VDOT

Virginia Department of Transportation

REQUEST FOR QUALIFICATIONS

A DESIGN-BUILD PROJECT

ROUTE 36 IMPROVEMENTS

From
0.260 Mi. West of Route 144
To
Jefferson Park Road (Route 630)

City of Hopewell and Prince George County, Virginia

State Project No.: 0036-074-709, P101, R201, C501

Federal Project No.: ARRA-FS09(047)

Contract ID Number: C00087464DB33B

DATE: July 29, 2009

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1.0 INTRODUCTION

The Virginia Department of Transportation ("VDOT") submits this Request for Qualifications ("RFQ") to solicit Statements of Qualifications ("SOQs") from those entities ("Offerors") interested in contracting to serve as the Design-Builder for the completion of the Route 36 Safety and Operational Improvements Project ("Project"). The purpose of this RFQ is to solicit information that will enable VDOT to determine which Offerors: (a) are best qualified to execute successfully the design and construction of the Project; and (b) will be invited to submit proposals in response to VDOT's Request for Proposals ("RFP").

Offeror's SOQs will be evaluated and scored by a VDOT evaluation team based upon the evaluation criteria established in this RFQ and in accordance with the Design Build Evaluation Guidelines for Evaluation Team Members, dated February 13, 2009. (A copy of the same may be found at http://www.virginiadot.org/business/design-build.asp) Offerors SOQs must meet all requirements established by this RFQ. Requirements of this RFQ generally will use the words "shall", "will", or "must" (or equivalent terms) to identify a required item that must be submitted with an Offeror's SOQ. Failure to meet an RFQ requirement will render an Offeror's SOQ non-responsive while the extent to which an Offeror meets or exceeds evaluation criteria will be evaluated and rated by the VDOT evaluation team and be reflective of the VDOT evaluation team's scoring (in their sole discretion) of Offerors' SOQs.

To assist Offerors in understanding how evaluation criteria in this RFQ will be evaluated and scored, VDOT has provided "Rating Descriptions" which provide a description of VDOT's expectations that Offerors' SOQs would satisfy in order to receive conventional, or mid-range, ratings with regard to each criteria. The extent to which an Offeror either fails to meet or clearly demonstrates that it exceeds these expectations (or Rating Descriptions) shall provide the basis upon which the VDOT evaluation team shall score (in their sole discretion) Offerors' SOQs.

2.0 BACKGROUND INFORMATION

2.1 Project Overview

The Project is located in Prince George County, Virginia, and includes providing improvements to Route 36 and Route 144 near Fort Lee's "Sisisky Gate". The total project represents improvements to approximately 0.9 mile of Route 36 and approximately 0.5 mile of Route 144. However, it is noted that this description and length are approximate only. The final project length may vary depending on the Offeror's final design. The Project includes, among other things: (a) partial realignment and reconstruction of Route 144 near Route 36; (b) a new intersection and traffic signals where relocated Route 144 meets Route 36; (c) widening of Route 36; (d) intersection and traffic signal improvements along Route 36; (e) utility relocation; (f) pavement and drainage improvements; (g) storm water management and drainage; and (h) right of way acquisition.

VDOT's current estimated contract value for this project is approximately $8,000,000.

2.2 Offeror's Scope of Work

The anticipated scope of work to be undertaken by the successful Offeror under the design-build contract for this Project will be identified in the RFP. This work is anticipated to include, among other things: (a) design; (b) right-of-way acquisition; (c) utility relocations, adjustments and coordination; (d) roadway construction; (e) quality assurance and quality control for design and construction; and (f) overall project management. Brief descriptions of this anticipated work are set forth below. Offerors should note that all work performed on this Project shall be completed using English Units.

Design services shall address all items necessary for construction and operation of the completed facility. Design services are anticipated to include but are not limited to: surveying, geotechnical, roadways, drainage, stormwater management, traffic signals and other traffic control devices, pavement markings, signs, and sidewalks. Other data collection and technical studies anticipated include: geotechnical investigation, borings and analysis, materials analysis, hydraulic and hydrologic analysis. A required minimum pavement section will be provided by VDOT in the RFP for bidding purposes. The Offeror will be required to validate the suitability of the minimum pavement section, and if deemed inadequate increase the pavement layer thicknesses subject to VDOT approval. The Offeror will be responsible for the final design and construction of the pavement.

In accordance with the requirements of the National Environmental Policy Act ("NEPA"), VDOT prepared a Categorical Exclusion ("CE") that was approved for public availability by FHWA on September 16, 2008.

VDOT anticipates assuming responsibility for obtaining State and Federal water quality permits and causing any wetland or stream compensation measures necessary to accomplish the work.

Any changes in scope or footprint (as expressed in the CE) proposed by the Offeror, that are acceptable to VDOT, may require additional environmental technical studies and analysis. The Offeror would be responsible for any additional environmental studies or analysis to support the Offeror proposed changes in scope. VDOT would be responsible for the preparation of the revised environmental documents.

Services for right-of-way acquisition and utility relocations, adjustments and coordination are anticipated to include all work necessary to acquire the right-of-way and to perform the relocations, adjustments and coordination of utilities as detailed by VDOT in the RFP, as well as any relocation of displaced owners or occupants of affected properties . All right-of-way acquisition costs will be paid by VDOT, and should not be included in the design-build price proposal. These costs are specifically payments to the

landowner for land, damages, easements, and relocation of displaced people and businesses; and do not include administrative expenses incurred by the Offeror. Access shall be maintained at all times to properties during construction. Offeror's Right-of-Way team shall be a member of the VDOT prequalified right-of-way contracting consultant list, and must include a VDOT prequalified Fee Appraiser and a VDOT prequalified Review Appraiser. All Right of Way acquisitions and relocations shall be performed in accordance with the VDOT Right of Way Manual and all applicable state and federal laws and regulations.

Construction services are anticipated to include roadway; traffic control devices, major drainage structures and other roadway drainage and utility relocations/adjustments and coordination, erosion and sediment control/stormwater management, and compliance with all environmental requirements, permit conditions, and commitments. The Offeror will be responsible for providing quality assurance and quality control testing for all materials manufactured off-site, excluding the items listed below:

- Prestressed Concrete Structural Elements (beams, girders (AASHTO and bulb-T), and piles)
- Structural Steel Elements (beams and girders)
- Pipe (concrete, steel, aluminum and high density polyethylene) for culverts, storm drains and underdrains
- Precast Concrete Structures
- Metal Traffic Signal and Light Poles and Arms
- Asphalt Concrete Mixtures
- Aggregate (dense and open graded mixes)

The Department will provide plant quality assurance and plant testing of these items. The Offeror will also be responsible for providing quality assurance and quality control testing of materials obtained from off-site sources. The Offeror will be responsible for providing quality assurance and quality control in accordance with VDOT's Minimum Quality Control and Quality Assurance Requirements for Design-Build and Public-Private Transportation Act Projects, dated August 2008.

