

**REQUEST
FOR
PROPOSAL**

Materials Division
Limited Services Contract
Pavement Evaluation and Design Engineering Services

Statewide

Virginia Department of Transportation

VDOT

GENERAL

The Virginia Department of Transportation is seeking expressions of interest from consulting pavement engineering firms who wish to be considered to provide professional engineering services on an on-call basis throughout the Commonwealth of Virginia. The term of the contract will be one year, but the Department may renew the contract up to two additional one year terms.

The maximum total compensation payable to the consultant for services authorized will not exceed \$1,000,000.00 per term, not to exceed a total of \$3,000,000.00 for the full term plus renewal portions of the contract.

This work is to be accomplished utilizing computerized design and drafting systems compatible with the Department's automated database, design and drafting systems. The Department's geotechnical database system is gINT, its design system is GEOPAK Civil Design Software and the drafting is Microstation. Projects shall be developed utilizing the Department's policies and procedures and FHWA's guidelines.

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 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.

SCOPE:

The contract may include pavement evaluation and design engineering services incorporating geotechnical investigation, laboratory testing services, pavement non-destructive testing as well as consultation requiring specific expertise in the areas of asphalt and concrete pavement construction, rehabilitation and the design thereof. The consultant will be responsible for the management and coordination of all activities and issues associated with the planning, permitting, traffic control and execution of investigative activities for each specific project. The consultant will also be responsible for the contract administration, management, inspection and coordination of any sub-consultants' or sub-contractors' work, obtaining right of entry and completing utility clearance.

Typical project task orders may include full service pavement site exploration (borings, cores, FWD, video-logging), laboratory testing of soil and/or rock, and design and/or analysis of in service pavements for rehabilitation; or on-call pavement engineers for the construction of asphalt and concrete pavements; drilling supervision or review of geologic data prepared by others; or inspection of specialty geotechnical construction; or itemized laboratory tests; specific consultation by subject matter experts and/or any other pavement related service or assignment.

Complete all testing by a laboratory with current inspection and certification by AMRL, the USACE, or another agency approved by VDOT. Provide copies of current certification as part of the Expression of Interest. The certification must identify the tests the laboratory has been approved to complete. Other testing not covered by AMRL or other accreditation shall be part of the consultants internal quality control of testing, both laboratory and field and presented for review.

If the consultant is located outside of the District areas, the proposal shall discuss how the consultant will establish a local presence. The consultants' key personnel shall be assigned permanently to this

office as long as there is a need for their presence on the project.

The consultant will be required to install, operate and maintain a project communications network between all project relevant State, Federal and consultant personnel (via server, etc.). The network must provide an effective and efficient means for performing electronic communication (i.e. internet access). This includes, but is not limited to, e-mail communication and the electronic transfer of all types of data files, such as project reports, correspondence, schedules, spreadsheets, CADD drawing files, etc. The consultant must also consider file security and timeliness of the electronic transfers in the design of the system.

Direct all project related questions to Mr. Affan Habib, P. E., Pavement Program Engineer at (804) 328-3129. Direct all procurement related questions to Mr. William W. Barker at (804) 786-7974.

EXPRESSION OF INTEREST

1. Furnish four copies of current GSA Forms 254 for each firm involved and four copies of one combined GSA Form 255 for the project team. The GSA Form 255 must specify the number of personnel by discipline for each office where the work is to be performed. In Section 4 of GSA Form 255, list only the full time employees assigned to the office(s) at the time of this submission. Section 8 of GSA Form 255 is limited to one page with not more than 10 projects total (prime and subconsultants combined) on the one page and should primarily list experience of offices where the work will be performed and of the people shown in the organizational chart. If the experience shown is for a branch office other than where the work will be performed, it should be clearly indicated as such. More detailed descriptions for Section 8b may be expanded into Section 10. In Section 9 of GSA Form 255, references to "Federal agencies" are to be replaced by "Virginia Department of Transportation or other state transportation agencies."
2. If more than one firm will participate in the contract, state the type of arrangement between the firms, the names and addresses of all firms, description of the work that each firm will perform, and the percentage of work to be performed by each in Section 5 and 6 of GSA Form 255. A one page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included in Section 10 of GSA Form 255. Indicate office locations at which the work will be performed.
3. In Section 7 of GSA Form 255, indicate **KEY PERSONNEL ONLY** who will be assigned to this project and give the experience record of each. Key personnel are defined as those to whom the project will be assigned and who will be performing the actual design/services. The project manager shall have a minimum of five years experience in managing similar type and size projects. In Section 7c, indicate the location of the office where the person is currently working if different from where work is to be performed. In Section 7c, part time personnel, personnel not employed on the date of the form, or personnel used on an "as needed basis" must have their status clearly indicated. Section 7g may be expanded to provide a total of a one-page resume per individual.
4. Section 10 of GSA Form 255 is limited to your pertinent experience within the last three years, and a maximum of ten pages. This section should describe the organization of the proposed project staff indicating the role of each by individual. Briefly, summarize your experience managing each project relative to deadlines and budgets. If subconsultants are proposed, discuss the role of each subconsultant. Include statements that are responsive to the attached criteria that will be used to evaluate your submission. This is the **ONLY** section of the submission that 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.

5. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of consultant contracts. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBEs 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 DBEs as potential subcontractors. The consultant is encouraged to contact DBEs to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE whereby the DBE promises not to provide services to other consultants is prohibited. The Department feels that these services support 10% DBE 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.

If DBE is not certified, the DBE must become certified (with the Department) prior to your response being submitted. If the DBE 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 subcontractors. DBE prime consultants are encouraged to make the same outreach efforts as other consultants. DBE credit will be awarded only for work actually being performed by DBE themselves. When a DBE prime consultant or subconsultant subcontracts work to another firm, the work counts toward DBE goals only if the other firm is itself a DBE. A DBE must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

DBE certification entitles consultants to participate in VDOT's DBE program. 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.

6. 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 awarded after January 2002, include the amount of the total contract. 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 fee remaining is the maximum total compensation payable less the amount previously paid to date. Only Category B work will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with VDOT form. Please carefully read the instructions on the Present Workload with Department form.

When determining total Present Workload with Department, the workload in Category B of each DBE subconsultant may be reduced by \$500,000 and the remainder (> \$0) added to the team's total workload.

7. 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 that 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.

8. In three (3) pages, or less, provide information that will indicate your firm's ability to adequately staff specific task orders under this contract. Provide a graph of the team's current engineering backlog relative to the team's total capacity for the type of work under this contract, separating VDOT backlog from backlog for other clients.
9. In ten (10) pages, or less, please emphasize your qualifications in the following areas: Pavement Evaluation and Design, specifically VDOT's design procedures located at <http://www.virginiadot.org/business/materials-download-docs.asp> , Pavement Evaluation techniques (FWD), VDOT's pavement construction specifications and acceptance thereof; Standard VDOT soil surveys; subsurface investigations, laboratory soil testing, bridge and wall foundation engineering; soils engineering for roadway/interchange design; geotechnical engineering on soft ground, geotechnical engineering in rock, and geotechnical instrumentation. Identify the specific personnel with the referenced qualifications and their office location.
10. A project approach discussion is required for this project and shall be limited to a maximum of five (5) pages. Describe team management and QA/QC procedures.
11. In addition to the page restrictions listed above, a maximum of five (5) additional pages may be included in the Expression of Interest. All pages are to be 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 12 pitch.
12. 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 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.

13. 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 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 opportunity for DBE credit in the selection of the most qualified firm or team.
14. Any product provided under the agreement discovered not to be Year 2000 compliant after acceptance shall be corrected by the consultant at no additional cost to the Department. Failure to correct the deficiency shall subject the consultant to default action.

The consultant shall not be responsible for correcting any product(s) (e.g., hardware, software, and 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.

ADMINISTRATIVE:

1. The following services marked with an X will NOT be required:

Surveying ___	Specifications ___
Bridge and Structure Plans <u>X</u>	Materials Analysis ___
Permit Drawings <u>X</u>	Environmental <u>X</u>
Hydraulic and Hydrologic Analysis <u>X</u>	Road Plans <u>X</u>
Traffic Data ___	Traffic Analysis ___
Signs and Signals Plans <u>X</u>	Lighting Plans <u>X</u>
Scour Analysis <u>X</u>	Geotechnical Borings and Analysis ___
Utility Plans <u>X</u>	Landscape Plans <u>X</u>

2. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (A Business Registration Guide is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>). Foreign Professional corporations and Foreign Professional Limited Liability Companies 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 proprietorship must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (http://www.state.va.us/dpor/ape_regs.htm). Board

regulations require that all professional corporations and business entities that have branch offices located in Virginia which offer or render any professional services relating to the professions regulated by the Board be registered with the Board. Registration involves completing the required application and submitting the required registration fee for each and every branch office location in the Commonwealth. All branch offices that offer or render any professional service must have at least one full-time resident professional in responsible charge that is licensed in the profession offered or rendered at each branch. All firms involved that are to provide professional services must meet this criteria prior to a contract being executed by the Department.

