

REQUEST FOR PROPOSAL

Northern Virginia Permits and Street Acceptance Services
Term

RFP No. NOVA – 20160728



GENERAL

The Virginia Department of Transportation is seeking expressions of interest from consulting engineering and/or surveying firms who wish to be considered to support the Office of Land Use in VDOT's Northern Virginia District by reviewing street acceptance submittals and all permit applications and associated engineered plans for completeness and accuracy, and recommending the permit application for approval, or denying if necessary. These services will include: monitoring the on-going construction work on a regular basis; project documentation; follow-up of field deficiencies; conducting a final inspection for release of the permit; and creating/organizing/filling out a punch list as required. The proposed two-year limited services term contract with two (2) optional one-year renewable terms will have a maximum value of \$3,000,000.00 per term. It is anticipated that **multiple contracts** will be awarded under the "**multiple award**" procurement process.

This Request for Proposal does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Department reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Department to do so. The contracts will be negotiated and awarded in accordance with the procedure set forth in the current Manual for the Procurement & Management of Professional Services at the time of advertisement.

The Contract Amount per Term is \$3,000,000.00

The Department reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Department to do so. This Request does not commit the Department to provide any payment for costs associated with the preparation of proposals submitted in response to this Request for Proposal.

The Department reserves the right to alter the project delivery method at any time during the contract period. The Department will notify the consultant of such decision, revise the scope of services and respective man-hours. The change will be implemented utilizing an additional task order or supplemental agreement based on the contract type.

Firms submitting an Expression of Interest as a Prime consultant shall not serve as a subconsultant on any other team submitting a proposal in response to this Request for Proposals.

PROCUREMENT SCHEDULE

- Expression of Interest Due Date and Time – August 24, 2016 at 2:00 PM
- Short List Posted on the VDOT Website – NLT September 16, 2016
- Interviews/Technical Presentations – September 28, 2016
- Final Consultant Selection – NLT October 16, 2016
- Selected Consultant Pre-Award Documents Due – NLT October 31, 2016
- Completed Negotiations Agreement Due – NLT December 1, 2016
- Consultant Contract Signed – NLT December 16, 2016

CONFLICT OF INTEREST:

The change in a project delivery method for this contract may result in a potential conflict of interests for the consultant and any of its team members. As such, the scope of services and their role may be revised and redefined to meet the project need as identified by the Department. The consultant and its team members may not be allowed to participate in ANY subsequent contracts (design and/or construction) related to this project. The Conflict of Interest determination will be made in accordance with the Department's policy. The policy is available at:

<http://www.virginiadot.org/business/resources/LocDes/IIM-APD-2.pdf>

SCOPE

The consultant will be required to keep field inspection notes for each assigned project documenting each field visit and follow up with all safety and erosion/sediment violations. These services shall include timely follow-up with contractors so that the work is completed in a timely manner.

The consultant is responsible for follow-ups with the permittee to include permit expiration, punch list completed within the allotted time period, and follow-up for pending unapproved permits. In addition, this contract may include associated services deemed necessary by the Department. These associated services include review of engineering drawings and plans, inspection, training and/or technical assistance.

The Consultant will prepare and conduct permit construction field inspections, determine field conflicts, prepare necessary reports, obtain and review permittee prepared construction plans, and prepare necessary special provisions for the permit application, in accordance with VDOT's current Road and Bridge Specifications, Road and Bridge Standards and VDOT's Land Use Permit Regulations, VDOT's Road Design Manual and all pertinent publications.

The Consultant shall provide experienced personnel who are computer literate, including GIS knowledge, Land Use Permit System knowledge, Microsoft Office knowledge, and efficient use of email. Consultant staff must use computers to track permit activities, such as approvals, field inspections, requests from the permittee for inspections, and field notes.

The consultant staff must have at least three years related highway experience. In addition the engineering staff should have a working knowledge of the Department's standards and specifications, as well as be certified by VDOT in testing and inspection of bituminous concrete, hydraulic cement, concrete mix aggregate and possess nuclear testing certification in the Commonwealth of Virginia. The Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation must also certify the consultant's staff in erosion and sediment control.

The firm must be able to respond quickly to task assignments, handle multiple tasks concurrently and complete assigned tasks on accelerated schedules. Permit construction inspection services shall be provided as needed.

It shall be anticipated that notices to proceed and actual commencement of work will be on short notice (i.e. permit construction field inspection to be held three weeks after being apprised of project.).

Work is assigned at VDOT's discretion and VDOT reserves the right to assign work in the state to other consultants under contract to the Department for the same services. If task orders are written against the resulting contract, all work performed will be governed by the contract terms and conditions.

These services shall be made in accordance with the policies and procedures outlined in FHWA's guidelines and the Department's current Survey, CADD, Right of Way, Road Design, Utility, and Virginia Work Area Protection Manuals, available on-line at www.virginiadot.org. The Department reserves the right to eliminate in whole or in part, any of the requested services.