2.3 Legislative Authority for the Project

§33.1-12(2)(b) of the *Code of Virginia* authorizes VDOT and the Commonwealth Transportation Board ("CTB") to develop and award contracts using the design-build contracting method. In accordance with the law, VDOT completed the Finding of Public Interest ("FOPI") dated April 15, 2008. The FOPI is attached hereto as Attachment No. 2.3.

2.4 Procurement Overview of the Project

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

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

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

2.5 Schedule

The current schedule for the Project is for substantial completion of the project in May 2012. Final completion will take place in July 2012.

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

.1	Advertise RFQ	07/29/09
.2	Project Information Meeting	08/14/09 at 9:00 A.M. (prevailing local time)
.3	Deadline to submit questions	08/17/09 at 4:00 P.M. (prevailing local time)
.4	VDOT will respond to questions	08/20/09
.5	SOQ Submission Date	10/15/09 at 4:00 P.M. (prevailing local time)

.6	Evaluation and recommendations complete	12/02/09
.7	Notification to Offerors of the short-list	12/08/09
.8	Anticipated RFP Release Date	12/15/09
.9	Proposals are due	03/03/10 at 4:00 P.M. (prevailing local time)
.10	Anticipated Award Date	06/17/10

2.6 Statement of Qualifications Evaluation Team

A Statement of Qualifications evaluation team will be appointed by VDOT to review and evaluate the SOQs. In addition to the appointed evaluation team, VDOT may use any appropriate technical resources to provide assistance in evaluating the submittals.

2.7 VDOT's Point of Contact

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

Name:	Mr. E. Alan Saunders, P.E.
Address:	Innovative Project Delivery Division Virginia Department of Transportation 1221 East Broad Street Main Building, 4th Floor Richmond, VA 23219
Mailing Address:	1401 East Broad Street Richmond, VA 23219
Phone :	(804) 371-0661
Fax :	(804) 786-7221
Email:	alan.saunders@vdot.virginia.gov

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

All written communications to VDOT from Offerors shall specifically reference the correspondence as being associated with "Route 36 Improvements, Prince George County, Contract ID Number: C00087464DB33B".

2.8 RFQ Information Package

An RFQ information package which includes: Preliminary Layout of plan, profile, and anticipated R/W limits, Typical Sections, Topographic Survey and DTM, and VDOT's Minimum Quality Control and Quality Assurance Requirements for Design-Build and Public-Private Transportation Act Projects. The RFQ information package is available to interested Offerors on CD for $50.00. Interested Offerors should complete the RFQ Information Package Order Form included as Attachment No. 2.8. The instructions for submittal and payment are included on the form.

2.9 Addenda to the RFQ Documents

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

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

Offeror shall provide to VDOT the Acknowledgement of RFQ, Revisions, and/or

Addenda, set forth as Attachment No. 2.10 (Form C-78-RFQ), with submission of the SOQ, which will serve as acknowledgement that the Offeror has received this RFQ. The Offeror shall include on the form the identity of the Offeror's representative, who shall be Offeror's single point of contact for the receipt of any documents, notices and addenda associated with this RFQ.

2.11 Project Information Meeting

VDOT will hold a project information meeting for potential Offerors on the date and time set forth in Section 2.5 above at the Central Office Old Highway Building of the Virginia Department of Transportation, 1221 East Broad Street, Richmond, Virginia 23219 in the First Floor Main Auditorium. All visitors must check in with security desk in the lobby of VDOT's Annex Building located at 1401 East Broad Street.

3.0 CONTENTS OF STATEMENTS OF QUALIFICATIONS

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

3.1 General

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

3.1.2. The SOQ will consist of all information required under this section. Offerors shall complete the SOQ Checklist, Attachment No. 3.1.2, and include in their SOQs. The purpose of the SOQ Checklist is to aid the Offeror in ensuring all submittal requirements have been included in the Offeror's SOQ and to provide a page reference indicating the location of each submittal requirement in the SOQ.

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

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

3.1.5. The SOQ shall also include an original signed copy of Acknowledgement of Revision Sheet (C-78-RFQ), Attachment No. 2.10.

3.2 Letter of Submittal

3.2.1 The Letter of Submittal shall be on the Offeror's letterhead identifying an individual who serves as the point of contact for the Offeror. Include point of contact's title, address, phone and fax numbers, and e-mail address. The Letter of Submittal shall be signed by an authorized representative of Offeror's organization. All signatures shall be original and signed in ink.

3.2.2 Identify the name, address and telephone number of the principal officer of the legal entity with whom a Design-Build contract with VDOT would be written (e.g., President, Treasurer, Chairperson of the Board of Directors, etc.).

3.2.3 Identify whether the Offeror will be structured as a corporation, limited liability company, general partnership, joint venture, limited partnership or other form of organization. Identify the team members who will undertake financial responsibility for the Project and describe any liability limitations. If the Offeror is a limited liability company, partnership or joint venture, describe the bonding approach that will be used

and the members of such organizations who will have joint and several liability for the performance of the work required for the Project.

If the Offeror is a limited liability company, joint venture or any form of partnership, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Offeror to do business in the Commonwealth of Virginia.

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

If an Offeror has no affiliated and/or subsidiary companies other than the Offeror's legal business entity, the Offeror should include a statement in the Letter of Submittal indicating the same.

3.2.5 Provide an 8.5" x 11" copy of the Offeror's VDOT prequalification certificate or proof that the Letter Requesting Prequalification has been submitted to VDOT for consideration.

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

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

3.2.7 All Offerors and SOQ submittals must comply with the law with regard to their organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature, and nothing herein is intended to contradict, nor to supersede, State and Federal laws and regulations regarding the same. All Offerors shall be eligible at the time of their SOQ submittal, under the law and relevant regulations, to offer and to provide any services proposed or related to the Project. Unless otherwise exempted by § 54.1-401, 54.1-402, or 54.1-402.1, any person, partnership, corporation, or other entity offering or practicing architecture, engineering, or land surveying shall be registered or licensed in accordance with the provision of *Chapter 4, Title 54.1 of the Code of Virginia.* Offerors shall satisfy all commercial and professional registration requirements, including, but not limited to those requirements of the Virginia State Corporation Commission ("SCC") and the Virginia Department of Professional and Occupational Regulations ("DPOR"):

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 (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, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (http://www.state.va.us/dpor). 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 be registered with the Board. All branch offices 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 each branch. All firms involved that are to provide professional services must meet these criteria at the time of submitting a response to the Request for Qualification and/or the Request for Proposal to the Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.

