners and other key stakeholders
- Previous success in taking and managing calculated risks and realizing incentives
- Previous success in the coordination of complex utility relocation
- Meeting or exceeding required Disadvantage Business Enterprise Program commitments

3.4.1 Identify on the Lead Contractor Work History Form (Attachment 3.4.1(a)) relevant projects by the Lead Contractor identified in Section 3.2.5 and, if applicable, the Sub-Contractor Work History Form (Attachment 3.4.1(b)) for this Project. A total of three (3) relevant projects shall be submitted by the Lead Contractor and Sub-Contractor combined. At least two (2) of the projects shall be by the Lead Contractor and no more than one may be from a Sub-Contractor for this Project. Projects should focus on what the Offeror considers most recent and relevant in demonstrating the Lead Contractor's and, if applicable, the Sub-Contractor's qualifications to serve as the Lead Contractor for this Project. Two (2) of the projects shall be related to roadways and the other one (1) project shall be related to bridges. A project that includes both a roadway and bridge can count as either a bridge or as a roadway project. For projects that include both roadways and bridges the Lead Contractor and Sub-Contractor shall indicate on the Work History Form if the project shall be evaluated as a bridge project or a road project. The contract completion date and values as well as any incentives shall be specific to the roadway or bridge project being evaluated. If work identified on the Lead Contractor Work History Form was performed by an affiliated or subsidiary company of the Lead Contractor, explain the justification for utilizing an affiliated or subsidiary company to satisfy the relevant project experience on this Project and the control the Lead Contractor will exercise over the affiliated or subsidiary company on this Project. Additionally, identify the full legal name of the affiliated or subsidiary company, describe their role on this Project, indicate their responsibilities on the organizational chart and discuss how the Lead Contractor will be responsible for the work performed by the affiliated or subsidiary company on this Project. For all projects on the Lead Contractor Work History Form, identify the prime design consultant responsible for the overall project design of the projects listed on the Lead Contractor Work History Form. If the Offeror is a joint venture, at least one work history form shall be provided by each member of the joint venture.

Identify on the Lead Designer Work History Form (Attachment 3.4.1(c)) relevant projects by the Lead Designer as identified in Section 3.2.5 and, if applicable, the Sub-Consultant Work History Form (Attachment 3.4.1(d). A total of three (3) relevant projects shall be submitted by the Lead Designer and Sub-Consultant combined. At least two (2) of the projects shall be by the Lead Designer and no more than one may be from a Sub-Consultant for this Project. Projects should focus on what the Offeror considers most recent and relevant in demonstrating the Lead Designer's and, if applicable, the Sub-Consultant's qualifications to serve as the Lead Designer for this Project. For all projects on the Lead Designer Work History Form, identify the prime/ general contractor responsible for overall construction of the projects listed on the Lead Designer Work History Form.

A narrative description should be included on the Work History Form for each project.

Evaluation Criteria 3.4.1: Extent to which the experience provided on the Lead Contractor and Lead Designer Work History Forms demonstrates the successful delivery of relevant projects with similar scope and complexity to include the items listed in Section 3.4 above. Extent to which the Offeror team members demonstrate a well integrated organization with proven cooperative work history, teaming experience and complementary skills and experience, resulting in relevant and verifiable evidence of good performance on relevant projects demonstrating the Lead Contractor and Lead Designer's qualifications to successfully construct and design this Project.

3.5 Project Risks

Provide sufficient information to enable VDOT to understand and evaluate the Offeror's understanding of the Project's risks that could adversely impact the P~~p~~roject objectives described in Section 2.2.

3.5.1 Identify and discuss five critical risks , focusing on what the Offeror's team considers the most relevant and critical to the success of this Project. The narrative should include a description why each risk is critical, indicate the impact the risks will have on the Project and discuss the mitigation strategies the Offeror's team may implement to address these risks. Describe the role that the Offeror expects VDOT or other agencies may have in addressing these Project risks.

Evaluation Criteria 3.5.1: Extent to which Offeror and team members have identified critical Project risks that could adversely impact P~~p~~roject objectives, describe the the impact of each risk and developed an appropriate mitigation strategy that will ensure the successful delivery of the Project and will minimize the likelihood of additional efforts needed by VDOT or other agencies.

