



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Charles A. Kilpatrick, P.E.
Commissioner

November 22, 2016

ADDENDUM FOR ALL OFFERORS:

Reference – Request for Proposal: HRD-20161114

Project Description: Hampton Roads Districtwide Construction Engineering Inspection (CEI) Contract

Commodity: Engineering Services, Professional (92500)

Locations: Hampton Roads District

RFP Dated: November 14, 2016

Expression of Interest Due Date: **December 6, 2016 by 2:00 pm** (no change)

Request for Proposal (RFP) No. HRD-20161114 is hereby revised to modify classification details for the Senior Claims Analyst position as noted below:

Senior Claim Analyst Function: To coordinate overall management of dispute and/or claim preparation and generate resolution recommendation work product under the direction of the Engineer.

Senior Claim Analyst Feature of Work: To provide technical expertise on Notice of Intent and claims analysis. Compile and review incident-related documents including but not limited to construction plans, contract documents, pre and post incident schedule, material quantity and certification documents, and general correspondence. Provide guidance, verbal and written, and coordinate with internal and external customers at the discretion of the Engineer.

Senior Claim Analyst Knowledge Skills and Abilities: Must have fifteen (15) years of comprehensive transportation construction experience with at least seven (7) years of specialized proficiency directly involved with dispute/claims identification, documentation, analysis, and resolution on complex highway construction projects. Graduated from an engineering, engineering technology, or related science accredited curriculum of four years or more. Ability to research, analyze, and make independent recommendations concerning Notice of Intent and claims received from contractor, review construction schedule and identify impacts, interpret construction plans and contract documents, prepare clear and concise technical reports, and coordinate with senior personnel both internal and external to the Department.

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The Expression of Interest due date and all other information will remain the same. A new RFP will not be published.

Thank you for your interest in VDOT's Professional Service Consultant Procurement Program.



Tracy M. Wood, VCA
Procurement Officer
Alternative Project Delivery