Each business entity on the Offeror's 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 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 listed below (all full size copies of SCC and DPOR supporting registration documentation should be included in an Appendix to the SOQ):

.1 The SCC registration detailing the name, registration number, type of corporation and status of the business entity.

.2 The DPOR registration detailing the main office practicing or offering to practice any professional services in Virginia: the business name, address, registration type, registration number, expiration date, and licensing details for the associated professional responsible in charge.

.3 For this Project, the DPOR registration detailing for each branch office practicing or offering to practice professional services in Virginia: the business name, business address, registration type, registration number, expiration date and licensing details for the associated professional responsible in charge of the branch office.

.4 For this Project, the DPOR license detailing for each of your Key Personnel practicing or offering to practice professional services in Virginia: the name, the address, type, the registration number, and the expiration date. Provide the office location where each Key Personnel member will be performing the work.

.5 For this Project, the DPOR license detailing for those regulated services other than professional services (i.e. 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 legal requirements in Virginia (whether federal or state) regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your SOQ submittal, in the sole and reasonable discretion of the Department, non-responsive and in that event your SOQ submittal may be returned without any consideration or evaluation.

3.2.8 Disadvantaged Business Enterprises ("DBE")

Provide a written statement from Offeror, signed by an authorized representative of Offeror, that Offeror is committed to achieving an nine percent (9%) DBE participation goal during design and construction of the Project.

3.3 Offeror's Team Structure

The Offeror should provide sufficient information to enable VDOT to understand and evaluate the Offeror's Team. In evaluating the Offeror's Team Structure, VDOT's evaluation team will rate and score (in their sole discretion) the Offeror's Statements of Qualifications based upon the evaluation criteria found in this RFQ. Failure to meet an RFQ requirement will render a Statement of Qualification non-responsive while the extent to which an Offeror meets or exceeds evaluation criteria will be rated by the VDOT evaluation team and will be reflective of the VDOT evaluation team's scoring (in their sole discretion) of the Statements of Qualifications submitted by Offerors.

3.3.1 Offeror should provide the identity of and qualifications of the Key Personnel listed below. This information is to be provided on the Key Personnel Resume Form attached hereto as Attachment No. 3.3.1 (Note, the format and appearance of the Key Personnel Resume Form should not be modified). Resumes for individuals who are not identified as Key Personnel should not be included in the SOQ.

Evaluation Criteria 3.3.1: Extent to which the previous experience of each of the Key Personnel provides confidence to VDOT that the Project and risks will be effectively managed through personal competence and accountability.

Rating Description 3.3.1: A response which characterizes a rating of "3" should include the following:

Most of the Key Personnel considered have previous experience in transportation projects, undertaking similar roles to that contemplated for the Project. Some Key Personnel are able to demonstrate a reputation built over time demonstrating professional commitment. Most Key Personnel demonstrate from their resume forms that they have previous experience which may be of benefit to the Project.

.1 **Design-Build Project Manager**– This individual should be responsible for the overall Project design, construction quality management and contract administration for the Project.

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

.3 **Construction Manager** – This individual, who will be required to be on the Project site for the duration of construction operations, shall be responsible for managing the construction process to include all Quality Control ("QC") activities to ensure the materials used and work performed meet contract requirements and the "approved for construction" plans and specifications. <u>This individual shall hold a Virginia Department of Conservation and Recreation ("DCR") Responsible Land Disturber ("RLD") Certification and a VDOT Erosion and Sediment Control Contractor Certification ("ESCCC") or a statement shall be included indicating this individual will hold these certifications prior to the commencement of construction.</u>

.4 **Quality Assurance Manager (QAM)** – This individual shall be from an independent firm that has no involvement in construction operations for the

Project, and shall be responsible for the QA inspection and testing of all materials used and work performed on the Project to include monitoring of the contractor's quality control ("QC") program. The QAM's quality assurance inspectors shall also be from a firm independent and separate from those performing QC inspections. The QAM will ensure that all work and materials, testing, and sampling are performed in conformance with the contract requirements, and the "approved for construction" plans and specifications. This individual shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.

3.3.2 Furnish an organizational chart showing the "chain of command" and identifying major functions to be performed and their reporting relationships in managing, designing and constructing the Project. Additionally please furnish a narrative describing the functional relationships among participants for the organizational chart.

Evaluation Criteria 3.3.2: Extent to which reporting relationships and functional relationships are presented clearly with logical and appropriate reporting lines incorporating all management and Key Personnel supporting effective communication and providing confidence that the Project will be delivered in accordance with the contract requirements.

Rating Description 3.3.2: A response which characterizes a rating of "3" should include the following:

Organizational structure contains most of the disciplines and the positions that are necessary to deliver a project of this type. Project Leaders, Key Personnel and others are clearly shown and names of the Key Personnel match those contained in the Resume Forms. Lines of responsibility and communication should be clear and show interfaces with VDOT and third parties. Links are identified between design and construction teams, and there is a clear separation between quality assurance ("QA") and construction including separation between QA inspection and testing operations and construction quality control ("QC") inspection and testing operations.

3.4 Experience of Offeror's Team

Offeror should provide sufficient information to enable VDOT to understand and evaluate the experience of the Offeror's team on similar projects. The Offeror should respond to the following:

3.4.1 Identify on the Lead Contractor Work History Form (Attachment No. 3.4.1(a)) three relevant projects by lead contractor, focusing on what the Offeror considers most relevant in demonstrating its qualifications to serve as the lead contractor for this Project. Identify on the Lead Designer Work History Form (Attachment No. 3.4.1(b)) three relevant projects by the lead designer, focusing on what the Offeror considers most relevant in demonstrating its qualifications to serve as the lead designer for this Project. For any referenced Design-Build project not jointly performed by the lead contractor and lead designer, identify the design professional or construction entity with whom it

contracted. A narrative description should be included on the Work History Form for each project. (Note, the Work History Forms shall not exceed one page per project and the format and appearance should not be modified)

Evaluation Criteria 3.4.1: Extent to which the Offeror and team members have experience in successfully delivering projects with similar scope and complexity and demonstrate the applicability of this work history and lessons learned to the Project. Extent to which the Offeror team members demonstrate a well integrated organization with proven cooperative work history, teaming experience and complementary skills and experience.

Rating Description 3.4.1: A response which characterizes a rating of "3" should include the following:

Offeror lists three relevant previous projects where the Offeror was under contract doing active work within the past ten (10) years which demonstrate adequate experience in delivering large transportation projects similar in scope and/or complexity to the Project. Offeror should provide relevant and verifiable evidence of good performance or lessons learned from previous experience and give convincing ways in which lessons learned or past good performance will be used for the benefit of the Project. Offeror demonstrates successful partnering and teaming, providing satisfactory confidence that the team has complementary skills and will work together effectively.