4.0 EVALUATION OF THE STATEMENTS OF QUALIFICATIONS

4.0.1 VDOT's Evaluation Team will rate and score (in their sole discretion) the Offeror's Statements of Qualifications based upon the evaluation criteria found in this RFQ and in accordance with the Design-Build Evaluation Guidelines, revised May 2014. Failure to meet all

RFQ requirements may render a Statement of Qualification non-responsive while the extent to which an Offeror meets or exceeds evaluation criteria will be rated by the VDOT Evaluation Team and will be reflective of the VDOT Evaluation Team's scoring (in their sole discretion) of the Statements of Qualifications submitted by Offerors.

4.0.2 In its sole discretion, VDOT may hold interviews, ask written questions of the Offerors, seek written clarifications, conduct discussions on the SOQs and solicit updated SOQs during the evaluation and short-listing process.

4.1 Statement of Qualifications Evaluation Factors

4.1.1 The Statements of Qualifications will be evaluated based upon the following:

Section	Weight
3.3.1 Offeror's Key Personnel	15%
3.3.2 Offeror's Organizational Structure	15%
3.4 Experience of Offeror's Team	40%
3.5 Project Risks	30%
TOTAL	**100%**

4.1.2 Each evaluation criterion has been assigned a maximum number of points or rating weight that demonstrates its relative importance. The total score will be determined as follows:

(a) For each sub factor the Evaluation Team will assign a numerical score based on a 1-10 scale in accordance with the Design-Build Evaluation Guidelines, revised May 2014.

(b) The score for each Section will be multiplied by the associated Weight percentage and rounded to the nearest one hundredth of a point.

(c) The scores for each Section in (b) above will be added together. This score will be the total score of the Statement of Qualifications.

A sample SOQ Score Sheet has been provided for reference in Attachment 4.1.2.

5.0 STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

This Section describes the requirements that all Offerors must satisfy in submitting Statements of Qualifications. Failure of any Offeror to submit its SOQ in accordance with this RFQ may result in rejection of its Statements of Qualifications.

5.1 Due Date, Time and Location

All submissions, including hand-delivered packages, US Postal Service regular mail, US Postal Service express mail, or private delivery service (FEDEX, UPS, courier etc.) must be

delivered to the following individual at the following address by the due date and time set forth in Section 2.6:

Commonwealth of Virginia
Department of Transportation (VDOT)
Central Office Mail Center
Loading Dock Entrance
1401 E. Broad Street
Richmond, Virginia 23219
Attention: Brenda L. Williams

Neither fax nor email submissions will be accepted. Offerors are responsible for effecting delivery by the deadline above, and late submissions will be rejected without opening, consideration, or evaluation, and will be returned unopened to the sender. VDOT accepts no responsibility for misdirected or lost proposals.

5.2 Format

The Statement of Qualifications format is prescribed below. If VDOT determines that an SOQ does not comply with or satisfy the format of this Section VDOT may find such Statements of Qualifications to be non-responsive.

5.2.1 A sealed parcel containing the Statements of Qualifications shall be submitted on the due date and time set forth in Section 2.6. If the sealed Statements of Qualifications is not submitted on or before the above specified date and time, then the Offeror shall be deemed non-responsive and will be disqualified from participating in the procurement for this Project. Parcels shall be clearly marked to identify the Project and the Offeror, and to identify the contents as the Statement of Qualifications.

5.2.2 The Statement of Qualifications shall be:

.1 Prepared on 8.5" x 11" white paper (The Work History Forms shall be prepared on 11" x 17" paper , but must be folded to 8.5" x 11". The Organizational Chart may be prepared on 11" x 17" paper, but must be folded to 8.5" x 11".)

.2 Typed on one (1) side only

.3 Separated by numbered tabs with sections corresponding to the order set forth in Section 3.0. The numbered tabs shall not count against the above referenced page limit, provided that no P~~p~~roject specific information is included on them.

All printing, except for the front cover of the Statement of Qualifications, should be Times New Roman, with a font of 12-point (Times New Roman 10 point font may be used for filling out information on the Key Personnel Resume Form, Organizational Charts, ~~and~~ the Work History Forms, tables or charts).

