

RFQ QUESTIONS AND ANSWERS

Date: 08/26/09

RFQ No.:	C00084117DB20B C00087464DB20B C00013528DB15C C00068757DB21B
Subject:	RFQ QUESTIONS AND ANSWERS

1. "Section 3.2.7.5 of the RFQ requires the Department of Professional and Occupational Regulation (DPOR) licensing for those regulated services other than professional services (i.e. real estate appraisal). If a real estate management firm is on our team and they do not intend to self perform the appraisals, do they need to provide any licensing information?"

Offerors and team members shall be compliant with DPOR regulations. If the firm is practicing or offering to practice a profession or occupation that is regulated by the Board, licensure is thereby required.

Apart from those professions and occupations that are regulated by the Board, such as appraisers, real estate brokerage, real estate sales, etc., it is VDOT's understanding that the general post-Award right-of-way acquisition assistance desired by VDOT for the above referenced solicitations is not considered a regulated profession or occupation by the Board. Supporting documentation is not required for those firms offering to provide non-DPOR regulated services in conjunction with the above referenced Design-Build projects.

This does not exempt an entity from complying with DPOR regulations.

(ADDED 08/26/09)

Although "appraisals" are not specifically denoted in the anticipated Scope of Work prescribed in RFQ Section 2.2, the Offeror's ROW 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.

The RFQ does not require the Offeror to specifically identify the members of their ROW team; the RFQ asserts/emphasizes that the Offeror's ROW 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.

Again, this does not exempt an entity from complying with DPOR regulations. Should an Offeror identify a specific entity that offers to perform a profession and/or occupation that is regulated by the Board, that entity should be DPOR compliant.

2. "Also, this item appears to address all other DPOR regulated services of which all contractors maintain a Contractor Business License with DPOR. Does this mean that we need to provide licensing for contractors as well under this item?"

RFQ Section 3.2.7.5 applies to all occupations and professions regulated by DPOR. Per § 54.1-1101.A.4. of the Code of Virginia, Contractors bidding on or undertaking work for the Department of Transportation are exempt.

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-1101>

3. "Please confirm that screen shots of the SCC registration and the DPOR licensing are sufficient documentation to satisfy the RFQ requirements."

Full-size copies of screen shots from the SCC website and DPOR website are acceptable forms of supporting documentation as required by RFQ Section 5.2.2. Note that the information required by Section 3.2.7 should be included in the Offeror's Letter of Submittal. This information could be included in a table or matrix within the Letter of Submittal to optimize space.

(ADDED 08/26/09)

As indicated in the SOQ Checklist, evidence of registrations and licenses (table, list, etc.) included in the Letter of Submittal shall be counted against the page-limit defined in the RFQ.

Supporting documentation should be included as an appendix. Acceptable examples are included at the end of this document.

(ADDED 08/26/09)

Supporting documentation included as an appendix shall not be counted against the page-limit defined in the RFQ.

4. "The RFQ indicates that the format and appearance of the Key Personnel Resume Form cannot be altered. Please confirm that adding logos and color to the form will be acceptable."

The Key Personnel Resume Form shall not be modified. Form headers and footers may be modified to include Offeror name/logo, page numbers, etc., however, the form must retain original content and format.

5. "The RFQ indicates that each project included on the Work History Forms cannot exceed 1 page each. It also indicates that the form cannot be modified. Will the Department reconsider the modification limitation and allow Offerors to alter the form to specifically address the information required for column b (Narrative describing nature of Firm's Responsibilities)? One suggestion would be to maintain the columns as shown, provide a "See Below" response in column b and allow the remainder of the page below these cells to be utilized to address the column b information (see attached sample)."

The original content and general format of the Work History Form shall not be modified. The row heights and column widths may be modified by the Offeror as needed.

The Key Personnel Resume Form shall not be modified. Form headers and footers may be modified to include Offeror name/logo, page numbers, etc., however, the form must retain original content and format.

6. "Please also confirm that graphics, pictures, logos and colors can be added to the [Work History] form."

The original content and general format of the Work History Form shall not be modified. Graphics, pictures, logos, and colors may be added. Form headers and footers may be modified to include page numbers, Offeror name, etc.