3.4.2 Identify any subconsultant and/or major subcontractor that have committed to be on the Offeror's team that the Offeror considers critical to the success of the Project and provide sufficient information to enable VDOT to understand the experience of such subconsultant or subcontractor.

Evaluation Criteria 3.4.2: Effectiveness of selection and planned utilization of subconsultants and major subcontractors considered critical to the success of the Project.

Rating Description 3.4.2: A response which characterizes a rating of "3" should include the following:

Offeror's supply chain management procedures used in the selection of subconsultants and major subcontractors incorporates factors other than price and is in line with industry normal practices. Subconsultants and/or subcontractors selected offer benefits and added value demonstrated by suitable evidence. Offeror furnishes examples of evidence of long-standing relationships with some of its subconsultants and major subcontractors from previous projects.

3.5 Quality Assurance and Quality Control

3.5.1 Explain how the Offeror will provide quality assurance ("QA") and quality control ("QC") for both the design and construction elements of the project, including the names of QC managers, the names of independent testing laboratory(ies) for each

QA testing and QC testing, and the number of personnel at various certification levels planned for the Project. Describe how the QA/QC organization will operate, including how it will interface with the Offeror's organization and VDOT. The Offeror should demonstrate how QA and QC functions will be performed independently to maintain the integrity of the QA/QC process including separation between QA inspection and testing operations and construction QC inspection and testing operations..

Evaluation Criteria 3.5.1: Extent to which Offeror's approach to the implementation of an independent QC process, consistent with the Department's guidance document for Minimum Quality Assurance and Control Requirements would minimize the likelihood of additional QA/QC effort needed by VDOT. Effectiveness of the Offeror's approach to design Quality Management to ensure well structured, easily audited documents that minimizes the likelihood of needing to expand VDOT's contract administration efforts. Extent to which the Offeror's Construction Quality Management Plan provides confidence to VDOT that the construction will be carried out in accordance with the specification with minimal VDOT intervention.

Rating Description 3.5.1: A response which characterizes a rating of "3" should include the following:

The Offeror's QA/QC process will be capable of ensuring and maintaining compliance with the contract. The Offeror demonstrates how QA and QC functions will be performed independently. The Offeror describes procedures such as reporting and auditing functions that are generally consistent with the Department's guidance. The Offeror organization and team members provide satisfactory corporate commitment to QA/QC. The Offeror provides some evidence that his quality assurance and quality control plans have operated effectively. Offeror's plan demonstrates effective design-quality management, incorporates formal constructability reviews prior to final plan development, and incorporates designers at appropriates stages of construction. The Offeror demonstrates conventional experience in quality assurance and quality control, presenting a suitable understanding of VDOT's limited oversight role and providing little risk that VDOT would need to significantly increase its own quality assurance efforts to compensate.

3.6 Project Controls

3.6.1 Describe the means and methods by which Offeror will plan and control the scheduling of work to meet the contractual completion date(s), including any plans which address the possibility of early completion. In evaluating the Offeror's Project Controls, VDOT's evaluation team will rate and score (in their sole discretion) the Offeror's Proposals based upon the evaluation criteria found in this RFQ. Failure to meet an RFQ requirement will render a Statement of Qualification non-responsive while the extent to which an Offeror meets or exceeds evaluation criteria will be rated by the VDOT evaluation team and will be reflective of the VDOT evaluation team's scoring (in their sole discretion) of the Statements of Qualifications submitted by Offerors.

Evaluation Criteria 3.6.1: Effectiveness of procedures for tracking progress, roles and responsibilities for reporting results internally and externally and proposed methods for addressing delays.

Rating Description 3.6.1: A response which characterizes a rating of "3" should include the following:

The Offeror presents a satisfactory approach, for example allocation of appropriate roles and responsibilities to personnel who can enable schedule recovery in the event that slippages are identified. The Offeror's approach to schedule control gives rise to little risk that any threat to schedule will fail to be identified, reported and mitigated early.

4.0 EVALUATION OF THE STATEMENTS OF QUALIFICATIONS

4.0.1 VDOT intends to review the SOQs for responsiveness to the requirements of this RFQ and to evaluate all responsive SOQs according to the criteria and weightings set forth in this section.

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

4.1 Statement of Qualifications Evaluation Factors

4.1.1 The Statements of Qualifications will be evaluated based upon the following factors. The subfactor descriptions are intended to be informational, and all information requested under the identified sections will be evaluated.

Section	Rating Weight
3.3 Offeror's Team Structure	35%
3.4 Experience of Offeror's Team	25%
3.5 Quality Control and Quality Assurance	25%
3.6 Project Controls	15%
TOTAL	**100%**

4.1.2 If VDOT determines that a Statement of Qualifications does not comply with or satisfy requirements of the RFQ, VDOT will find such Statement of Qualifications to be non-responsive.

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

(a) For each subfactor the Evaluation Team member will assign a numerical score based on a 1-5 scale as described in Section 4.2.

(b) The average score for each subfactor will be multiplied by the associate Rating Weight percentage, converted to ten (10) point scale and rounded to the nearest one hundredth of a point.

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

A sample SOQ Score Sheet has been provided for reference in Attachment No. 4.1.3.

4.2 Scoring Range Application

The rating of each Statement of Qualification evaluation criterion is based on a rating scale of 1-5. Each evaluation criterion may require an Offeror response to multiple subcomponents, each of which will be evaluated separately and then considered as a whole, to assign an overall rating. In order to facilitate and document the process by which each Evaluation Team Member assigns a rating, VDOT has developed, for each subcomponent of each evaluation criterion, its expectations of the characteristics of an Offeror's response. These are known as "Rating Descriptions", where a rating of 1 represents the lowest rating, exhibiting significant weaknesses, a rating of 5 represents the highest rating, exhibiting significant strengths or advantages to VDOT, and a rating of 3 represents a response that indicates the Offeror has proposed conventional capabilities, approaches, or processes, indicating likelihood of acceptable contract performance.

The "Rating Descriptions" are individually tailored project rating expectations, fully conforming to the general guidance found in this section and the solicitation. The Rating Descriptions will be provided to, and utilized by, the Evaluation Team Members to further facilitate the impartial and equitable evaluation of each Offeror's Statement of Qualifications. Rating Descriptions applicable to a rating of 3 (a conventional response) are included in the RFQ Documents. Rating Descriptions applicable to a rating other than 3 will not be available to the Offerors until after the Notice of Intent to Award has been issued, or to the public at large until after the contract has been awarded.