The format and appearance of the Key Personnel Resume Form and the Work History Forms should not be modified. The Key Personnel Resume Forms shall not exceed two (2) pages

for each Key Personnel. The Work History Forms shall not exceed two (2) page per project for the Lead Contractor, Sub-Contractor, Lead Designer and Sub-Consultant.

5.2.3 Each Offeror shall deliver one (1) original paper version of the Statements of Qualifications, with full supporting documentation, which must bear original signatures, and one (1) CD-ROM containing the entire Statement of Qualifications in a single cohesive Adobe PDF file.

The original Statement of Qualifications shall be securely bound and contained in a single volume, with an identity on its front cover, in the upper right-hand corner, as "Original." **Three ring binders are not permissible.**

The original Statement of Qualifications shall include:

- The Letter of Submittal
- Evaluation Criteria
  - Offeror's Team Structure
  - Experience of the Offeror's Team
  - Project Risks
- The SOQ Checklist
- Form C-78-RFQ
- List of Affiliated and Subsidiary Companies
- Debarment Forms
- Offeror's VDOT Prequalification Certificate
- Surety Letter
- SCC and DPOR Information Tables
- Full size SCC and DPOR supporting registration/ license documentation
- Key Personnel Resume Forms
- Work History Forms

The Statement of Qualifications shall be no more than twenty (20) pages total. Page number references should be included in the lower right hand corner on each page of the Statement of Qualifications. **VDOT will remove and discard all pages in excess of the stipulated page limit.** The SOQ Checklist, Form C-78-RFQ, List of Affiliated and Subsidiary Companies, Debarment Forms, Offeror's VDOT Prequalification Certificate, Surety Letter, SCC and DPOR Information Tables, Full size SCC and DPOR supporting registration/ license documentation, Key Personnel Resume Forms, and Work History Forms shall be included in appendices and these documents shall not be counted against the above-referenced page limit.

5.2.4 Each Offeror shall also deliver ten (10) abbreviated paper copies of the original Statements of Qualifications.

Each abbreviated copy of the Statement of Qualifications shall be securely bound and contained in a single volume, with an identity on its front cover, in the upper right-hand corner, as "Copy __ of 10 Copies." **Three ring binders are not permissible.**

Each abbreviated copy of the Statement of Qualifications shall include identical copies of the following information that was included in the original Statement of Qualifications:

- The Letter of Submittal
- Evaluation Criteria
    - Offeror's Team Structure
    - Experience of the Offeror's Team
    - Project Risks
- Key Personnel Resume Forms
- Work History Forms

The Key Personnel Resume Forms and Work History Forms shall be included in appendices.

6.0 QUESTIONS AND CLARIFICATIONS

6.1 All questions and requests for clarification regarding this RFQ shall be submitted to VDOT's POC in electronic format (submission by email is acceptable). No requests for additional information, clarification or any other communication should be directed to any other individual. **NO ORAL REQUESTS FOR INFORMATION WILL BE ACCEPTED.**

6.2 All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.6. Questions or clarifications requested after such date and time will not be answered, unless VDOT elects, in its sole discretion, to do so.

6.3 VDOT's responses to questions or requests for clarification shall be in writing, and may be accomplished by an Addendum to this RFQ. VDOT will not be bound by any oral communications, or written interpretations or clarifications that are not issued in writing or set forth in an Addendum.

6.4 VDOT, in its sole discretion, shall have the right to seek clarifications from any Offeror to fully understand information contained in the Statement of Qualifications and to help rate and score the Offerors.

7.0 RIGHTS AND OBLIGATIONS OF VDOT

7.1 Reservation of Rights

In connection with this procurement, VDOT reserves to itself all rights (which rights shall be exercisable by VDOT in its sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice:

7.1.1 The right to cancel, withdraw, postpone or extend this RFQ or the subsequent RFP in whole or in part at any time prior to the execution by VDOT of a design-build contract, without incurring any obligations or liabilities.

