REQUEST
FOR
PROPOSAL

Professional Limited Services Contract
For On-Call
Eastern Regional Traffic Engineering Services

GENERAL

The Eastern Operations Region of the Virginia Department of Transportation (VDOT) is seeking expressions of interest from teams of consulting engineering firms who wish to be considered to provide professional traffic engineering services for the design and review of traffic signals, signs, Intelligent Transportation Systems (ITS) devices, pavement markers/markings, guardrail, lighting, other roadway safety improvements, for the review of catalog cuts/shop drawings and for traffic engineering related studies and/or analyses. The counties listed in Appendix A represent the traffic engineering service areas within VDOT Eastern Operations Region. VDOT reserves the right to modify the counties included in this RFP, and any resulting contracts, based on any changes that may occur to the boundaries of the VDOT Regions and/or Districts. Under some task projects, it may be necessary to include counties in adjacent regional operations service areas as part of one project to ensure continuity of studies or plan development. The following required services described under the heading "Scope" are not intended to be all-inclusive under this contract. The Department may assign any task that is typical work considered to be in the area of professional expertise known as "Traffic Engineering". The proposed one-year contract with two (2) optional one-year renewable terms will have a maximum value of $2,000,000.00 per term and will be administered by designated staff from the Eastern Region. The on-call contract is intended to supplement VDOT's internal resources on an as-needed basis by providing a flexible and effective way for the Department to respond to recurring consultant professional service needs for multi-dimensional tasks covering a range of traffic engineering and operations work.

The work to be accomplished under this agreement will utilize computerized design and drafting systems compatible with the Department's automated design and drafting systems. The Department's automated design system is GEOPAK Civil Design Software and the drafting system is Microstation V8. This project will be developed primarily in the Imperial System, utilizing the Department's policies and procedures and FHWA's guidelines. All work performed will be in accordance with the current editions of the Manual on Uniform Traffic Control Devices (MUTCD), the Virginia Supplement, the AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals, the AASHTO Informational Guide for roadway Lighting, Illuminating Engineering Society of North America (IESNA) guidance , the AASHTO Green Book, VDOT Traffic Engineering Design Manual, VDOT Roadway Design Manual, VDOT Traffic Engineering Division Memorandums, and VDOT Road and Bridge Specifications and Standards and any applicable special provisions, and any applicable VDOT policy or standard. When applicable, all professional engineering level work shall be signed and sealed by a licensed Professional Engineer in Virginia in compliance with the latest version of VDOT Traffic Engineering Division Memorandum TE-362.1.

This Request for Proposal (RFP) does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Department reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Department to do so.

The Department reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Department to do so. Each multiple award contract will be negotiated and awarded sequentially following the same procedures set forth in the 2009 Manual for the Procurement & Management of Professional Services (Revision [1]).

CONFLICT OF INTEREST:

At any time, VDOT may consider projects assigned under this contract to be delivered through a design-build option. If VDOT decides to deliver a project through design-build option, the successful consultant and any of its

team members may not be allowed to participate in ANY subsequent design-build contracts related to that project. Furthermore, VDOT will notify the successful consultant regarding the change in its intent of delivery method in advance. The Conflict of Interest determination will be made on a case by case basis at such time.

SCOPE:

The scope of work will include but not be limited to the following:

DESIGN OF TRAFFIC CONTROL DEVICE PLANS

This work is for the preliminary engineering and design of traffic signals, ITS devices, signs, pavement markings/markers, guardrail, lighting, other safety improvements, and traffic management plans for maintenance of traffic during construction. The plans to be designed may need to be fully developed for immediate advertisement and installation, may require completing a design started by others or designing a plan that may be completed by others at a later date. The plan packages to be designed shall be all inclusive of the necessary information and details to furnish and install complete traffic control device systems by contract including pay items and quantities. Existing or proposed plans will be provided if available. If, however, no plans are available, field investigation, survey, right of way research and verification of existing topography and equipment shall be conducted. This investigation shall include, but shall not be limited to, such items as utilities, drainage, lane usage, potential conflicts with a proposed design [roadway and/or traffic control devices (TCD)] and all information necessary to develop the plans. Cost estimates shall be submitted as part of any completed plan package along with any necessary special provision(s) or copied note(s). This area may also include possible assistance to Department designers by providing training and/or guidance in the development of traffic control device plans.