Each Evaluation Team Member will be required to identify, for each subcomponent of the evaluation criterion under consideration, the characteristics of the Offeror's Statement of Qualifications exhibiting significant strengths in the response (rating of 5), minor strengths (rating of 4), conventional characteristics (rating of 3), minor weaknesses (rating of 2) and significant weaknesses (rating of 1). For any evaluation criterion, an Evaluation Team Member may record a combination of strengths

and weaknesses corresponding to different subcomponents of an Offeror's response. The overall distribution of strengths and weaknesses will guide each Evaluation Team Member in assigning a rating (of either an integer or half integer), for each evaluation criterion. In this process an overall rating of 3 for an evaluation criterion, which represents a conventional response, may arise from a response in which each subcomponent is rated as satisfactory, or may arise from a response with a mixture of strengths and weaknesses among subcomponents.

5.0 STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

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

5.1 Due Date, Time and Location

All Statements of Qualifications must be received by the due date set forth in Section 2.5 ("SOQ Submission Date"). Submissions must be delivered to the following individual at the following address:

US Postal Service regular mail, send to:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1401 E. Broad Street
Old Highway Building, 4th Floor
Richmond, VA 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, VA 23219

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

5.2 Format

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

5.2.1 A sealed parcel containing the Statements of Qualifications shall be submitted on the due date and time set forth in Section 2.5. If the sealed Statements of Qualifications is not submitted on the above specified date, then the Offeror shall be deemed non-responsive and will be disqualified from participating in the procurement for this project. Parcels shall be clearly marked to identify the Project and the Offeror, and to identify the contents as the Statement of Qualifications.

5.2.2 Each Offeror shall deliver ten (10) identical paper copies of the Statements of Qualifications, one (1) of which must bear original signatures, and one CD-ROM containing the entire Statement of Qualifications in a single cohesive Adobe PDF file.

Each copy of the Statement of Qualifications shall be bound and contained in a single volume if practical, with an identity on its front cover, in the upper right-hand corner, as "Copy __ of 10 Copies." If three ring binders are used to bind a Statement of Qualifications they should be a locking type three ring binder.

- The Statement of Qualifications shall be no more than thirty five (35) pages **(VDOT will remove and discard all pages in excess of the stipulated page limit)**.
    - Typed on one (1) side only.
    - Separated by numbered tabs with sections corresponding to the order set forth in Section 3.0.
    - The SOQ Checklist, Form C-78-RFQ, Key Personnel Resume Forms, Work History Forms and the full size copies of the SCC and DPOR supporting registration documentation should be included in appendices and shall not be counted against the above-referenced page limit.
    - The Work History Forms shall not exceed one page per project for each the Lead Contractor and the Lead Designer.

- All printing, except for the front cover of the Statement of Qualifications, must be
    - Times New Roman, with a font of 12-point.
    - Times New Roman 10 point font may be used for filling out information on the Key Personnel Resume Form and the Work History Forms. (Note, the format and appearance of the Key Personnel Resume Form and the Work History Forms should not be modified)
    - Include page number references in the lower right hand corner.
    - Prepared on 8.5" x 11" white paper.
    - Only the Work History (Attachment No.'s 3.4.1(a) and 3.4.1(b) shall be 11" x 17" paper, but must be folded to 8.5" x 11".

6.0 QUESTIONS AND CLARIFICATIONS

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

6.2 All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.5. Questions or clarifications requested after such time will not be answered, unless VDOT elects, in its sole discretion, to do so.

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

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

7.0 RIGHTS AND OBLIGATIONS OF VDOT

7.1 Reservation of Rights

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

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

7.1.2 The right to issue a new RFQ.

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

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

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

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

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

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

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

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

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

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

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

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

7.1.15 The right to appoint and change appointees of any evaluation committee.

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

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

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

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

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

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

7.1.22 The right to short-list from among the highest ranked Offerors, and to provide an RFP only to those short-listed Offerors. VDOT intends to short-list the three (3) highest ranked Offerors. VDOT may increase or decrease the number of short-listed Offerors, if it is in the best interest of VDOT to do so.

7.2 VDOT Not Obligated for Costs of Proposing

7.2.1 VDOT assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFQ, or the subsequent RFP. All of such costs shall be borne solely by each Offeror and its team members. Notwithstanding the above, VDOT intends to provide those short-listed Offerors who submit a responsive Proposal to the RFP, but who are not awarded the design-build contract, a Proposal Payment in consideration for ownership of the information provided in the Proposal. VDOT anticipates the value of the Proposal Payment will be thirty thousand dollars ($30,000.00). The terms for attaining such Proposal Payment will be identified in the RFP.

8.0 PROTESTS

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

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

The protesting Offeror shall concurrently file a copy of its notice of protest with all other Offerors.

Public notice of the award or the announcement of the decision to award shall be given by the public body in the manner prescribed in the terms or conditions of the Invitation to Bid or Request for Proposal. However, if the protest of any Offeror depends

in whole or in part upon information contained in public records pertaining to the procurement transaction that are subject to inspection under § 2.2-4342, of the *Code of Virginia*, then the time within which the protest must be submitted shall expire ten (10) calendar days after those records are available for inspection by such Offeror under § 2.2-4342, of the *Code of Virginia*.

VDOT shall issue a decision in writing within ten (10) calendar days of the receipt of any protest stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten (10) calendar days of receipt of the written decision, by instituting legal action in accordance with § 2.2-4364, of the *Code of Virginia.*

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

9.0 ADMINISTRATIVE REQUIREMENTS

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

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

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

9.3 All Offerors must have internal control systems in place that meet federal requirements for accounting. These systems must comply with requirements of 48 CFR

31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23 CFR 172, "Administration of Engineering and Design Related Service Contracts."

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

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

9.6 Offerors shall note and comply with the requirements relative to the eVA Business-to-Government Vendor system. 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 Offerors must register in eVA; failure to register will result in a SOQ being rejected.

9.7 The required services for the may 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. A CII/SSI Non-Disclosure Agreement must be signed and submitted with the RFP Information Package Order Form in order to purchase the RFP Information Package. 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 Design-Builder. A VDOT issued photo-identification badge is required for each employee of the Design-Builder's team 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.