7.1.2 The right to issue a new RFQ.

7.1.3 The right to reject any and all submittals, responses and proposals received at any time.

7.1.4 The right to modify all dates set or projected in this RFQ.

7.1.5 The right to terminate evaluations of responses received at any time.

7.1.6 The right to suspend and terminate the procurement process for the Project, at any time.

7.1.7 The right to revise and modify, at any time prior to the RFP submittal date, factors it will consider in evaluating responses to this RFQ and the subsequent RFP and to otherwise revise its evaluation methodology.

7.1.8 The right to waive or permit corrections to data submitted with any response to this RFQ until such time as VDOT declares in writing that a particular stage or phase of its review of the responses to this RFQ has been completed and closed.

7.1.9 The right to issue addenda, supplements, and modifications to this RFQ, including but not limited to modifications of evaluation criteria or methodology and weighting of evaluation criteria.

7.1.10 The right to permit submittal of addenda and supplements to data previously provided with any response to this RFQ until such time as VDOT declares in writing that a particular stage or phase of its review of the responses to this RFQ has been completed and closed.

7.1.11 The right to hold meetings and conduct discussions and correspondence with one or more of the Offerors responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.

7.1.12 The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFQ, including the right to seek clarifications from Offerors.

7.1.13 The right to permit Offerors to add or delete firms and/or key personnel until such time as VDOT declares in writing that a particular stage or phase of its review has been completed and closed.

7.1.14 The right to add or delete Offeror responsibilities from the information contained in this RFQ or the subsequent RFP.

7.1.15 The right to appoint and change appointees of any Evaluation Team.

7.1.16 The right to use assistance of technical and legal experts and consultants in the evaluation process.

7.1.17 The right to waive deficiencies, informalities and irregularities in an SOQ, accept and review a non-conforming SOQ or seek clarifications or supplements to an SOQ.

7.1.18 The right to disqualify any Offeror that changes its submittal without VDOT approval.

7.1.19 The right to change the method of award between the advertisement of the RFQ and the advertisement of the RFP.

7.1.20 The right to respond to all, some, or none of the inquiries, questions and/or requests for clarification received relative to the RFQ.

7.1.21 The right to use all or part of an unsuccessful short-listed Offeror's proposal that accepts a Proposal Payment.

7.2 VDOT Not Obligated for Costs of Proposing

VDOT assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFQ, or the subsequent RFP. All of such costs shall be borne solely by each Offeror and its team members. Notwithstanding the above, VDOT intends to provide those short-listed Offerors who submit a responsive Proposal to the RFP, but who are not awarded the design-build contract, a Proposal Payment in consideration for ownership of the information provided in the Proposal. VDOT anticipates the value of the Proposal Payment will be One Hundred Thousand dollars ($100,000). The terms for attaining such Proposal Payment will be identified in the RFP.

8.0 PROTESTS

This Section simply summarizes protest remedies available with respect to the provisions of the Code of Virginia that are relevant to protests of awards or decisions to award Design-Build Contracts by VDOT. This Section does not purport to be a complete statement of those provisions and is qualified in its entirety by reference to the actual provisions themselves.

In accordance with §2.2-4360, of the *Code of Virginia*, if an unsuccessful Offeror wishes to protest the award or decision to award a contract, such Offeror must submit a protest in writing to VDOT's POC no later than ten (10) calendar days after the award or the announcement posting the decision to award, whichever occurs first. The written protest shall include the basis for the protest and the relief sought. No protest shall lie for a claim that the selected Offeror is not a responsible bidder.

Public notice of the award or the announcement of the decision to award shall be given by the public body in the manner prescribed in the terms or conditions of the Invitation to Bid or Request for Proposal. However, if the protest of any Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under § 2.2-4342, of the *Code of Virginia*, then the time within which the protest must be submitted shall expire ten (10) calendar days after those records are available for inspection by such Offeror under § 2.2-4342, of the *Code of Virginia*.