Sign plans

This work shall include, but shall not be limited to, such data as sign legend, sign structures, sign support foundation and footing details, sign lighting, locations and details of power source, sign locations, sign schedules, summary of quantities and sign elevation details.

Signal plans

Individual intersection designs, for installation by our VDOT traffic signal contractor, will very frequently require geometric survey, utility location and/or right of way investigation prior to or during plan development. The right of way stage of the design process may frequently include coordination with property owners, on VDOT's behalf. In addition, this work shall include, but shall not be limited to, such items as pole locations, phasing, color sequence and clearance charts, signal head placements, pedestrian facilities, wiring, conduit systems, electrical service (including working with utilities to identify the power source), rights of entry, (including plat development) where necessary, summary of quantities and signal timings, both local and system.

Intelligent Transportation Systems (ITS) plans

This work is for the design of new ITS asset deployments, existing ITS asset relocations, upgrades to existing ITS asset deployments, fiber-optic and wireless communications design, and plans for traffic management during the associated installation processes. ITS asset deployments could occur on limited access highways or anywhere along the arterial road network. Designs for deployments may require geometric surveys, utility locations and/or right of way investigations prior to or during plan development. The plan packages to be designed shall be all inclusive of the necessary information and details to furnish and install complete ITS assets by contract. Existing or proposed plans and architecture will be provided, if available. If no plans are available, field investigation,

surveys, and verification of existing topography, equipment, and assets shall be conducted. These investigations shall include, but shall not be limited to, such items as utilities, drainage, lane usage, potential conflicts with a proposed design (roadway and/or TCD) and any additional information necessary to develop the plans. Cost estimates shall be submitted as part of any completed plan package along with any necessary special provision or copied note (i.e., Special Provisions and Copied Notes may need to be developed).

Traffic Management Plans

Plan, design and develop traffic management plans including detour plans in support of transportation projects. Recommend various traffic management, traffic control and public outreach strategies to manage traffic during construction. Collect data, perform analysis, make recommendations, and develop final report and conduct any analysis that may be required for the traffic management plan.

Lighting Plans

This work is for the design of roadway lighting systems. The work may involve lighting analysis, preliminary design work including selection of pole and luminaire type, placement of pole, electrical service and lighting control center, and the final plan sheet development. The work may also involve other analysis work such as crash and economic analysis to justify the installation of a lighting system.

TRAFFIC ENGINEERING ANALYSES AND STUDIES

ANALYSES

This shall be the utilization of professional traffic engineering expertise to analyze traffic flow in highly congested or problem areas and to make recommendations to solve traffic operation problems and/or to improve traffic flow. The analyses should be based on State and Federal policies and regulations and accepted engineering principles and practices. The analyses should employ, as necessary, up-to-date traffic engineering tools, such as computer simulation models and may require extensive traffic data collection (speed, volume, classification, turning movements, and/or travel time runs). Additionally, structural (sign, signal, lighting) analyses which will involve both existing structures and those proposed for upcoming projects may be required. These analyses may include, but are not limited to, the review of required structures, related catalog cuts/shop drawings, and assisting with the development of proposed policies and specifications related to traffic control device structures.

STUDIES

Signal studies

This work shall include the analysis of traffic data (directional flow volumes, accident statistics and/or speed samples) and the application of this data to the traffic signal warrants outlined in the 2009 or current edition of the Manual on Uniform Traffic Control Devices. The study may include, but not limited to, the collection of traffic data, field investigation, pertinent documentation to support the results of the analysis and a recommendation based on these results, traffic signal timing and phasing evaluations, and the development of coordinated system timing plans. Intersections may be studied to determine the need for the installation of a traffic signal, the modification of an existing signal or the removal of an existing signal. The study may also provide a specific analysis of the location as related to the Access Management Regulations.