10.0 DISADVANTAGED BUSINESS ENTERPRISE

10.1 It is the policy of VDOT that Disadvantaged Business Enterprises ("DBEs"), as defined in 49 CFR Part 26, shall have every opportunity to participate in the performance of construction/consultant contracts. The DBE contract goal for this procurement is identified in Section 3.2.8. Offerors are encouraged to take all necessary and reasonable steps to ensure that DBEs have every opportunity to compete for and perform services on contracts, including participation in any subsequent supplemental contracts. If a portion of the work on the Project is to be subcontracted out, Offerors must seek out and consider DBEs as potential subcontractors. DBEs must be contacted to solicit their interest, capability and qualifications. Any agreement between an Offeror and a DBE whereby the DBE promises not to provide services to any other Offeror or other contractors/consultants is prohibited.

10.2 If a DBE is not certified, the DBE must become certified with the Virginia Department of Minority Business Enterprises ("VDMBE") prior to the Proposal Submission Date. If the DBE is a prime, the firm will receive full credit for the planned involvement of their own workforce, as well as the work they commit to be performed by DBE subcontractors. DBE primes are encouraged to make the same outreach. DBE credit will be awarded only for work actually performed by DBEs themselves. When a DBE prime or subcontractor subcontracts work to another firm, the work counts toward DBE goals only if the other firm itself is a DBE. A DBE must perform or exercise responsibility for at least 30% of the total cost of its contract with its own workforce.

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

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

Virginia Department of Minority Business Enterprises
111 East Main Street, Suite 300
Richmond, VA 23219
Phone: (804) 786-2260
Toll Free (VA Only) 1-800-223-0671
www.dmbe.virginia.gov

Metropolitan Washington Airports Authority
Equal Opportunity Programs Department
1 Aviation Circle
Washington, DC 20001
Phone: (703) 417-8625

www.metwashairports.com

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

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

Bristol District
870 Bonham Drive
Bristol, VA 24203
(276) 669-9907

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

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

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

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

Lynchburg District
4219 Campbell Avenue
Lynchburg, VA 24506
(434) 856-8168

Northern Virginia District
14685 Avion Parkway
Chantilly, VA 20151
(703) 383-2341

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

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

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

The following informational websites may also be of assistance:

www.virginiadot.org/business/bu_bizDev.asp

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

10.5 The Project has federal funding. In accordance with the Governor's Executive Order No. 33, VDOT requires a utilization of Small, Women and Minority ("SWaM") Businesses to participate in the performance of state funded projects. VDOT also

encourages the utilization of SWaM Firms to participate in the performance of federally funded projects. A list of Department of Minority Business Enterprise ("DMBE") certified SWaM firms is maintained on the DMBE web site (http://www.dmbe.state.va.us/) under the SWaM Vendor Directory link. Offerors are encouraged to take all necessary and reasonable steps to ensure that SWaM firms have the maximum opportunity to compete for and perform services in the design-build contract. If the Offeror intends to subcontract a portion of the services on the project, the Offeror is encouraged to seek out and consider SWaM firms as potential subconsultants. The Offeror is encouraged to contact SWaM firms to solicit their interest, capability and qualifications. Any agreement between an Offeror and a SWaM firm whereby the SWaM firm promises not to provide services to other Offerors is prohibited.

11.0 MISCELLANEOUS

11.1 Requirement to Keep Team Intact

The team proposed by Offeror, including but not limited to the lead contractor, the lead designer, Key Personnel, and other individuals identified pursuant to Sections 3.3 and 3.4, shall remain on the Offeror's team for the duration of the procurement process and, if the Offeror is awarded the Design-Build Contract, the duration of the Design-Build Contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to VDOT's POC, who, in his sole discretion, will determine whether to authorize a change. Unauthorized changes to the Offeror's team at any time during the procurement process may result in the elimination of the Offeror from further consideration.

11.2 Conflict of Interest

11.2.1 Implementation guidelines for VDOT's policy on organizational conflicts of interest relating to Design-Build procurement are documented in the Innovative Project Delivery Division Memorandum IPD 07-02.0 dated August 1, 2007 (http://www.virginiadot.org/business/resources/IPD_07_02_0.pdf)

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

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

Failure to abide by VDOT's determination in this matter may result in a proposal being declared non-responsive.

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

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

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

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

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

11.2.6 VDOT may, in its sole discretion, determine that a conflict of interest or a real or perceived competitive advantage may be mitigated by disclosing all or a portion of the work product produced by the organization or individual subject to review under this section. If documents have been designated as proprietary by Virginia law, the Offeror will be given the opportunity to waive this protection from disclosure. If an Offeror elects not to disclose, then the Offeror may be declared non-responsive.

11.2.7 Offerors shall note that portions of the documents contained in the RFQ and RFP will include work product developed by MACTEC and Marshall Miller & Associates. MACTEC and Marshall Miller & Associates will not be allowed to participate as a Design-Build team member. Any SOQs received in violation of this requirement will be rejected.

11.3 Ethics in Public Contracting Act

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

11.4 Virginia Freedom of Information Act

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

11.4.2 If a responding Offeror has special concerns about information which it desires to make available to VDOT but which it believes constitutes a trade secret, proprietary information, or other confidential information exempted from disclosure, such responding Offeror should specifically and conspicuously designate that information as such in its SOQ and state in writing why protection of that information is needed. The Offeror should make a written request to the Director of the Innovative Project Delivery Division. The written request shall:

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

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

.3 State the reasons why the protection is necessary.

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

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

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

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

11.5 Compliance with the Law in Virginia

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

12.0 ATTACHMENTS

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

ATTACHMENT NO. 2.3	--	FINDING OF PUBLIC INTEREST (FOPI)
ATTACHMENT NO. 2.8	--	RFQ INFORMATION PACKAGE ORDER FORM
ATTACHMENT NO. 2.10	--	FORM C-78-RFQ (ACKNOWLEDGEMENT OF REVISIONS)
ATTACHMENT NO. 3.1.2	--	SOQ CHECKLIST
ATTACHMENT NO. 3.3.1	--	KEY PERSONNEL RESUME FORM
ATTACHMENT NO. 3.4.1(a)	--	WORK HISTORY FORM/LEAD CONTRACTOR
ATTACHMENT NO. 3.4.1(b)	--	WORK HISTORY FORM/LEAD DESIGNER
ATTACHMENT NO. 4.1.3	--	SAMPLE SOQ SCORE SHEET

Finding of Public Interest for the Use of Design-Build Contracting Method
Route 36 Corridor Safety and Level of Service Improvements: Richmond, Virginia
UPC: 87464, 89720, 90370 & 19003

The Virginia Department of Transportation (VDOT) has an urgent need to complete safety and level of service improvements on Route 36 in the City of Hopewell and Prince George County. The total length of the proposed improvements is approximately 1.0 mile along the corridor and includes intersections, ramps, additional travel and turn lanes, drainage improvements, traffic signals, and sidewalks. VDOT has determined that the use of Design-Build contracting will expedite delivery and completion, maximize the use of available funding and cause the timely obligation of allocated funds.