VDOT shall issue a decision in writing within ten (10) calendar days of the receipt of any protest stating the reasons for the action taken. This decision shall be final unless the Offeror

appeals within ten (10) calendar days of receipt of the written decision, by instituting legal action in accordance with § 2.2-4364, of the *Code of Virginia.*

Pursuant to § 2.2-4362, of the *Code of Virginia*, an award need not be delayed for the period allowed a bidder or Offeror to protest, but in the event of a timely protest, no further action to award the Contract will be taken unless there is a written determination by the Commissioner, or his designee, that proceeding without delay is necessary to protect the public interest or unless the Design-Build Proposal would expire. Further, pursuant to §2,2-4361, of the *Code of Virginia*, pending a final determination of a protest or appeal, the validity of the contract awarded and accepted in good faith shall not be affected by the fact that a protest or appeal has been filed.

9.0 ADMINISTRATIVE REQUIREMENTS

In addition to the specific submittal requirements set forth in Section 3.0 above, all Offerors shall comply with the following:

9.1 All Offerors and Submittals must at the time of their SOQ submittal comply with the law and nothing herein is intended to contradict, nor supersede, any applicable State and Federal laws and regulations. All Offerors shall be eligible at the time of their SOQ submittal, under the law and relevant regulations, to offer and to provide all services proposed and related to the Project. Unless exempted by §§ 54.1-401, 54.1-402, or 54.1-402.1 of the *Code of Virginia*, any person, partnership, corporation, or other entity offering or practicing architecture, engineering, or land surveying shall be registered or licensed in accordance with the provision of *Chapter 4, Title 54.1 of the Code of Virginia.* Offerors shall satisfy at the time of their SOQ submittal all commercial and professional registration requirements, including, but not limited to the requirements of the State Corporation Commission and the Department of Professional and Occupational Regulations.

9.2 VDOT will not consider for award any Proposals submitted by any Offerors and will not consent to subcontracting any portions of the proposed Design-Build Contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

9.3 All Offerors must have internal control systems in place that meet federal requirements for accounting. These systems must comply with requirements of 48 CFR 31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23 CFR 172, "Administration of Engineering and Design Related Service Contracts."

9.4 VDOT assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this Project will be required to submit a Title VI Evaluation Report (EEO-D2) when requested by the Department to respond to the RFP. This requirement applies to all consulting firms with fifteen (15) or more employees.

9.5 VDOT does not discriminate against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

9.6 Offerors shall note and comply with the requirements relative to the eVA Business-to-Government Vendor system. Virginia's Total e-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*).

10.0 DISADVANTAGED BUSINESS ENTERPRISES (DBEs)

10.1 Any Design-Builder, subcontractor, supplier, DBE firm, and contract surety involved in the performance of work on a federal-aid contract shall comply with the terms and conditions of the United States Department of Transportation (USDOT) DBE Program as the terms appear in Part 26 of the Code of Federal Regulations (49 CFR as amended), the USDOT DBE Program regulations; VDOT's DBE Program rules and regulations, VDOT's Road and Bridge Specifications and Part 5 Exhibit 107.15 (Special Provision for Use of Disadvantaged Business Enterprise for Design-Build Projects).

10.2 It is the policy of VDOT that DBEs, as defined in 49 CFR Part 26, shall have every opportunity to participate in the performance of construction/consultant contracts. The DBE contract goal for this procurement is identified in Section 3.2.11. Offerors are encouraged to take all necessary and reasonable steps to ensure that DBEs have every opportunity to compete for and perform services on contracts, including participation in any subsequent supplemental contracts. If a portion of the work on the Project is to be subcontracted out, Offerors must seek out and consider DBEs as potential subcontractors. DBEs must be contacted to solicit their interest, capability and qualifications. Any agreement between an Offeror and a DBE whereby the DBE promises not to provide services to any other Offeror or other contractors/consultants is prohibited. As a condition of receiving credit for achieving the required DBE goal the Design-Builder shall use a combination of consultant DBE firms and construction DBE firms.