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 for this contract 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, Contract Cost Principles and Procedures (FAR) of 48CFR31, and 23CFR172. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.
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 firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data to the Department within 10 workdays of being notified of their selection. Should any firm on the consultant team fail to submit the required audit data within the 10 work days, negotiations will be terminated by the Department and the next most qualified team invited to submit a proposal.
6. Submittals shall be prepared simply and economically, providing a straight forward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity to 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 GSA Form 254 or 255 elsewhere in the submittal. All information must be submitted in QUADRUPLICATE and received no later than **4:00 p.m. on January 29, 2010**. Responses received after this time will not be considered.

US Postal Service regular mail, send to:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1401 E. Broad Street
Richmond, Virginia 23219

Hand delivery, US Postal Service express mail, or private delivery service (FEDEX, UPS, etc.), send to:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1st Floor Reception Desk
1201 E. Broad Street
Richmond, Virginia 23219

7. 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 with fifteen (15) or more employees.
8. 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.
9. Any offeror who desires to protest the decision to award a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the decision to award. Public announcement of the decision to award shall be posted on the Department's Opportunities Network Internet site when the final selection of firms is posted.

FIRM DATA SHEET

Funding: F, S (S=State F=Federal) Project No: Limited Services Contract,
Pavement Evaluation and Design Engineering Services
 Division: Materials
 EOI Due Date: September 29, 2006

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 will result in the Expression of Interest not being considered.

Firm's Name and Address	Firm's DBE Status *	Firm's Age	Firm's Annual Gross Receipts

* Y = DBE Firm Certified by VDOT
 N = DBE Firm Not Certified by VDOT

NA = Firm Not Claiming DBE Status

CERTIFICATION REGARDING DEBARMENT

PRIMARY COVERED TRANSACTIONS

Project: Limited Services Contract, Pavement Evaluation and Design Engineering
Services

- 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

Project: Limited Services Contract, Pavement Evaluation and Design Engineering
Services

- 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 SELECTION EVALUATION

Consultant firms will be evaluated using some or all of the following factors. The factors are in no particular order of importance and some only apply to the final selection. Discussion of some of these factors will be included in the narrative evaluation of the consultant(s) and used to justify the final selection:

1. Qualification/experience of the prime consultant. Has the prime consultant recent experience in similar type and size projects?
2. Qualifications/experience of subconsultants. Have they recent experience in similar type and size projects and/or are they a recognized specialist?
3. Depending on the nature of the project, the geographical location of consultant's work location(s) with respect to project site. (To be included in Score Sheet under Organizational Capability only when Applicable)
4. Responses to questions asked during the presentation. (Consideration should be given to the fact that the number of personnel representing the consultant(s) at a presentation is limited and they may not be able to answer all questions asked of them. However, the consultant(s) may have a very capable staff that, if present, could answer the question.)
5. The consultant(s) have definite policies and procedures to be used in development of construction documents, reports, studies, etc.
6. The consultant(s) have sufficient staff for proposed and current workload.
7. The consultant(s) identified specific personnel in charge and key individuals and their qualifications/experience.
8. The consultant identified relationships and processes in working with subconsultants to meet schedules.
9. The consultant has worked with the proposed subconsultant(s) before.
10. The consultant's expected use of any innovative or alternate approaches.
11. The specifically assigned project manager has worked on similar type and size projects and has experience in all facets of the project.
12. The consultant(s) have good working knowledge of VDOT policies and procedures, standard design specifications, and applicable federal, state and local laws and regulations.
13. How does the staff size compare with workload and schedules?
14. Were the consultant(s) committed to meet the budget and schedule and did they have internal policies and procedures to do this?
15. Do the consultant(s) have special strengths or weaknesses that may affect performance?
16. The consultant(s) understanding of the project requirements. (Adequate scoping should have been provided to the consultant between being short listed and the presentation.)
17. The consultant(s) past record of performance.
18. The consultant(s) sensitivity to community involvement.

In evaluating consultant(s), major emphasis should not be put on the showiness of the Expression-of-Interest or presentation. All information submitted in the Expression of Interest must be taken into consideration. All relevant experience must be considered, not just previous VDOT experience.