The firm/team selected for each contract must be able to respond quickly to task assignments, handle multiple tasks concurrently, and complete assigned tasks on accelerated schedules.

All procurement related questions or information should be directed to Jeff Rodgers at (804) 786-2552, or email jeff.rodgers@vdot.virginia.gov.

STAFF FUNCTIONS, FEATURES OF WORK and KNOWLEDGE, SKILLS AND ABILITIES

Construction Inspection Coordinator

Construction Inspection Coordinator Function: To coordinate inspection assignments with the Department throughout the district. **Note: The Department does not expect this position to be full time.**

Construction Inspection Coordinator Features of Work:

- Coordinates the entire inspection contract with the Department.
- Submits invoice in a manner suitable for input into VDOT's current financial management system.
- Assumes responsibility for the performance, training, and actions of the consultant inspection staff.
- Submits accurate (without error) monthly invoices in a digitized VDOT Cardinal input ready format.

Construction Inspection Coordinator Knowledge Skills and Abilities: The coordinator is expected to have 3 years of experience in the coordination of inspection staffs on a statewide, regional or district wide basis for any transportation agency. Experience shall include staff scheduling and the handling of multiple priorities; VDOT permit process, knowledge of staff capabilities and ability to match the

inspector staff to assigned task orders; demonstrating general knowledge of the duties and responsibilities of an inspector.

Construction Manager

Construction Manager Function: To manage the assigned elements of the land use permit process to assure quality of the contractor's compliance with the plans and contract documents, manage project personnel staffing, and project inspection under the direction of the permits manager.

Construction Manager Features of the Work:

- Manages consultant permits engineering staff.
- Provides quality assurance and reviews all issued permits, inspections, documentations, and correspondence.
- Represents the Department in meetings with a variety of entities, including county government staff, county boards of supervisors, developers, utilities, engineers and contractors.
- Coordinate permit activities with other Department sections such as Construction, Smart Traffic Signal Systems, Asset Management and Structures and Bridges.
- Recommends resolution of field construction problems recommends design changes; performs analysis and seeks input from land development, location and design, materials, environmental, traffic engineering right of way, the public and all other parties necessary to meet requirements.

Construction Manager Knowledge Skills and Abilities: Construction Manager is expected to have 10 years of experience in the management of site plans, utilities, roadway and VDOT's land use permit processes. Considerable knowledge of site plans, roadway, structure, traffic engineering, construction methods, procedures, practices, plans, specifications, and contracts; materials used and performance, environmental, legal, and safety responsibilities related to construction of transportation facilities; working knowledge of the VDOT Permit processes, VDOT Land Use Permit Manual, Street Acceptance procedures, VDOT Road and Bridge Specifications, Road and Bridge Standards, Land Use Permit Regulations, Construction Manual, and Inspector Manual; and knowledge in the use of electronic data processing equipment and contract management software. Skill in the use of survey, nuclear density, and materials testing equipment is required. Also, the ability to supervise and manage employee work groups, to interpret site plans, roadway plans, specifications, and contracts, and to prepare technical, financial, administrative, and explanatory correspondence. Recognition as a Certified Construction Manager through the Construction Management Association of America (CMAA) or similar Construction Manager Certification is preferred.

Construction Inspector Senior

Construction Inspector Senior Functions: The Inspector Senior monitors and performs all types of inspection work on complex and routine highway projects or acts as a specialist and advisor for large permittee organization or to other inspectors on certain phases of work requiring specialized talent and experience. Assignments are of an independent nature and include responsibility for inspecting and monitoring the inspection work of any type and size of projects. The Inspector Senior is responsible for assigning and assisting inspectors in a manner that all phases of work will be given

adequate inspection. Supervision is received from the Construction Manager by periodic visits and review of records and reports. The inspector's authority is limited in that changes to the permit requested or recommended must be reviewed and approved by the Permits Manager.

Construction Inspection Senior Features of Work:

- Inspects all phases of work on a project and advises the contractor superintendent or other representatives of necessary action to ensure conformance with plans, specifications, and the permit.
- Inspects site plans, maintenance of traffic, demolitions projects, special design bridge projects, signal projects, signing & stripping projects, utility projects, other special projects as assigned.
- Reviews the performance of Construction Inspectors and Inspector Trainees daily advising of necessary corrective actions to ensure teamwork, partnering and project success.
- Answers questions from Construction Inspectors and Inspector Trainees and the contractor concerning contract requirements and application.
- Reviews and/or prepares daily reports. Performs occasionally any and all duties of an assistant inspector when required by volume of work.
- Is able to read and interpret site plans and permits.
- Performs inspections related specifically to acceptance of streets for inclusion into the VDOT maintenance system.