Traffic Signal System Coordination

This work involves conducting the necessary traffic data collection, computer simulation and analysis to develop

coordinated timing plans for existing and proposed traffic signal systems along corridors. This effort may include recommending changes to existing time of day plans in a report, evaluating yellow and all red clearance intervals, and assisting VDOT personnel with implementing new timing plans in field controllers. It also may require before and after evaluations of signal system performance.

Sign studies

This work may involve the study of regulatory, warning and guide signs, logo signing and/or supplemental signing with regards to design requirements, field inventory, site assessments, sign quantities and recommendations.

Safety studies

This work may involve the collection/review of accident data and/or speed data and the performance of operational analyses. This effort may include field investigations, research, summarization and/or recommendations regarding the specific issue(s) being reviewed and studied, cost estimates and calculation of Benefit-to-Cost for HSIP funding applications, and the formal presentation of the results to the public and/or to political entities. The Consultant may be requested to lead a Road Safety Assessment (RSA) effort with participants to be identified by VDOT.

Lighting studies

This type of study shall analyze the need for roadway and/or interchange lighting based on the warrants as outlined in the Federal Roadway Lighting Handbook and AASHTO Roadway Lighting Design Guide and applicable IESNA guidance. These studies may require data collection, field investigation, the necessary documentation to support the results of the analysis, any recommendations regarding the need for lighting and the formal presentation of the results to the public and/or to political entities.

Speed Studies

This work involves conducting a speed study to determine the recommended speed limit for a section of roadway. This effort may include field investigation, field data collection (speed samples, geometric features, number of access points, sight distance measurements, inventory of traffic control devices), analysis and recommendations.

Alternative Intersections/Interchanges Studies

This work involves conducting site specific engineering study to evaluate the feasibility and merits of non-traditional intersection design alternatives such as, but not limited to, roundabout and continuous flow intersections**.** This effort may include field data collection, field investigation, microscopic simulation analysis of different alternatives, and development of detailed recommendations and cost estimates.

General studies

These studies may include assistance in reviewing current VDOT policies, reviewing current practices, conducting additional traffic engineering studies (truck studies, etc.), updating specifications, reviewing industry best practices and other general traffic engineering/operations related studies. All of these efforts may include research, field investigation, data collection, engineering analysis, interfacing with District/Regional personnel and making recommendations for further development.

Neighborhood/Cut-through traffic projects

This work will be the evaluation of a neighborhood to address its concerns regarding speed and/or volume of traffic passing through. This evaluation will utilize VDOT's cut-through and/or traffic calming criteria which establishes threshold values in identifying a problem. The analysis may include the collection of data, field investigation, documentation to support the results of the evaluation, formal recommendations to address the concerns and the presentation of the results to the public and/or to political entities.

REVIEW OF PROJECTS and SITE PLANS

The consultant may be required to review the potential future changes in land use or transportation facilities. The studies outlining these changes will be primarily submitted by other engineering-consulting firms and are to be reviewed based on VDOT and Institute of Transportation Engineers (ITE) guidelines. The evaluation of a traffic impact study could include data analysis, a site visit and/or a written summation.

The consultant may also be required to review the traffic signal plans developed by other engineering firms or by Department staff based on MUTCD, VDOT and NEC (National Electric Code) standards and guidelines and the review of simulation models. Review of sign and pavement marking plans may also be required. All plan reviews may include redlining of plans, site visits and/or written summations.

WORK ZONE SAFETY AND FIELD SUPPORT

The consultants may be required to support work zone safety activities and help ensure safety within work zones. This work may include, but not be limited to: Review of work zones in the field on a regular basis for compliance with the contract requirements involving the plans, specifications, the Virginia Work Area Protection Manual (WAPM) and the MUTCD; Review, complete and submit the Work Zone Safety Checklist forms to the construction inspector and the Area Traffic Engineers; Provide site preparation and installation recommendations on new guardrail placement; Revise guardrail length of need, terminals, attachments or locations based on construction revisions or field conditions if necessary.