Employing the Design-Build contracting method satisfies the following transportation needs:

- Expedited Completion:

  The "Fort Lee Expansion Traffic Study" prepared for VDOT in 2006 identified the proposed Route 36 improvements as "high priority" projects necessary to meet the capacity and level of service needs caused by rapid growth coupled with ongoing Base Realignment and Closure (BRAC) expansion efforts. The current design-bid-build delivery schedule anticipates Advertisement in December 2010. To expedite completion, VDOT has determined that the Design-Build contracting method is in the public interest. The proposed schedule is as follows:

  - RFQ issued May 2009
  - RFP issued September 2009
  - Contract executed May 2010
  - Project completion in Fall 2012

VDOT has a clear understanding of the project scope of work. Anticipated risks include those typical to major urban widening projects; acquisition of right of way owned by Fort Lee is a specific risk that must be mitigated or apportioned accordingly in the RFP.

Based on review of this public interest finding and the objective criteria previously adopted by the Commonwealth Transportation Board regarding the use of design-build contracts, I find that use of design-build contracting for the proposed project is in the best interest of the Commonwealth of Virginia.

Original on file with the Innovative Project Delivery Division.

Recommended for Approval: __ Malcolm T. Kerley, P.E. ____March 27, 2009_
Chief Engineer

Approval: __David S. Ekern, P.E. _____March 30, 2009_
Commonwealth Transportation Commissioner

ATTACHMENT 2.8

DESIGN–BUILD

ORDER FORM
ROUTE 36 IMPROVEMENTS PROJECT
REQUEST FOR QUALIFICATIONS (RFQ) INFORMATION PACKAGE
STATEMENT OF QUALIFICATIONS TO BE SUBMITTED
THURSDAY, OCTOBER 15, 2009 BY 4:00 PM **(prevailing local time)**

FIRM NAME _____

COMPLETE MAILING
ADDRESS_____

_____
(PLEASE GIVE BOTH STREET ADDRESS AND POSTAL DELIVERY ADDRESS)

FIRM TELEPHONE NUMBER_____ FIRM FAX NUMBER_____

E-MAIL ADDRESS _____

SIGNED:_____

FOR QUESTIONS REGARDING THE RFQ INFORMATION PACKAGE CONTACT:

E. ALAN SAUNDERS, P.E.
VIRGINIA DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219
(804) 371-0661

TO ORDER THE RFQ INFORMATION PACKAGE BY TELEPHONE/MAIL/FAX CONTACT:

THE SCHEDULING AND CONTRACT DIVISION PLAN ROOM
VIRGINIA DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219
(804) 786-1898, (804) 786-5161 OR (804) 371-9868
FAX TELEPHONE NO. (804) 786-2788 (Ordering by fax using a Master or Visa credit card is the preferred method)

MASTERCHARGE/VISA NO._____

EXPIRATION DATE:_____

THE RFQ INFORMATION PACKAGE WILL NOT BE ISSUED PRIOR TO RECEIPT OF PAYMENT

Dear Sir/Madam:

Please send the RFQ Information Package designated below. Enclosed is check No._____in the amount of $_____ made payable to the Treasurer of Virginia.

TO VIEW THE RFQ GO TO THE WEBSITE ADDRESS LISTED BELOW
http://www.virginiadot.org/business/request-for-qualifications.asp

RFQ NO.	PROJECT	PACKAGES REQUESTED	TOTAL **($50.00 per package, price includes 5%Virginia Sales Tax)**
		#	$
C00087464DB33B	0036-074-709,P101, R201, C501		

FOR DEPARTMENTAL USE ONLY

RFQ PACKAGE MAILED_____ MAILED BY_____
TO BE MAILED_____ CHECKED BY_____

ATTACHMENT 2.10

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION

RFQ NO. **C00087464DB33B**

PROJECT NO.: **0036-074-709, P101, R201, C501**

ACKNOWLEDGEMENT OF RFQ, REVISION AND/OR ADDENDA

Acknowledgement shall be made of receipt of the Request for Qualifications (RFQ) and/or any and all revisions and/or addenda pertaining to the above designated project which are issued by the Department prior to the Statement of Qualifications (SOQ) submission date shown herein. Failure to include this acknowledgement in the SOQ may result in the rejection of your SOQ.

By signing this Attachment 2.10, the Offeror acknowledges receipt of the RFQ and/or following revisions and/or addenda to the RFQ for the above designated project which were issued under cover letter(s) of the date(s) shown hereon:

1. Cover letter of RFQ, July 29, 2009
   (Date)
2. Cover letter of _____
   (Date)
3. Cover letter of _____
   (Date)

_____ _____

SIGNATURE DATE

ATTACHMENT 3.1.2

ROUTE 36 IMPROVEMENTS, C00087464DB33B

STATEMENT OF QUALIFICATIONS CHECKLIST AND CONTENTS

Offerors shall furnish a copy of this Statement of Qualifications (SOQ) Checklist, with the page references added, with the Statement of Qualifications.

Statement of Qualifications Component	Form (if any)	RFQ Cross reference	Included within 35-page limit?	SOQ Page Reference
Statement of Qualifications Checklist and Contents	Attachment 3.1.2	Section 3.1.2	no	
Acknowledgement of RFQ, Revision and/or Addenda	Attachment 2.10 (Form C-78-RFQ)	Sections 2.10, 3.1.5	no	
Letter of Submittal (on Offeror's letterhead)	NA	Section 3.2.1	yes	
Offeror's official representative information	NA	Section 3.2.1	yes	
Principal officer information	NA	Section 3.2.2	yes	
Offeror's Corporate Structure	NA	Section 3.2.3	yes	
Affiliated/subsidiary companies	NA	Section 3.2.4	yes	
Lead contractor prequalification evidence	NA	Section 3.2.5	yes	
Evidence of obtaining bonding	NA	Section 3.2.6	yes	
Professional Services evidence	NA	Section 3.2.7	yes	
SCC Registration	NA	Section 3.2.7.1	yes	
DPOR Registration (Main Office)	NA	Section 3.2.7.2	yes	
DPOR Registration (Branch Office)	NA	Section 3.2.7.3	yes	
DPOR Registration (Key Personnel)	NA	Section 3.2.7.4	yes	
DPOR Registration (Non-APELSCIDLA)	NA	Section 3.2.7.5	yes	