In addition to the duties noted for Construction Inspector, the Construction Inspector Senior monitors contractor's operations to ensure compliance with the permit. Independently coordinates and directs all phases of construction inspection of permits, which are typically complicated by extensive traffic control, sensitive to the public or environmentally challenging, or require significant project coordination with property owners, utility companies, or local/federal government representatives. Maintains electronic records and oversees assigned programs.

This position requires frequent contact with engineers and agency personnel to discuss and resolve field construction issues and to obtain technical guidance in specialty areas of engineering and inspections. These positions also require frequent external contact with contractor personnel to schedule and coordinate project inspection and resolve problems; with local government and law enforcement agencies to explain work under construction and coordinate traffic control; with suppliers to monitor receipt of materials; with utility companies to coordinate relocation and installation; and with the public to provide information and resolve issues.

Construction Inspector Senior Knowledge, Skills and Abilities: Senior field staff member with experience overseeing complex areas of work in regional areas or specific permitted programs. Ability to represent the Department in meetings with developers, utilities, and contractors. May be responsible for providing VDOT final permit inspections for street acceptance and providing recommendations to the Department for resolving issues related to acceptance. Reviews permit applications and associated plans prior to issuance of permits to verify impact to right of way and state owned infrastructure. Monitors projects during construction and inspects to ensure all work is performed in accordance with all federal, state and local standards, specifications and guidelines. Ensure the safety of the traveling public impacted by permitted projects. Compiles project punch lists in electronic format and ensures their completion. Maintains GIS databases and enters daily inspection schedules in GIS format.

The Construction Inspector Senior is typically expected to have, at a minimum, six years of experience including knowledge of roadway, and construction methods, materials, standards and specifications. Working knowledge of state and federal safety, environment, and EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Working skill in operating computer equipment, software programs (including but not limited to working in a Microsoft Windows environment, Microsoft Office, DACHS, RIMS, GIS and, or other currently utilized VDOT software) and read and interpret site plans, roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed reports; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public.

It is anticipated that the Department will require Inspector Senior positions with various combinations of the following certifications throughout the life of this contract. The specific certifications required for a given task order will be identified by the Department at the time the task order is assigned.

Certification	Issuing Agency
Soil and Aggregate Compaction	VDOT or NICET LEVEL II*
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Slurry Surfacing	VDOT
Surface Treatment	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Virginia Department of Environmental Quality (DEQ)
Stormwater Management (Inspector) Certification ****	Virginia DEQ
Nuclear Gauge Safety Training	VDH***Recognized Provider
Intermediate Work Zone Traffic Control	VDOT Approved Provider
10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT

*Beginning in 2013, VDOT Materials Division will no longer be recognizing Mid-Atlantic Regional Technician Certification Program (MARTCP) certifications; current VDOT Letters of Reciprocity will remain valid until the expiration of the MARTCP or state DOT certification that the letter is based on. VDOT Materials Division will start recognizing NICET Level II Certifications in Soils and Concrete.

*** Virginia Department of Health – Office of Radiological Health

****Obtained by July 1, 2014

Construction Inspector

Construction Inspector Functions: The Construction Inspector inspects all phases of construction on site plans, utility projects and highway construction under the supervision of senior inspectors, or other supervisory personnel. The inspector shall have the ability to independently inspect routine site plans, utilities and highway construction. Assignments are of an independent or support nature depending the scope or complexity of the project and are made by the Construction Manager on a case-by-case basis. The work is distinguished from the trainee level by the requirement to act and

make decisions independently for routine project issues and to foster partnering relationships with contractors, the general public, or other project stakeholders. Training and supervision of trainees may also be responsibilities of this position.

The Construction Inspector will monitor the work of contractors to ensure quality control and contractor compliance of moderate complexity and generally be under the direct supervision of senior inspectors, construction managers, or supervisory personnel. Considerable freedom of action is allowed and specific instructions are required only as result of the changes of the permit, non-performance by a contractor or questions raised by the inspector.

Construction Inspector Features of Work:

- Inspects assigned phases of work on a project to make official contact with contractor superintendent and other representatives to ensure conformance to VDOT’s Land Use Regulations, the permits, plans, specifications, and other contract documents.
- Checks methods of construction where specific methods are stated and requires action to correct any variances and methods employed.
- Ensures that work zones and traffic control setups are in accordance with current standards.
- Prepares and reviews daily inspector reports for preparation of entries into VDOT’s Land Use Permits System (LUPS).
- Checks materials and material documents to make sure that they have been tested or performs routine physical test and analyze sample material on the job, sends additional samples to the District, Central Office, or other testing laboratories for verification of results in coordination with the Materials Division Memorandum and Materials Engineer.
- Assist in constructability and bidability reviews

Construction Inspector Knowledge, Skills and Abilities: The inspector is expected to have three years of inspection experience including a working knowledge of utilities, roadway, structure, and bridge construction methods, materials, standards, construction symbols and terminology; state and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Inspectors shall be skilled in operating computer equipment, software programs and field inspection equipment. Ability to read and interpret roadway, structure and bridge plans and specification; apply mathematical formulas and engineering principles to determine minor adjustments to construction plans; maintain detailed records; perform required materials testing and communicates with the agency and contractor personnel and the general public.

