

January 7, 2014

**Project:** Construction Engineering Inspection Services  
Statewide Final Estimate Contracts I, II, III

**Maximum Value:** \$3,000,000 per term

**Deadline:** January 21, 2014

**NOTICE OF RFP ADDENDUM NO. 1** –Construction Engineering Inspection Services for Statewide Final Estimate Contracts I, II, III Amended 1/7/14

This notice informs that the above RFP, Construction Engineering Inspection Services for Statewide Final Estimate Contracts I, II, III have been amended.

The revisions are summarized below:

1. On page 2, the second paragraph under the GENERAL heading is amended as follows:

Statewide Final Estimate Contracts I, II, & III providing services under a Fixed Billable Rate Contract. The statewide contracts awarded from the RFP may be assigned by regions: Region 1 – Bristol, Staunton & Salem Districts; Region 2 – Northern Virginia, Culpeper & Fredericksburg Districts; Region 3 – Hampton Roads, Richmond & Lynchburg Districts. All contracts will be ~~managed~~ **monitored** by the Construction Division's CEI Coordinator, with consideration of factors including the Department's business needs and fair distribution of assignments among all the contracts. The Department reserves the right to assign the Consultants under these contracts to provide these same services in other Regions and/or Districts. The services shall require the preparation of regional final estimates to determine that the records present an actual representation of the work done by the contractor on a project Each contract will be for a two (2) year contract period with two (2) optional one-year renewable terms. The proposed two-year contract will have a maximum compensation not to exceed \$3,000,000.00 and each one-year renewable term will have a maximum compensation not to exceed \$3,000,000.00 per term.

2. On page 2 and 3, the first three paragraphs under the SCOPE heading are amended as follows:

The scope of work shall consist of **assuring general conformance with the Department's Post Construction Manual**; determining that all work was done in accordance with the plans and specifications (including authorized changes); and **determining** that all required documentation of records is available and included in the final assembly.

Personnel required shall include one (1) Construction Project Manager, ~~one~~ **three (± 3)** Senior Engineers, ~~one~~ **five (± 5)** Engineers, **two (2) Construction Managers**, ~~one~~ **six (± 6)** Construction Inspector Seniors, and one (1) Administrative Assistant.

All personnel shall be knowledgeable of **the Department's Post Construction Manual**, roadway and bridge construction, road and bridge specifications and standards and computer based construction management systems.

3. On page 3, the STAFF FUNCTIONS, FEATURES OF WORK and KNOWLEDGE heading is amended as follows:

**STAFF **EXPERIENCE IN FUNCTIONS, FEATURES OF WORK and KNOWLEDGE** SKILLS AND ABILITIES**

4. On page 3, the STAFF EXPERIENCE IN FUNCTIONS, FEATURES OF WORK and KNOWLEDGE section is amended by including the following paragraph:

The personnel provided in the each proposal shall have the following described experience in the Functions, Features of Work, and Knowledge gained from working on the Department's construction contracts. This experience is required to ensure the proposed personnel have adequate experience in and exposure to the work to understand what constitutes an accurate and complete set of final contract documents at project close out.

5. On page 5, the Construction Manager Classification is added as follows:

**Construction Manager**

**Construction Manager Function:** To manage the assigned elements of a construction project to assure quality of the contractor's compliance with the plans and contract documents, manage project personnel staffing, project inspection, and contract administration under the direction of the Area Construction Engineers.

**Construction Manager Features of the Work:** Manages assigned project elements which may involve structures, roadways, and other transportation facilities. Duties include analyzing and interpreting project plans and specifications to ensure project constructability; identifies design errors for the Department; determines impact for both the Department and contractor; interprets unclear contract language; work order time impact analysis, maintain and report contractor's daily production rates, prepare independent detailed construction estimates; makes recommendations for partial and final contractor payments, monitors project budgets and recommends any needed adjustments to the Area Construction Engineer; supervises and manages inspection personnel and makes recommendations on project staffing. Conduct pre-construction conference, utility coordination meetings, construction progress meetings and other types of conferences; writes project management correspondence, and approves or rejects

recommendations made by project inspectors. Recommends resolution of field construction problems; recommends design changes; performs analysis and prepares work orders, seeks input from the project controls group regarding the schedule/cost impact and works with the project design group, materials, environmental, traffic engineering right of way, the public and all other parties necessary to meet contract schedules and requirements.

Construction Manager Knowledge Skills and Abilities: Construction Manager is expected to have 10years of experience in the management of roadway construction projects. Considerable knowledge of 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 Road and Bridge Specifications, Road and Bridge Standards, 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. Ability to supervise and manage employee work groups. Ability to interpret roadway plans, specifications, and contracts. Ability 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.

6. On page 11, paragraph 10 under the Expression Of Interest (EOI) heading is amended as follows:

In 2 page(s) or less, please emphasize your qualifications in the following areas:  
Experience in assisting the District Contract Managers with the review and estimate preparation procedures for final payment to Contractors in general conformance with the Department's Post Construction Manual, and experience in Construction Engineering Inspection Services.