ATTACHMENT 3.1.2

ROUTE 36 IMPROVEMENTS, C00087464DB33B

STATEMENT OF QUALIFICATIONS CHECKLIST AND CONTENTS

Statement of Qualifications Component	Form (if any)	RFQ Cross reference	Included within 35-page limit?	SOQ Page Reference
Full size copies of SCC and DPOR registration documentation	NA	Section 3.2.7	no	
Disadvantaged Business Enterprises statement	NA	Section 3.2.8	yes	
Offeror's Team Structure				
Identity of and qualifications of Key Personnel	NA	Section 3.3.1	yes	
Key Personnel Resume – DB Project Manager	Attachment 3.3.1	Section 3.3.1.1	no	
Key Personnel Resume – Design Manager	Attachment 3.3.1	Section 3.3.1.2	no	
Key Personnel Resume – Construction Manager	Attachment 3.3.1	Section 3.3.1.3	no	
Key Personnel Resume – Quality Assurance Manager	Attachment 3.3.1	Section 3.3.1.4	no	
Organizational chart	NA	Section 3.3.2	yes	
Organizational chart narrative	NA	Section 3.3.2	yes	
Experience of Offeror's Team	NA	Section 3.4	yes	
Lead Contractor Work History Form	Attachment 3.4.1(a)	Section 3.4.1	no	
Lead Designer Work History Form	Attachment 3.4.1(b)	Section 3.4.1	no	
Subconsultants and/or Major Subcontractors	NA	Section 3.4.2	yes	
Quality Control and Quality Assurance	NA	Section 3.5	yes	

ATTACHMENT 3.1.2

ROUTE 36 IMPROVEMENTS, C00087464DB33B

STATEMENT OF QUALIFICATIONS CHECKLIST AND CONTENTS

Statement of Qualifications Component	Form (if any)	RFQ Cross reference	Included within 35-page limit?	SOQ Page Reference
Design QA/QC	NA	Section 3.5.1	yes	
Construction QA/QC	NA	Section 3.5.1	yes	
Names of QC Managers	NA	Section 3.5.1	yes	
Names of Independent Testing laboratories	NA	Section 3.5.1	yes	
Number of Personnel	NA	Section 3.5.1	yes	
Operation and Interface	NA	Section 3.5.1	yes	
QA independent of QC	NA	Section 3.5.1	Yes	
Project Controls	NA	Section 3.6	yes	
Plan and Control	NA	Section 3.6.1	yes	

ATTACHMENT 3.3.1

KEY PERSONNEL RESUME FORM

Brief Resume of Key Personnel anticipated for the Project.
a. Name & Title:
b. Project Assignment:
c. Name of Firm with which you are now associated:
d. Years experience: With this Firm ____Years With Other Firms ____Years Please list chronologically (most recent experience first) your employment history, position and general experience or fields of practice for the last fifteen(15) years. (NOTE: If you have less than 15 years of experience, please list all of your experience for those years you have worked.):
e. Education: Name & Location of Institution(s)/Degree(s)/Year/Specialization:
f. Active Registration: Year First Registered/ Discipline/VA Registration #:
g. Document the extent and depth of your experience and qualifications relevant to the Project. 1. *Note your specific responsibilities and authorities for each assignment, not those of the firm.* 2. *Note whether experience is with current firm or with other firm.* 3. *Provide beginning and end dates for each assignment.* **(List at least three (3), but no more than five (5) relevant projects for which you have performed a similar function.)**

ATTACHMENT 3.4.1(a)

LEAD CONTRACTOR - WORK HISTORY FORM

(LIMIT 1 PAGE PER PROJECT)

Work by Lead Contractor - three (3) projects which best illustrates current qualifications relevant to this Project.							
a. Project Name & Location	b. Narrative describing nature of Firm's Responsibilities	c. Client/Owner/Project Manager who can verify Firm's responsibilities. Include address and current phone number.	d. Contract Completion Date (Original)	e. Contract Completion Date (Actual or Estimated)	f. Estimated Value (in Thousands)		
					Original Contract Value	Final or Estimated Contract Value	Dollar Value of Work for Which Firm Was/Is Responsible
(1)							
(2)							
(3)							

ATTACHMENT 3.4.1(b)

LEAD DESIGNER - WORK HISTORY FORM

(LIMIT 1 PAGE PER PROJECT)

Work by Lead Designer - three (3) projects which best illustrates current qualifications relevant to this Project.							
a. Project Name & Location	b. Narrative describing nature of Firm's Responsibilities	c. Client/Owner/Project Manager who can verify Firm's responsibilities. Include address and current phone number.	d. Contract Completion Date (Original)	e. Contract Completion Date (Actual or Estimated)	f. Estimated Value (in Thousands)		
					Original Contract Value	Final or Estimated Contract Value	Dollar Value of Work for Which Firm Was/Is Responsible
(1)							
(2)							
(3)							

ATTACHMENT 4.1.3

Sample SOQ Score Sheet

INNOVATIVE PROJECT DELIVERY **DESIGN-BUILD PROJECT**

SOQ SHORT LIST SCORE SHEET – FEDERALLY FUNDED PROJECT WITH DBE GOAL

PROJECT # 9876-543-210,P101,R201,C501

UPC # 98765

DESCRIPTION: Route 9876 Widening

OFFEROR: sample

LEAD CONTRACTOR: sample

LEAD DESIGNER: sample

OFFEROR NO: 1

DATE:

			Evaluator						
		NUMERICAL VALUE	1	2	3	AVG.	Convert to 10 pt scale	RATING WEIGHT	WEIGHTED EVALUATION
3.3 OFFEROR'S TEAM STRUCTURE Information on Offeror's team structure, reporting relationship, functional relationships		1-5	4	4.5	5	4.50	9.00	35%	3.15
3.4 EXPERIENCE OF OFFEROR'S TEAM Experience of Offeror's team including lead contractor, lead designer, subconsultant and/or major subcontractor.		1-5	3	3	3.5	3.17	6.33	25%	1.58
3.5 Quality Control and Quality Assurance QA and QC functions for both design and construction.		1-5	3	3.5	3	3.17	6.33	25%	1.58
3.6 Project Controls Means and methods by which Offeror will plan and control the scheduling of work including schedule management techniques and Work Breakdown Structure.		1-5	5	4.5	5	4.83	9.67	15%	1.45
3.2.8 DBE	XX %	PASS/FAIL	pass	pass	pass				
								TOTAL	7.76
								SCORE	**77.60**

Scoring Range

The rating of each Proposal evaluation criterion is based on a rating scale of 1-5, where a rating of 1 represents the lowest rating, exhibiting significant weaknesses, a rating of 5 represents the highest rating, exhibiting significant strengths or advantages to VDOT, and a rating of 3 represents a response that indicates the Offeror has proposed conventional capabilities, approaches, or processes, indicating likelihood of acceptable contract performance.

Evaluator

Three evaluators are shown for this sample score sheet. VDOT may increase the number of evaluators.