It is anticipated that the Department will require Construction Inspector positions with various combinations of the following certifications throughout the life of this contract. The specific certifications required for a given task order will be identified by the Department at the time the task order is assigned.

Certification	Issuing Agency
Soil and Aggregate Compaction	VDOT or NICET LEVEL II*
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Slurry Surfacing	VDOT

Surface Treatment	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Virginia Department of Environmental Quality (DEQ)
Stormwater Management (Inspector) Certification ****	Virginia DEQ
Nuclear Gauge Safety Training	VDH***Recognized Provider
Intermediate Work Zone Traffic Control	VDOT Approved Provider
10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT

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*** Virginia Department of Health – Office of Radiological Health

****Obtained by July 1, 2014

Construction Inspector Trainee

Inspector Trainee Functions: The inspector trainee performs daily assigned inspection tasks in a training capacity preparatory to assuming the duties of an inspector. The assignments follow a plan of on-the-job and classroom training established by the employer for the primary purpose of providing experience to inspection personnel for the review of permit applications, and associated plans prior to issuance of permits to verify impact to right of way and state owned infrastructure. Enters, updates, researches data in LUPS and maintains GIS database. Performs inspections as assigned and ensures the safety of the traveling public impacted by permitted projects.

Inspector Trainee Features of Work:

- Inspects excavations, utilities, drainage structures, road surfaces, and structures to compare the work performed to the permit, conferring frequently with higher level inspectors or engineering personnel to clarify or interpret details.
- Prepares a daily inspector report and enter into LUPS, which includes the details of the contractor’s work activities. Becomes familiar with plans, specifications, standards, and related material when not occupied with regular assignments and whenever so directed by higher level inspectors or supervisory personnel.
- Advises contractors, supervisory personnel of necessary actions to conform to the plans and specification.
- Assist in permit applications.
- Ensures self, project staff, and contractor staff operates in a safe and effective manner and is also aware of environmental regulations and provides customer service to the traveling public, adjacent property owners, and other project stakeholders.

Inspector Trainee Knowledge, Skills and Abilities: Inspector trainee will generally be a high school graduate with proven written, oral, and math skills (algebra and geometry), able to interpret and apply written specifications, understands the general nature of construction and contracting, is able to communicate effectively, has computer skills and is proficient in the use of Microsoft Office Application, Email, and Internet.

Basic Material Certification:

Inspector trainee initially is not required to have any material certifications; however, in the employer's training plan, there shall be a two-year program outlined for the inspector trainee to obtain the basic material certifications to include:

- Asphalt Field
- Soils and Aggregate Field
- Nuclear Density
- Safety (OSHA)
- ACI/VDOT Concrete Field
- DCR Erosion and Sediment Control Inspector Level
- Pavement Markings
- Guard Rail Installation (GRIT)
- Flagger Certification
- Work Zone Traffic Control – Intermediate Level

Review Engineer

Review Engineer Function: To assist VDOT Land Development Staff in the review of transportation related plans submitted through the local jurisdictions.

Review Engineer Features of Work:

- Reviews a wide range of transportation related plans of varying complexity related to roadways, entrances, pedestrian facilities, and drainage structures.
- Responsible for review of plans to ensure compliance with applicable local, state and federal standards and safe and cost effective stewardship of all transportation resources.

Review Engineer Knowledge Skills and Abilities: The Review Engineer shall have a minimum of 5 years of direct experience in the preparation or review of land development plans in Northern Virginia. Requires comprehensive knowledge of transportation engineering construction principles/practices; quality assurance and control methods; civil engineering and regulatory/legal constraints. Must have demonstrated skill in preparing or reviewing complex transportation plans for the land development industry; and communicate effectively both orally/writing with various stakeholders/constituents. Ability to apply advance engineering planning and project scheduling principles to a variety of complex projects; conduct constructability reviews and demonstrated skill in interpreting plans and specs and resolve disputes in a timely manner; and research, identify and implement solutions for construction problems on program wide basis. Preferred to be licensed P.E. as well as Designated Plan Examiner qualification from the Engineers & Surveyors Institute (ESI).

Administrative Assistant

Administrative Assistant Functions: To provide administrative and customer service support to the Permit Department

Administrative Assistant Features of the Work:

- Provides overall management of a timely project filing system to include setup, checking

permit applications, archiving permits, reinstatement of permits, logging in permit fees and bonds in the LUPS system, checking/approving invoices, and notifying permittees of pending permit expiration.

- Provide guidance to customers at the front desk and manages citizen calls from the VDOT help line. Insures that office supplies and administrative support.
- Maintains a status log for time sensitive materials assuring that deadlines are met.
- Manages office to ensure adequate office supplies are in stock, answers phones, and directs calls to the appropriate person.
- This position will utilize VDOT's LUPS system and Cardinal financial system to help manage the permit process.