10.3 After Award of the Contract the Design-Builder shall submit documentation related to the use of DBEs for the Project in accordance with the procedures set for in Part 5 Exhibit 107.15 (Special Provision for Use of Disadvantaged Business Enterprise for Design-Build Projects). The DBE must become certified with the Virginia Department of Minority Business Enterprises (VDMBE) prior to the performance of any work for the Project. In the case where the DBE is to be utilized to achieve the DBE participation goal, the DBE must be certified prior to the submission to VDOT of Forms C-111 (Minimum DBE Requirements), C-112 (Certification of Binding Agreement with DBE Firms) and Form C-48 (Subcontractor/Supplier Solicitation and Utilization). If the DBE is a prime, the firm will receive full credit for the planned involvement of their own workforce, as well as the work they commit to be performed by DBE subcontractors. DBE primes are encouraged to make the same outreach. DBE credit will be awarded only for work actually performed by DBEs themselves. When a DBE prime or subcontractor subcontracts work to another firm, the work counts toward the DBE goals only if

the other firm itself is a DBE. A DBE must perform or exercise responsibility for at least 30% of the total cost of its contract with its own workforce.

10.4 DBE certification entitles a firm to participate in VDOT's DBE Program. However, it does not guarantee that the firm will obtain VDOT work nor does it attest to the firm's abilities to perform any particular type of work.

10.5 When preparing bids for projects with DBE goals, VDOT encourages prospective bidders to seek the assistance of the following offices:

Virginia Department of Minority Business Enterprises
1111 East Main Street, Suite 300
Richmond, VA 23219
Phone: (804) 786-6585
http://www.dmbe.virginia.gov/

Metropolitan Washington Airports Authority
Equal Opportunity Programs Department
1 Aviation Circle
Washington, DC 20001
Phone: (703) 417-8625
http://www.metwashairports.com/

Contractors are also encouraged to seek help from the VDOT Districts Equal Employment Opportunity (EEO) Offices, Central Office Civil Rights Office and the VDOT Business Opportunity and Workforce Development (BOWD) Center as listed below:

VDOT Central Office
1221 East Broad Street
Richmond, VA 23219
(804) 786-2085

Bristol District
870 Bonham Drive
Bristol, VA 24201
(276) 669-9907

Culpeper District
1601 Orange Road
Culpeper, VA 22701
(540) 829-7523

Fredericksburg District
87 Deacon Road
Fredericksburg, VA 22405
(540) 899-4562

Hampton Roads District

Lynchburg District
4219 Campbell Avenue
Lynchburg, VA 24501
(434) 856-8168

Northern Virginia District
4975 Alliance Drive
Fairfax, VA 22030
(703) 259-1775

Richmond District
2430 Pine Forest Drive
Colonial Heights, VA 23834
(804) 524-6091

Salem District
731 Harrison Avenue
Salem, VA 24153
(540) 387-5453

Staunton District

1700 N. Main Street
Suffolk, VA 23434
(757) 925-2519

811 Commerce Road
Staunton, VA 24401
(540) 332-7888

BOWD
1602 Rolling Hills Drive
Suite 110
Richmond, VA 23229
Phone: (804) 662-9555

The following informational websites may also be of assistance:

www.virginiadot.org/business/bu_bizDev.asp

www.virginiadot.org/business/bu-civil-rights-home.asp

10.6 The Design-Build Project for Route 29 Solutions ~~Project~~ has federal funding. In accordance with the Governor's Executive Order No. 33, VDOT requires a utilization of Small, Women and Minority (SWaM) Businesses to participate in the performance of state funded projects. VDOT also encourages the utilization of SWaM Firms to participate in the performance of federally funded projects. A list of Department of Minority Business Enterprise (DMBE) certified SWaM firms is maintained on the DMBE web site (*http://www.dmbe.state.va.us/*) under the SWaM Vendor Directory link. Offerors are encouraged to take all necessary and reasonable steps to ensure that SWaM firms have the maximum opportunity to compete for and perform services in the design-build contract. If the Offeror intends to subcontract a portion of the services on the Project, the Offeror is encouraged to seek out and consider SWaM firms as potential subconsultants. The Offeror is encouraged to contact SWaM firms to solicit their interest, capability and qualifications. Any agreement between an Offeror and a SWaM firm whereby the SWaM firm promises not to provide services to other Offerors is prohibited.