REVIEW OF CATALOG CUTS/SHOP DRAWINGS

The consultant may be required to review catalog cuts, shop drawings and a list of pre-approved items for projects that they have developed or for projects developed by others. The consultant will be required to adhere to the time limits imposed by the specifications and to return the submittal, with comments when necessary, to the appropriate person within the specified time limits. The review may require investigation of the submittal to insure that it meets the requirements of the specification or, in the case of a substitution, meets or exceeds the requirements of the project.

PROGRAM PLANNING

The consultant may be required to assist the region in program planning. The work may include research, data analysis, make recommendations, and develop reports. This work may include, but not limited to:

- Safety Program Analysis
- Asset Investment Analysis
- Inventory and Condition assessment of traffic control devices (signs, signals, pavement markings/markers, guardrail, and ITS devices), including quantity development per VDOT standards for insertion into future contracts. Personnel assigned to this task must have appropriate level of

VDOT GRIT certification.
- Research industry best practices related to operations, safety and traffic engineering
- Use geographic information systems or other analysis tools to present information

All requests for contract scope of work information should be directed to Toni Curtis, Traffic Engineering Contract Manager via email at Toni.Curtis@VDOT.Virginia.gov or via phone at (804) 786-1013. All procurement related questions or information should be directed to Brenda Williams at 804-786-2777 or email Brenda.Williams @VDOT.Virginia.gov.

EXPRESSION OF INTEREST (EOI)

1. The Expression of Interest shall be organized in the following order:
   - Transmittal letter
   - Table of Contents
   - Understanding of Scope of Work
   - Response to RFP Expression of Interest Items 2-15
   - Present Workload with Department form
   - Team Organization Chart
   - GSA Form 255 – one combined for the project team
   - GSA Form 254 – one for each firm
   - A table or matrix containing the requested information in item 15
   - Full size copies of SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
   - Full size copies of DPOR registration certificate for the Key Personnel
   - Firm Data Sheet
   - Certification Regarding Debarment form
   - DBE Commitment and Confirmation Letter

2. Furnish one copy of current GSA Forms 254 for each firm involved and one copy of combined GSA Form 255 for the project team. The GSA Form 255 must specify the number of personnel by discipline for each office where the work is to be performed. In Section 4 of GSA Form 255, list only the full time employees assigned to the office(s) at the time of this submission. Section 8 of GSA Form 255 is limited to one page with not more than 10 projects total (prime and subconsultants combined) on the one page and should primarily list experience of offices where the work will be performed and of the people shown in the organizational chart. If the experience shown is for a branch office other than where the work will be performed, it should be clearly indicated as such. More detailed descriptions for Section 8b may be expanded into Section 10. In Section 9 of GSA Form 255, references to "Federal agencies" are to be replaced by "Virginia Department of Transportation or transportation agencies of other states."

3. If more than one firm will participate in the contract, state the type of arrangement between the firms, the names and addresses of all firms, description of the work that each firm will perform, and the percentage of work to be performed by each in Section 5 and 6 of GSA Form 255. Indicate office locations at which the work will be performed. A one page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included.

4. In Section 7 of GSA Form 255, indicate KEY PERSONNEL ONLY who will be assigned to this project and give the experience record of each. Key personnel are defined as those to whom the project will be assigned and who will be performing the actual design/services. The project manager shall have a minimum of five

years experience in managing similar type and size projects. In Section 7c, indicate the location of the office where the person is currently working if different from where work is to be performed. In Section 7c, part time personnel, personnel not employed on the date of the form, or personnel used on an "as needed basis" must have their status clearly indicated. Section 7g may be expanded to provide a total of a one page resume per individual.

Furthermore, all individuals identified as Key Personnel in the EOI shall remain on the Consultant's Team for the duration of the procurement process and, if the consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to the Department's Project Manager, who, at his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.

5. Section 10 of GSA Form 255 is limited to a maximum of ten pages. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. This is the ONLY section of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project**.**

6. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms is maintained on their web site (http://www.dmbe.state.va.us/) under the **DBE Directory of Certified Vendors**. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBE firms as potential subconsultants. The consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. The Department believes that these services support 10% DBE participation.