Administrative Assistant Knowledge Skills and Abilities: The Administrative Assistant is expected to have a basic knowledge of VDOT's permit submittal process and skill in the use of computers to include word processing, spreadsheet, and financial management software and permit management software. Ability to keep meeting minutes and action logs, distribute minutes and request feedback, to track items requiring action and maintain status logs of these items and to multitask and manage administrative duties in a professional, timely and accurate manner.

EXPRESSION OF INTEREST (EOI)

1. The Expression of Interest shall be organized in the following order:
 - Transmittal letter- one (1) page or less
 - Table of Contents
 - Understanding of Scope of Work- two (2) pages or less
 - Response to RFP Expression of Interest Items 2-17
 - Present Workload with Department form
 - **Standard Form (SF) 330 Part I** – one combined for the project team
 - **Standard Form (SF) 330 Part II** – one for each firm
 - A table or matrix containing the requested information in item 17
 - Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
 - Full size copies of Commonwealth of Virginia DPOR registration certificate for the Key Personnel
 - Firm Data Sheet
 - Certification Regarding Debarment form
 - DBE Commitment and Confirmation Letter (if applicable)

(All items shall be on 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 10 point where applicable.)

2. Furnish current SF 330 Part II for each firm involved, and one (1) combined SF 330 Part I for the project team. Please follow the instructions included on the form, unless indicated otherwise within this RFP.
3. As referenced in SF 330 Part I, Section D (Organizational Chart of Proposed Team), a one page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included.

4. With the exception of Construction Inspector Trainees, indicate key personnel resumes in SF 330 Part I, Section E (Resumes of Key Personnel Proposed for This Contract). Each resume shall be limited to one page per person with a font no less than 10 point. Furthermore, all individuals identified as Key Personnel in the EOI shall remain on the Consultant's Team for the duration of the procurement process and, if the consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to the Department's Project Manager for approval, who, at his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.
5. In SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract), and limit example projects to no more than ten (10).
6. In SF 330 Part I, Section G (Key Personnel Participation in Example Projects), limit example projects to no more than ten (10). The example projects listed in Section G (#29) should match the example project list provided in Section F.
7. In SF 330 Part I, Section H (Additional Information), the consultant should detail the plan to assure the Department that the inspection staff submitted for evaluation will be available for the inspection services requested by the RFP. Section H of SF 330 Part I is limited to a maximum of ten (10) pages with a font no less than 10 point. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. This is the ONLY section of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project.
8. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Small Business and Supplier Diversity (DSBSD) certified DBE firms is maintained on their web site (<http://www.dmb.virginia.gov/>) under the **DBE Vendor Directory of Virginia Unified Certification Program**. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBE firms as potential subconsultants. The consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. The Department believes that these services support 10% DBE participation.

In accordance with the Governor's Executive Order No. 20, the Virginia Department of Transportation also requires a utilization of Small, Women and Minority (SWaM) Businesses to participate in the performance of state funded consultant contracts. A list of Virginia Department of Small Business and Supplier Diversity (DSBSD) certified SWaM firms is maintained on the DSBSD web site (<http://www.dmb.virginia.gov/>) under the **SWaM Vendor Directory** link. Consultants are encouraged to take all necessary and reasonable steps to ensure that SWaM firms have the maximum opportunity to compete for and perform services on the contract, including

participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider SWaM firms as potential subconsultants. The consultant is encouraged to contact SWaM firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a SWaM firm whereby the SWaM firm promises not to provide services to other consultants is prohibited.

If portions of the services are to be subcontracted to a DBE or SWaM, the following needs to be submitted with your EOI and both must reference the project number(s) for the services:

- Written documentation of the prime's commitment to the DBE or SWaM firm to subcontract a portion of the services, a description of the services to be performed and the percent of participation.
- Written confirmation from the DBE or SWaM firm that it is participating, including a description of the services to be performed and the percent of participation.

49 CFR Part 26 requires VDOT to collect certain data about firms attempting to participate in VDOT contracts. This data must be provided on the enclosed Firm Data Sheet.

VDOT is also required to capture DBE and SWaM payment information on all professional services contracts. The successful prime consultant will be required to complete C- 63 form for both state and federally funded projects on quarterly basis.

Any DBE or SWaM firm must become certified (with the Virginia Department of Department of Small Business and Supplier Diversity) prior to your response being submitted. If DBE or SWaM firm is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE or SWaM subconsultants. DBE or SWaM prime consultants are encouraged to make the same outreach efforts as other consultants. DBE or SWaM credit will be awarded only for work actually being performed by them. When a DBE or SWaM prime consultant subcontracts work to another firm, the work counts toward DBE or SWaM goals only if the other firm is itself a DBE or SWaM. A DBE or SWaM prime consultant must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

DBE or SWaM certification entitles consultants to participate in VDOT's DBE and SWaM programs. However, this certification does not guarantee that the firm will obtain VDOT work nor does it attest to the firm's abilities to perform any particular work.