The Key Personnel Resume Form shall not be modified. Form headers and footers may be modified to include Offeror name/logo, page numbers, etc., however, the form must retain original content and format.

7. “We are considering a real estate appraiser that is a sole proprietorship, and has no employees. He is registered with DPOR as a real estate appraiser. Am I correct in assuming according to the SOQ, he does not need to register his office with DPOR? Nor does he have to be registered with SCC, as a sole proprietorship.”

Per RFQ Section 9.1, all Offerors and Submittals must at the time of their SOQ submittal comply with the law and nothing therein is intended to contradict, nor supersede, any applicable State and Federal laws and regulations.

Offerors are responsible for compliance with all applicable laws and regulations. VDOT will perform their due diligence to verify the legitimacy of the content included in an Offeror's SOQ.

If in doubt, the Offeror should contact DPOR and/or the SCC to confirm licensure and certification requirements.

8. “If one of the key personnel on our organization chart is based out of a non-DPOR registered office (one in another State), if they work out of a DPOR registered Virginia office while working on a VDOT project, are they in compliance? If this is OK, I assume we would just denote it on their resume as such, as you all asked us to show the office that all key personnel are based out of. This person is licensed as a Virginia P.E.”

Please see VDOT's response to Question #7.

9. “Do we (engineers on team) have to show proposed DBE firms in the RFQ, or as a team do we just have to state that we will meet the (percentage) goal and show more detail in the RFP if shortlisted.”

Per RFQ Section 3.2.8, Offerors are to provide a written statement, signed by an authorized representative of Offeror, that Offeror is committed to achieving the prescribed participation goal during design and construction of the Project.

10. “Do we have to submit the CII/SSI form with the RFQ, or can we do it at the RFP stage as it states in the RFQ (I just wanted to make sure you don't need it now).”

Any business, contractor, consultant, supplier or individual interested in bidding or obtaining any projects that have Critical Infrastructure Information/Sensitive Security Information (CII/SSI) in the plans is subjected to a criminal history records check.

The RFQ's for the above referenced projects do no include CII/SSI content. RFQ Information Packages may include CII/SSI content; if so, the appropriate paperwork must be submitted to VDOT's Plan Room to obtain the RFQ Information Package.

<http://www.virginiadot.org/business/const/CII-CriticalStructureInformation.asp>

11. “There is no box to show the Construction Manager's DCR/RLD Certification and the ESCCC certification on the resume. Which box on the resume form would you like this information shown?”

Information regarding the Construction Manager's Virginia Department of Conservation and Recreation (“DCR”) Responsible Land Disturber (“RLD”) Certification and VDOT Erosion and Sediment Control Contractor Certification (“ESCCC”) or a statement indicating this individual will hold these certifications prior to the commencement of construction may be included in Resume Form Section (f), “Active Registration”.

12. "What specifically are they (VDOT) requesting when they say "type of corporation"?"

The SCC entity type such as Sole Proprietorship, Limited Partnership, Corporation, etc. The SCC offers definitions for each entity in their Business Registration Guide (link below).

<http://www.scc.virginia.gov/clk/files/brg.pdf>

13. "SCC Registration: Is a screen shot of our SCC registration from the website sufficient? It does not include the type of corporation requirements listed in the RFQ."

Please see VDOT's response to Question #3.

14. "Our Main office is located in another state, and our DPOR Certificate is registered under our Main Office under that location in another state. Our branch offices are covered under this DPOR registration. Are our individual branch offices required to have individual DPOR registration? Is this a new VDOT requirement?"

Per DPOR regulations, if professional services are offered or rendered in a branch office, the branch office must be registered with the Board, including at least one currently licensed or certified responsible person in each profession offered or practiced at each branch office should be resident at each branch office to provide effective supervision and control of the final professional product.

If in doubt, the Offeror should contact DPOR and/or the SCC to confirm licensure and certification requirements.

NOTE: DPOR REGULATIONS ARE FOUNDED ON STATUTORY REQUIREMENTS ESTABLISHED BY THE CODE OF VIRGINIA.

15. "Should this (RFQ Section 3.2.7.3) be interpreted as ALL branch offices need to be DPOR registered in VA. in order to perform the work from that branch office?"