11.0 MISCELLANEOUS

11.1 Requirement to Keep Team Intact

The team proposed by Offeror, including but not limited to the Offeror's organizational structure, Lead Contractor, the Lead Designer, Key Personnel, Sub-Contractor and/or Sub-Consultant and other individuals identified pursuant to Section 3.3, shall remain on the Offeror's team for the duration of the procurement process and, if the Offeror is awarded the Design-Build Contract, the duration of the Design-Build Contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to VDOT's POC, who, in his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Offeror's team at any time during the procurement process may result in the elimination of the Offeror from further consideration.

11.2 Conflict of Interest

11.2.1 Implementation guidelines for VDOT's policy on organizational conflicts of interest relating to Design-Build procurement are documented in the Alternate Project Delivery Office Memorandum IIM-APD-2 dated December 27, 2012 (http://www.virginiadot.org/business/resources/LocDes/IIM-APD-2.pdf)

11.2.2 Each Offeror shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to this procurement. Offerors are notified that prior or existing contractual obligations between a company and a federal or state agency relative to the Project or VDOT's Design-Build program may present a conflict of interest or a competitive advantage. If a potential conflict of interest or competitive advantage is identified, the Offeror shall submit in writing the pertinent information to VDOT's POC.

11.2.3 VDOT, in its sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. An organization determined to have a conflict of interest or competitive advantage relative to this procurement that cannot be mitigated, shall not be allowed to participate as a Design-Build team member for the Project. Failure to abide by VDOT's determination in this matter may result in a proposal being declared non-responsive.

11.2.4 Conflicts of interest and a real or perceived competitive advantage are described in state and federal law, and, for example, may include, but are not limited to the following situations:

.1 An organization or individual hired by VDOT to provide assistance in development of instructions to Offerors or evaluation criteria for the Project.

.2 An organization or individual hired by VDOT to provide assistance in development of instructions to Offerors or evaluation criteria as part of the programmatic guidance or procurement documents for VDOT's Design-Build program, and as a result has a unique competitive advantage relative to the Project.

.3 An organization or individual with a present or former contract with VDOT to prepare planning, environmental, engineering, or technical work product for the Project, and has a potential competitive advantage because such work product is not available to all potential Offerors in a timely manner prior to the procurement process.

.4 An organization or individual with a present contract with VDOT to provide assistance in Design-Build contract administration for the Project.

11.2.5 VDOT reserves the right, in its sole discretion, to make determinations relative to potential conflicts of interest on a project specific basis.

11.2.6 VDOT may, in its sole discretion, determine that a conflict of interest or a real or perceived competitive advantage may be mitigated by disclosing all or a portion of the work product produced by the organization or individual subject to review under this Section. If

documents have been designated as proprietary by Virginia law, the Offeror will be given the opportunity to waive this protection from disclosure. If an Offeror elects not to disclose, then the Offeror may be declared non-responsive.

11.2.7 The firms listed below will not be allowed to participate as a Design-Build team member due to a conflict of interest.

- Parsons Brinkerhoff
- CH2MHILL
- Michael Baker
- NXL Construction Services, Inc.
- McKenzie Snyder, Inc.
- Quantum Spatial
- Accumark, Inc.
- Rice Associates, Inc.
- Bowman Consulting Group
- ~~Hurt & Proffitt, Inc.~~
- H&B Surveying and Mapping, LLC
- Engineering Consulting Services (ECS)
- The Philip A. Shucet Company
- Cultural Resources Analyst, Inc.
- McCormick Taylor

Any SOQs received in violation of this requirement will be rejected.

11.3 Ethics in Public Contracting Act

VDOT may, in its sole discretion, disqualify the Offeror from further consideration for the award of the Design-Build Contract if it is found after due notice and examination by VDOT that there is a violation of the Ethics in Public Contracting Act, Section 2.2-4367 of the Virginia Code, or any similar statute involving the Offeror in the procurement of the contract.

11.4 Virginia Freedom of Information Act

11.4.1 All SOQs submitted to VDOT become the property of VDOT and are subject to the disclosure requirements of Section 2.2-4342 of the Virginia Public Procurement Act and the Virginia Freedom of Information Act (FOIA) (Section 2.2—3700 et seq. of the *Code of Virginia*). Offerors are advised to familiarize themselves with the provisions of each Act referenced herein to ensure that documents identified as confidential will not be subject to disclosure under FOIA. In no event shall the Commonwealth, the Commonwealth Transportation Commissioner, or VDOT be liable to an Offeror for the disclosure of all or a portion of a SOQ submitted pursuant to this request not properly identified as confidential.