   In accordance with the Governor's Executive Order No. 33, the Virginia Department of Transportation also requires a utilization of Small, Women and Minority (SWaM) Businesses to participate in the performance of state funded consultant contracts. A list of Virginia 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. Consultants are encouraged to take all necessary and reasonable steps to ensure that SWaM firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider SWaM firms as potential subconsultants. The consultant is encouraged to contact SWaM firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a SWaM firm whereby the SWaM firm promises not to provide services to other consultants is prohibited.

   If portions of the services are to be subcontracted to a DBE or SWaM, the following needs to be submitted with your EOI and both must reference the project number(s) for the services:

- Written documentation of the prime's commitment to the DBE or SWaM firm to subcontract a portion of the services, a description of the services to be performed and the percent of participation.

- Written confirmation from the DBE or SWaM firm that it is participating, including a description of the services to be performed and the percent of participation.

49 CFR Part 26 requires VDOT to collect certain data about firms attempting to participate in VDOT contracts. This data must be provided on the enclosed Firm Data Sheet.

VDOT is also required to capture DBE and SWaM payment information on all professional services contracts. The successful prime consultant will be required to complete C- 63 form for both state and federally funded projects on quarterly basis.

Any DBE or SWaM firm must become certified (with the Virginia Department of Minority Business Enterprise) prior to your response being submitted. If DBE or SWaM firm is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE or SWaM subconsultants. DBE or SWaM prime consultants are encouraged to make the same outreach efforts as other consultants. DBE or SWaM credit will be awarded only for work actually being performed by them. When a DBE or SWaM prime consultant subcontracts work to another firm, the work counts toward DBE or SWaM goals only if the other firm is itself a DBE or SWaM. A DBE or SWaM prime consultant must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force.

DBE or SWaM certification entitles consultants to participate in VDOT's DBE and SWaM programs. However, this certification does not guarantee that the firm will obtain VDOT work nor does it attest to the firm's abilities to perform any particular work**.**

Business Opportunity and Workforce Development (BOWD) Center - The BOWD Center is a VDOT developmental supportive services program and partnering initiative funded by FHWA for selected DBE firms of various skill and competence levels interested in entering, enhancing or expanding highway contracting opportunities with prime consultants. The partnering initiative between prime consultants and BOWD DBE firms provides the opportunity for the further development of DBE firms through performance on contracts and guidance from prime consultants. The intent of this partnering initiative is to increase capacity by perfecting existing skills and knowledge, expanding into new work areas, and prime consultant joint venturing with DBE firms.
The prime consultants are encouraged to achieve all or a percentage of the required DBE participation/goals determined for this project by the utilization of BOWD approved firms. To assist consultants in taking advantage of this opportunity for utilization of approved BOWD firms, please contact the BOWD Center for additional information, details, resources and support. For further information on the BOWD Center and to view the DBE profiles, go to www.virginiadot.org/business/BOWD.asp. The BOWD Center can be contacted at (804) 662-9555 or via email to BOWDCenter@vdot.virginia.gov.

7. If any firms involved with this submission currently have work with the Department, indicate the projects, the division managing the projects, the amount of outstanding fee remaining, and the estimated date of completion. For limited services term contracts, include only the amount of all tasks orders executed or under negotiation. Also, include your estimated fees for pending supplemental agreements and any projects for which the firms have been selected, but have not executed an agreement. Work of affiliated and/or subsidiary companies is to be included. The outstanding workload of any Virginia Department of Minority Business Enterprise certified DBE or SWaM prime or subconsultant is not to be included. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM will be exempted

for the next three years. Any workload obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only **Category B&D** work will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with Department form. Please carefully read the instructions on the Present Workload with Department form.

8. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

   Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms 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 affiliates.

9. In two (2) page(s) or less, provide information that will indicate your firm's ability to respond quickly to task assignments, be able to handle multiple tasks concurrently, and be able to complete tasks on accelerated schedules. The schedule will be identified when the work is assigned.

10. In four (4) page(s) or less, please provide information on your qualifications to perform the required work with emphasis on traffic engineering.

11. A project approach discussion is neither required nor desired for this project.

12. In addition to the page restrictions listed above, a maximum of five (5) additional pages may be included in the Expression of Interest. All pages are to be 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 12 pitch.

13. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:

    - Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.

    - Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.

    - Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgement rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

    Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency,

and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

14. If the prime consultant or subconsultant does not have the in-house capability to provide non-professional services, each with an estimated cost of $5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in accordance with State procurement procedures once a contract is executed, with no DBE or SWaM credit in the selection of the most qualified firm or team. Clearly indicate these services in the EOI.

15. Each business entity (prime and subconsultants) on the 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, geotechnical 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 per the requirements listed below. The EOI should convey the requested information for each regulant by the use of a concise table or matrix. (All full size copies of State Corporation Commission (SCC) and Department of Professional and Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page restriction):

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

    .2 For this Project/Contract, the DPOR registration information for each office practicing or offering to practice any professional services in Virginia: Provide the business name, address, registration type, registration number, expiration date.

    .3 For this Project/Contract, the DPOR license information for each of your Key Personnel practicing or offering to practice professional services in Virginia: Provide the name, the address, type, the registration number, and the expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.

    .4 For this Project/Contract, the DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (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 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 EOI submittal(s), in the sole and reasonable discretion of the Department, non-responsive and in that event your EOI submittal(s) may be returned without any consideration or evaluation.

ADMINISTRATIVE

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

Surveying ___	Specifications ___
Bridge and Structure Plans __X_	Materials Analysis __X_
Permit Drawings __ _	Environmental __ _
Hydraulic and Hydrologic Analysis _X__	Road Plans ___
Traffic Data ___	Traffic Analysis ___
Signs and Signals Plans ___	Lighting Plans ___
Scour Analysis _ X__	Geotechnical Borings and Analysis ___
Utility Plans ___	Landscape Plans __X_

2. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (A Business Registration Guide is available on the Internet at http://www.state.va.us/scc/division/clk/brg.htm). Foreign Professional corporations and Foreign Professional Limited Liability Companies (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 (http://www.state.va.us/dpor), Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). 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 shall be registered as separate branch office with the Board. All offices, including branches, 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 that office. All firms involved that are to provide professional services must meet these criteria prior to submitting an Expression of Interest to the Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.

3. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

4. The method of payment will be actual costs for each project assignment based on fixed billable rates. For purpose of determining the [lump sum fee/fixed billable rates], an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.

5. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply

with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All architectural or engineering firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data along with a Contractor Cost Certification for indirect cost rates required by FHWA order 4470.1A dated October 27, 2010 to the Department within 10 work days of being notified of their selection, whereby an official of an architectural or engineering firm shall certify that the indirect cost rate submitted does not include any costs which are expressly unallowable and that the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48CFR31. An example Contractor Cost Certification is available for architectural or engineering firm's use on VDOT website at http://www.virginiadot.org/business/gpmps.asp. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 work days, negotiations may be terminated by the Department and the next most qualified team invited to submit a proposal.

6. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:

   invoking such exclusion upon submission of the data or other materials for which protection is sought; identifying with specificity the data or other materials for which protection is sought; and stating the reasons why protection is necessary.

   The Inspector General of the Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it. Notwithstanding the foregoing, Contractor's failure to comply with the requirements stated herein and procedures established by the Inspector General for seeking an exclusion pursuant to §2.2-3705.6 (22) of the Code of Virginia shall result in a denial of the exclusion. Requests for exclusion that are submitted after data or other materials for which protection is sought have been submitted will be denied.

   If litigation directly or indirectly results from or arises out of a granted exemption, the contractor will be responsible for all litigation costs incurred by contractor and/or VDOT associated with such litigation. In no event shall the Virginia Department of Transportation or its officers, employees or agents be liable to the contractor as a result of any disclosure of records or data collected by the Department, its officers, employees or agents, pursuant to an audit, special investigation, or any study requested by the Inspector General's Office, whether or not the Inspector General has determined that the requested exclusion from disclosure under FOIA is necessary to protect the trade secrets or financial records of the private entity, and in no event shall the Virginia Department of Transportation, or its officers, employees, or agents be liable to the contractor for any damages or other claims arising directly or indirectly from a determination that the exclusion from public disclosure will not be granted.