Business Opportunity and Workforce Development (BOWD) Center - The BOWD Center is a VDOT developmental supportive services program and partnering initiative funded by FHWA for selected DBE firms of various skill and competence levels interested in entering, enhancing or expanding highway contracting opportunities with prime consultants. The partnering initiative between prime consultants and BOWD DBE firms provides the opportunity for the further development of DBE firms through performance on contracts and guidance from prime consultants. The intent of this partnering initiative is to increase capacity by perfecting existing skills and knowledge, expanding into new work areas, and prime consultant joint venturing with DBE firms.

The prime consultants are encouraged to achieve all or a percentage of the required DBE participation/goals determined for this project by the utilization of BOWD approved firms. To

assist consultants in taking advantage of this opportunity for utilization of approved BOWD firms, please contact the BOWD Center for additional information, details, resources and support. The BOWD Center can be contacted at (804) 662-9555 or via email to BOWDCenter@vdot.virginia.gov.

9. If any firms involved with this submission currently have work with the Department, indicate the projects, the division managing the projects, the amount of outstanding fee remaining, and the estimated date of completion. For limited services term contracts, include only the amount of all tasks orders executed or under negotiation. Also, include your estimated fees for pending supplemental agreements and any projects for which the firms have been selected, but have not executed an agreement. Work of affiliated and/or subsidiary companies is to be included. The outstanding workload of any Virginia Department of Department of Small Business and Supplier Diversity certified DBE or SWaM prime or subconsultant may be reduced up to \$4 million and the remainder (>\$0) shall be added to the team's total workload. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM may be reduced up to \$4 million for the next three years. All new work obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Work being performed as a prime, joint venture, or subconsultant on a VDOT Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only Category C work will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with Department form. Please carefully read the instructions on the Present Workload with Department form.
10. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving are not considered affiliates.

A firm (prime) shall not submit more than one Expression of Interest (EOI) in response to this Request for Proposals (RFP). If more than one EOI is submitted by an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or any party of a Joint Venture shall be disqualified. If more than one EOIs are submitted by an affiliate, or subsidiary company of an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or Joint Venture shall be disqualified.

11. OMITTED
12. In 2 page(s) or less, please emphasize your qualifications in the following areas:
 - Permit construction field inspections
 - Review of engineering drawings, plans, inspection, training and technical assistance

- Preparation of special provisions for permit applications
- Experience coordinating with local government staff, developers, utility companies, engineers and contractors

13. A project approach discussion is neither required nor desired for this project.

14. In addition to the page restrictions listed above, a maximum of 3 additional pages may be included in the Expression of Interest.

15. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:

- Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
- Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
- Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

16. If the prime consultant or subconsultant does not have the in-house capability to provide non-professional services, each with an estimated cost of \$5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in accordance with State procurement procedures once a contract is executed, with no DBE or SWaM credit in the selection of the most qualified firm or team. Clearly indicate these services in the EOI.

17. Each business entity (prime and subconsultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice engineering, surveying, hydrologic and hydraulic analysis, geotechnical analysis and landscape architecture, should provide evidence including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, as well as providing full size copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The EOI should convey the requested information for each regulant by the use of a concise table or matrix. (All full size copies of the Commonwealth of Virginia State Corporation Commission (SCC) and Department of Professional and Occupational Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page restriction):

.1 The Commonwealth of Virginia SCC registration detailing the name, registration

number, type of corporation and status of the business entity.

.2 For this Project/Contract, the Commonwealth of Virginia DPOR registration information for each office practicing or offering to practice any professional services in Virginia: Provide the business name, address, registration type, registration number, expiration date.

.3 For this Project/Contract, the Commonwealth of Virginia DPOR license information for each of your Key Personnel practicing or offering to practice professional services in Virginia: Provide the name, the address, type, the registration number, and the expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.

.4 For this Project/Contract, the Commonwealth of Virginia DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (e.g. real estate appraisal): the business name, the address, the registration type, the registration number, and the expiration date.

Failure to comply with the law with regard to those requirements in Virginia (whether federal or state) at the time of the EOI submittal regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your EOI submittal(s), in the sole and reasonable discretion of the Department, non-responsive and in that event your EOI submittal(s) may be returned without any consideration or evaluation.