Please see VDOT's response to Question #14.

16. "Does this mean that ALL work is to be performed out of a Virginia office, or can the Virginia office be the lead and have other office locations to assist them in the design?"

Please see VDOT's response to Question #14.

17. "Does this include ALL subconsultants as well?"

Please see VDOT's response to Question #14.

18. "Is VDOT looking for a photo copy of the person's original registration certificate on 8.5x11 paper?"

Please see VDOT's response to Question #3.

19. If the Offeror's Lead Contractor is a Joint Venture between two or more firms, does the Offeror submit three (3) total projects for the Joint Venture or three (3) projects for each firm?

If the Offeror is a limited liability company, partnership, or joint venture, the Offeror should list only three (3) relevant previous projects.

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21. Are the Key Personnel Resume Form (Attachment 3.3.1) and Work History Form (Attachment 3.4.1(a) and 3.4.1(b) limited to one page?

The Key Personnel Resume Forms and Work History Forms are not counted against the page limit; accordingly, the Key Personnel Resume Form and Work History Form can be greater than one (1) page.

(ADDED 08/21/09) Per the RFQ, the Work History Forms shall not exceed one page per project and the format and appearance should not be modified except as indicated in VDOT's response to Questions #5 and #6.

22. The Rating Description for RFQ Section 3.3.2 (Organizational Chart and Narrative) states that "Lines of responsibility and communication should be clear and show interfaces with VDOT and third parties." On a project this size there will be many stakeholders and third parties (FHWA, environmental agencies, utilities, etc.). Should the Offeror show all possible third parties with associated reporting lines shown on the organizational chart?

As described in Section 3.3.2, the organizational chart is required to show the Offeror's chain of command. Selected key third party relationships identified on the organizational chart would show the context in which the Offeror's major functions are to be performed.

23. Are the Attachments such as the SOQ Checklist (Attachment 3.1.2) and Key Personnel Resume Form (Attachment 3.3.1) included with their respective RFQ Sections (e.g., include the Key Personnel Resume Form (Attachment 3.3.1) with the tab for RFQ Section 3.3), or are they grouped in the back of the SOQ?

The location of the Attachments within the Offeror's SOQ is not defined and up to the Offeror.

24. RFQ Section 3.2.4 requests the Offerors to "Give names and detailed addresses of all affiliated and/or subsidiary companies." Is this information required for the Offeror alone, or is it required for all team members?

The second paragraph of RFQ Section 3.2.4 indicates that this condition is specific to the Offeror.

25. Please clarify the term "Foreign" in RFQ Section 3.2.7.2.

The term is defined by the Code of Virginia as "organized under the laws of a jurisdiction other than the Commonwealth of Virginia".

26. Can Offerors include pictures in Attachments 3.4.1(a) and 3.4.1(b)?

Yes.

27. Are original signatures required on ALL 10 copies of the letter of submittal, or only in the original copy submitted to VDOT?

Per RFQ Section 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".

28. If an Offeror includes an SOQ Table-of-Contents, is the Table-of-Contents included in the page limit?

Yes.

EXAMPLE SUPPORTING DOCUMENTATION

VIRGINIA STATE CORPORATION COMMISSION

(Full-size)

ENTITY TYPE (CIS)

WEB#999	CIS		08/20/09
TCP00999	CISM0999	CORPORATE DATA INQUIRY	09:40:07

CORP ID:	0312345	- 7	STATUS: 00 ACTIVE	STATUS DATE: 11/17/89
CORP NAME:	KAB CONSTRUCTION CO., INC.			

DATE OF CERTIFICATE: 11/17/1989 PERIOD OF DURATION: INDUSTRY CODE: 00
 STATE OF INCORPORATION: VA VIRGINIA STOCK INDICATOR: S STOCK
 MERGER IND: CONVERSION/DOMESTICATION IND:
 GOOD STANDING IND: Y MONITOR INDICATOR:
 CHARTER FEE: 50.00 MON NO: MON STATUS: MONITOR DTE:
 R/A NAME: KERRY ALAN BATES

STREET: 1401 E. BROAD ST AR RTN MAIL:

CITY: RICHMOND STATE : VA ZIP: 23229
 R/A STATUS: 3 PRESIDENT EFF. DATE: 10/08/98 LOC.: 143
 ACCEPTED AR#: 208 70 0817 DATE: 09/18/08 HENRICO COUNTY
 CURRENT AR#: 208 70 0817 DATE: 09/18/08 STATUS: A ASSESSMENT INDICATOR: 0
 YEAR FEES PENALTY INTEREST TAXES BALANCE TOTAL SHARES
 08 100.00 5,000

COMMAND:

SAMPLE

EXAMPLE SUPPORTING DOCUMENTATION

VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

(Full-size)

APELSCIDLA Individual License
Page 1 of 2

[Online Services](#) | [Commonwealth Sites](#) | [Help](#) | [Governor](#)

[Search Virginia.gov](#) | [Direct Print](#)

Virginia Department of Professional and Occupational Regulation

- License Lookup
- Online License Renewal
- News & Announcements
- Licensing & Regulation (Boards)
- Compliance & Investigations
- Law & Policy
- Public Records
- Services for Licensees/Regulants
- Services for Consumers
- Services for Board Members/Employees
- Fair Housing Office
- About DPOR

APELSCIDLA Individual License

APELSCIDLA Individual License	
NAME:	BATES, KERRY ALAN
CITY, STATE:	POWHATAN, VA
OCCUPATION:	PROFESSIONAL ENGINEER 0402
LICENSE:	038880
INITIAL CERTIFICATION DATE:	JUNE 14, 2004
EXPIRATION DATE:	JUNE 30, 2010

Open Complaints: None

"Open Complaints" reflect only those complaints for which the investigation has determined that sufficient evidence exists to establish a violation of the law or regulations. Only those cases that are currently under investigation at the adjudication stage are displayed.

State law prohibits the disclosure of any information regarding complaints [Code of Virginia Section 54.1-108]. Members of the public may request copies of records and obtain copies only after a complaint investigation.

Closed Complaints: None

"Closed Complaints" reflect complaints closed since 1990. Cases closed without disciplinary action are purged after three years in accordance with DPOR's record retention policy.

To inquire about any disciplinary actions prior to 1990, contact the department's Public Records Section at (804) 367-8583 or RecordsMgt@dpor.virginia.gov.

Note: The official record copy of the data obtained from this search is maintained by the specific board offices at the Department of Professional and Occupational Regulation (DPOR). [Click here for telephone and email contact information for DPOR licensing boards.](#) [Click here for information on how to file a complaint.](#) or contact the Compliance and Investigations Division at 804-367-8504.

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http://www.dpor.virginia.gov/regulantlookup/IndApelsDetail.CFM?CFID=7634447&CFTOKEN=5897615... 08/20/2009



EXAMPLE SUPPORTING DOCUMENTATION

VIRGINIA DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

(FULL-SIZE)

APELSCIDLA Business License

APELSCIDLA Business License	
BUSINESS NAME:	VIRGINIA KAB PLLC
TRADING NAME:	
ADDRESS:	106 TRANSPQ CT RICHMOND, VA 24528-0000
BUSINESS TYPE:	PLLC
REGISTRATION NO:	0413012345
INITIAL CERTIFICATION DATE:	FEBRUARY 16, 2005
EXPIRATION DATE:	DECEMBER 31, 2009



For the professions offered by this office, please see below.

Open Complaints: None

"Open Complaints" reflect only those complaints for which a departmental investigation has determined that sufficient evidence exists to establish probable cause of a violation of the law or regulations. Only those cases that have proceeded through an investigation to the adjudication stage are displayed.

State law prohibits the disclosure of any information about open complaints [\[Code of Virginia Section 54.1-108\]](#). Members of the public may review official records and obtain copies only after a complaint investigation is closed.

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Associated Professional Licensing Information

(A firm may only offer and/or practice those professional services for which it has licensed/certified professionals associated with the firm.)

NAME:	BATES, TRANSPQ HERBERT J
CITY, STATE:	RICHMOND, VA
OCCUPATION:	PROFESSIONAL ENGINEER 0402
LICENSE:	012345
INITIAL CERTIFICATION:	FEBRUARY 07, 2000
EXPIRATION DATE:	FEBRUARY 28, 2010



Open Complaints: None

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