11.4.2 If a responding Offeror has special concerns about information which it desires to make available to VDOT but which it believes constitutes a trade secret, proprietary information, or

other confidential information exempted from disclosure, such responding Offeror should specifically and conspicuously designate that information as such in its SOQ and state in writing why protection of that information is needed. The Offeror should make a written request to the Director for the Alternate Project Delivery Office. The written request shall:

.1 Invoke such exemption upon the submission of the materials for which protection is sought.

.2 Identify the specific data or other materials for which the protection is sought.

.3 State the reasons why the protection is necessary.

.4 Indicate that a similar process with the appropriate officials of the affected local jurisdictions is or will be conducted. Failure to take such precautions prior to submission of a SOQ may subject confidential information to disclosure under the Virginia FOIA.

11.4.3 Blanket designations that do not identify the specific information shall not be acceptable and may be cause for VDOT to treat the entire SOQ as public information. Nothing contained in this provision shall modify or amend requirements and obligations imposed on VDOT by applicable law, and the applicable law(s) shall control in the event of a conflict between the procedures described above and any applicable law(s).

11.4.4 In the event VDOT receives a request for public disclosure of all or any portion of a SOQ identified as confidential, VDOT will attempt to notify the Offeror of the request, providing an opportunity for such Offeror to assert, in writing, claimed exemptions under the FOIA or other Virginia law. VDOT will come to its own determination whether or not the requested materials are exempt from disclosure. In the event VDOT elects to disclose the requested materials, it will provide the Offeror advance notice of its intent to disclose.

11.4.5 Because of the confidential nature of the evaluation and negotiation process associated with this Project, and to preserve the propriety of each Offeror's SOQ, it is VDOT's intention, subject to applicable law, not to consider a request for disclosure until after VDOT's issuance of a Notice of Intent to Award. Offerors are on notice that once a Design-Build Contract is executed, some or all of the information submitted in the SOQ may lose its protection under the applicable Virginia law.

11.5 Compliance with the Law in Virginia

Failure to comply with the law with regard to those legal requirements in Virginia (whether federal or state) regarding your ability to lawfully offer and perform any services proposed or related to the Project may render your SOQ submittal or RFP submittal, in the sole and reasonable discretion of VDOT, non-responsive and/or non-responsible, and in that event your SOQ submittal or RFP submittal may be returned without any consideration or evaluation for selection of contract award.

12.0 ATTACHMENTS

The following attachments are specifically made a part of, and incorporated by reference into, this RFQ:

ATTACHMENT 2.1	--	ROUTE 29 SOLUTIONS CONCEPTUAL DRAWING
ATTACHMENT 2.11	--	FORM C-78-RFQ (ACKNOWLEDGEMENT OF REVISIONS)
ATTACHMENT 3.1.2	--	SOQ CHECKLIST
ATTACHMENT 3.2.6	--	AFFLIATED OR SUBSIDARY COMPANIES
ATTACHMENT 3.2.7(a)	--	CERTIFICATION REGARDING DEBARMENT PRIMARY COVERED TRANSACTIONS
ATTACHMENT 3.2.7(b)	--	CERTIFICATION REGARDING DEBARMENT LOWER TIER COVERED TRANSACTIONS
ATTACHMENT 3.2.10	--	SCC AND DPOR INFORMATION TABLE
ATTACHMENT 3.3.1	--	KEY PERSONNEL RESUME FORM
ATTACHMENT 3.4.1(a)	--	WORK HISTORY FORM/LEAD CONTRACTOR
ATTACHMENT 3.4.1(b)	--	WORK HISTORY FORM/SUB-CONTRACTOR
ATTACHMENT 3.4.1(c)	--	WORK HISTORY FORM/LEAD DESIGNER
ATTACHMENT 3.4.1(d)	--	WORK HISTORY FORM/SUB-CONSULTANT
ATTACHMENT 4.1.2	--	SAMPLE SOQ SCORE SHEET