ADMINISTRATIVE

1. Omitted.
2. Prior to the time of submittal of the EOI, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission. Information about entity formation can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation <http://www.dpor.virginia.gov/>, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting an Expression of Interest to the Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.
3. The Department will not consider for award any cost proposals submitted by any consultants and

will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

4. The method of payment will be actual costs for each project assignment based on fixed billable rates. For purpose of determining the fixed billable rates, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm. Based upon the procurement/contract schedule, the approved escalation rate for this contract is 1%; .5 % for term 1, and 1% for all subsequent terms.
5. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All architectural or engineering firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data along with a Contractor Cost Certification for indirect cost rates required by FHWA order 4470.1A dated October 27, 2010 to the Department within 10 work days of being notified of their selection, whereby an official of an architectural or engineering firm shall certify that the indirect cost rate submitted does not include any costs which are expressly unallowable and that the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48CFR31. A sample Contractor Cost Certification is available for architectural or engineering firm's use on VDOT website at <http://www.virginiadot.org/business/gpmps.asp>. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 work days, negotiations may be terminated by the Department and the next most qualified team invited to submit a proposal.
6. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:
 - invoking such exclusion upon submission of the data or other materials for which protection is sought;
 - identifying with specificity the data or other materials for which protection is sought; and
 - stating the reasons why protection is necessary.

The Inspector General of the Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it. Notwithstanding the

foregoing, Contractor's failure to comply with the requirements stated herein and procedures established by the Inspector General for seeking an exclusion pursuant to §2.2-3705.6 (22) of the Code of Virginia shall result in a denial of the exclusion. Requests for exclusion that are submitted after data or other materials for which protection is sought have been submitted will be denied.

If litigation directly or indirectly results from or arises out of a granted exemption, the contractor will be responsible for all litigation costs incurred by contractor and/or VDOT associated with such litigation. In no event shall the Virginia Department of Transportation or its officers, employees or agents be liable to the contractor as a result of any disclosure of records or data collected by the Department, its officers, employees or agents, pursuant to an audit, special investigation, or any study requested by the Inspector General's Office, whether or not the Inspector General has determined that the requested exclusion from disclosure under FOIA is necessary to protect the trade secrets or financial records of the private entity, and in no event shall the Virginia Department of Transportation, or its officers, employees, or agents be liable to the contractor for any damages or other claims arising directly or indirectly from a determination that the exclusion from public disclosure will not be granted.

- 7. Electronic EOI submittals are encouraged for this EOI, with the entire submittal in a single cohesive PDF file.** Submittals shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the SF 330 Part I and Part II elsewhere in the submittal. **All information must be submitted either electronically through VDOT's Falcon system or by mail (one hard copy) and received no later than 2:00 PM (local time prevailing) on August 24, 2016. Responses received after this time will not be considered. Please note that electronic submittals are time stamped at the moment that a file *completes* uploading. The uploading process is sensitive to connection speed and file size – a 25 MB file may take 15 minutes to load. Please plan accordingly, so that the time stamp occurs prior to 2:00 pm, August 24, 2016. An offeror choosing to submit the EOI through hard copy delivery must include one CD-ROM containing the entire submittal in a single cohesive PDF file.** All text in the PDF file shall be searchable using Adobe Acrobat software except within illustrations and scanned registration documents.

A. When submitting the Expression of Interest electronically, send a test file to insure that your computer software is compatible. The Falcon program will not accept files submitted using Firefox, Chrome or Safari web browsers. We recommend Internet Explorer 8, 9 or 10

B. Java needs to be loaded and working on the user's computer. Java version 6 and 7 will work.

C. The file name field is limited to a maximum of 80 characters. File names cannot contain special characters such as an ampersand (&) or apostrophe (').

File names should follow the format: RFPNo_Firm Name.pdf.

For Example: **NOVA-20160720_Jones Construction.pdf**

D. Do not wait until the last minute to upload the EOI. The time required for the upload to complete has several variables, including the load on the system with multiple concurrent uploads.

All hard-copy deliveries shall be made to the following VDOT address:

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

All electronic deliveries shall be made to the following VDOT Web address:

<http://falcon.virginiadot.org/falcon/>.

Any offeror needing access to submit an Expression of Interest to the Professional Services Procurement area on the Falcon Web Site must email the VDOT CADD Support Helpdesk at CADDSupport@VDOT.virginia.gov at least 7 business days prior to the submission date to request a Falcon login and password or to request that an existing Falcon account be given access.

The VDOT CADD Support Helpdesk phone numbers are:

LOCAL: (804) 786-1280

TOLL FREE: (888) 683-0345

HOURS: 7:30AM – 4:30PM Monday – Friday (Closed on State Holidays)

8. The Department 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) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.
9. The Department 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.
10. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
11. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration

Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register may result in the bid/proposal/expression of interest being rejected.

12. The required services will involve the handling of Critical Infrastructure Information/Sensitive Security Information (CII/SSI) material. Firm(s) handling CII/SSI material will be required to sign non-disclosure agreements. Individuals with the firm(s) that handle CII/SSI material will be required to sign non-disclosure agreements. Once negotiations have been completed and prior to executing a contract, personnel handling CII/SSI material, visiting Critical Infrastructure (CI) facilities or performing bridge/tunnel inspections may be required to pass a fingerprint-based Criminal History Background Check (CHBC). An individual employee's failure to successfully pass the fingerprint-based CHBC will not negate the selection and offerors will be allowed to replace those individuals. However, if key personnel fail the fingerprint-based CHBC, the selection may be cancelled and negotiations begun with the next ranked offeror. VDOT reserves the right to conduct fingerprint-based CHBC on all employees of the prime consultant, on any employees of subconsultants or on any proposed replacements during the term of the contract who will be involved in this project. All costs associated with the fingerprint-based CHBC are the responsibility of the prime consultant. A VDOT issued photo-identification badge is required for each employee of the prime consultant or any subconsultant who will need access to VDOT CI facilities or who will be performing bridge/tunnel inspections. Based upon the results of the fingerprint-based CHBC, VDOT reserves the right to deny issuance of a VDOT security clearance or a VDOT issued photo-identification badge.
13. The consultant shall not be responsible for correcting any product(s) (e.g., hardware, software, firmware) which were not provided under the agreement or for correcting any previously owned Department products that are used in combination with the Department's product(s). However, if this solicitation identifies any product or sources of data to be used in combination with the product(s) delivered under the resulting agreement, the consultant shall be responsible for providing all necessary interface(s) or other appropriate means for assuring that data output from such other product(s) or source(s) is automatically corrected before being processed by the product(s) or system provided under this agreement.

FIRM DATA SHEET

Funding: ____ (S=State F=Federal)

Project No.: _____

Division: Office of Land Use

EOI Due Date: August 24, 2016

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data may result in the Expression of Interest not being considered.

Firm's Name, Address and DBE and/or SWAM Certification Number	Firm's DBE or SWaM Status *	Firm's Age	Firm's Annual Gross Receipts

* YD = DBE Firm Certified by DMBE

N = DBE or SWaM Firm Not Certified by DMBE

NA = Firm Not Claiming DBE or SWaM Status

YS = SWaM Firm Certified by DMBE. Indicate whether small, woman-owned, or small business.

DMBE is the Virginia Department of Department of Small Business and Supplier Diversity

CERTIFICATION REGARDING DEBARMENT

PRIMARY COVERED TRANSACTIONS

(To be completed by a Prime Consultant)

Project: _____

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

CERTIFICATION REGARDING DEBARMENT

LOWER TIER COVERED TRANSACTIONS

(To be completed by a Sub-consultant)

Project: _____

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

CONSULTANT SHORT LIST SCORE SHEET – FEDERALLY / STATE FUNDED PROJECT
(FOR PROFESSIONAL SERVICES)

DIVISION: Office of Land Use

EOI NO.: _____

PROJECT: _____

FIRM: _____

DESCRIPTION: _____

SUBS: _____

DATE: _____

		NUMERICAL VALUE				AVG.	WEIGHT	WEIGHTED EVALUATION
FIRM/TEAM'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10					25%	
PERSONNEL'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10					40%	
QUALIFICATIONS OF PROJECT MANAGER (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10					5%	
ORGANIZATIONAL CAPABILITY (Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of sub-consultants) (1=least, 10=most)		1-10					20%	
PRESENT WORKLOAD WITH DEPARTMENT (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) shall not be included. Work being performed as a prime, joint venture or sub-consultant on a Design-Build project shall be included.) † (Only Category <u>C</u> workload is counted on this selection*)	Above \$4,000,000 3,500,001-4,000,000 3,000,001-3,500,000 2,500,001-3,000,000 2,000,001-2,500,000 1,500,001-2,000,000 1,000,001-1,500,000 750,001-1,000,000 500,001-750,000 250,001-500,000 0-250,000	0 1 2 3 4 5 6 7 8 9 10					10%	
							TOTAL	

*CATEGORIES OF WORKLOAD:

- A - TERM SURVEYING AND UTILITY DESIGNATION/LOCATION CONTRACTS
- B - PRELIMINARY ENGINEERING CONTRACTS - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.
- C - CONSTRUCTION ENGINEERING CONTRACTS - includes construction inspection, preparation of final estimates.
- D - OPERATION AND MAINTENANCE CONTRACTS - includes operation and maintenance of traffic management systems.
- E – BRIDGE SAFETY INSPECTION CONTRACTS – includes bridge and traffic structure safety inspection.

† The outstanding workload of any certified DBE or SWaM prime and sub-consultant may be reduced up to \$4M and the remainder (>\$0) added to the team's total workload. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM may be reduced up to \$4M for the next three years. Any new work obtained after graduating from the program will be counted.

In determining the final short list, the top ranked firms and their sub-consultants will have their VDOT Consultant Performance Reports reviewed and/or references checked.

ATTACHMENT “A”
Employment Commitment Letter

Date:

To:
Firm Name:
Address:

Reference – Employment Commitment For

This letter is my commitment to your firm that should your firm become successful in obtaining a contract for construction inspection with the Virginia Department of Transportation I will be available to begin employment upon execution of the referenced inspection services contract.

Signed: _____ Date: _____

Printed Name: _____