7. Submittals shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of

content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the GSA Form 254 or 255 elsewhere in the submittal. All information must be submitted in **SEXTUPLICATE (6)** and received no later than 4:00 p.m. on **May 27, 2011**. Responses received after this time will not be considered.

US Postal Service Regular Mail, send to:

Commonwealth of Virginia
Department of Transportation (VDOT)
Central Office Mail Center
Loading Dock Entrance
1401 E. Broad Street
Richmond, Virginia 23219
Attention: Brenda L. Williams

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

Commonwealth of Virginia
Department of Transportation (VDOT)
Central Office Mail Center
Loading Dock Entrance
1401 E. Broad Street
Richmond, Virginia 23219
Attention: Brenda L. Williams

8. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms when the contract amount equals or exceeds $10,000.

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

10. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.

11. eVA Business-to-Government Vendor Registration: 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 bidders or offerors must register in eVA; failure to register may result in the bid/proposal/expression of interest being rejected.

12. The required services will 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. 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 prime consultant. A VDOT issued photo-identification badge is required for each employee of the prime consultant or any subconsultant 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.

PRESENT WORKLOAD WITH DEPARTMENT
(List Amount of Each With VDOT by Division)

PROJECT NUMBER* AND FMS II CONTRACT ID NUMBER	CAT.	MANAGING DIVISION	DATE OF ORIGINAL AGREEMENT	AMOUNT OF CONTRACT ** ($)	LESS SUB'S AMOUNT ($)	SUBTOTAL ($)	LESS FIRM'S APPROVED PAYMENT ($)	PLUS PENDING SUPPLEMENT *** ($)	TOTAL REMAINING WORKLOAD ($)	SCHEDULED COMPLETION DATE
PRIME CONSULTANT										
TOTAL AMOUNT OF PRIME'S CONTRACTS										
SUBCONSULTANTS†										
TOTAL AMOUNT OF SUB'S CONTRACTS										
TOTAL REMAINING WORKLOAD										

* Projects include contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation.

Please list all VDOT projects followed by their Category letter. Only those projects in Category **B&D** are to be totaled and counted on this selection.

Category A: Term Surveying and Utility Designation/Location Contracts.

Category B: Preliminary Engineering Contracts - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.

Category C: Construction Engineering Contracts - includes construction inspection, preparation of final estimates, and bridge and traffic structure safety inspection.

Category D: Operation and maintenance Contracts - includes operation and maintenance of traffic management systems.

** Amount of contract includes contingency and non-salary direct cost and all executed supplemental agreements.

*** Excluding Subconsultants

For any work that has been exempted by VDOT, you must include a copy of the exemption letter with this submittal.

Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included.

† The outstanding workload of any certified DBE or SWaM prime and subconsultant is not to be included. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM will be exempted for the next three years. Any work obtained after graduating from the program will be counted.

FIRM DATA SHEET

Funding: ___ (S=State F=Federal)

Project No.: _____
Division: _____
EOI Due Date: _____

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data may result in the Expression of Interest not being considered.

Firm's Name, Address and DBE and/or SWAM Certification Number	Firm's DBE or SWaM Status *	Firm's Age	Firm's Annual Gross Receipts

* YD = DBE Firm Certified by DMBE

N = DBE or SWaM Firm Not Certified by DMBE
NA = Firm Not Claiming DBE or SWaM Status

YS = SWaM Firm Certified by DMBE. Indicate whether small, woman-owned, or small business.
DMBE is the Virginia Department of Minority Business Enterprise

CERTIFICATION REGARDING DEBARMENT
PRIMARY COVERED TRANSACTIONS
(To be completed by a Prime Consultant)

Project: _____

1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

   a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

   b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

   c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and

   d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

_____	_____	_____
Signature	Date	Title

_____
Name of Firm

CERTIFICATION REGARDING DEBARMENT
LOWER TIER COVERED TRANSACTIONS
(To be completed by a Sub-consultant)

Project: _____

1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

_____	_____	_____
Signature	Date	Title

_____
Name of Firm

DIVISION: EOI NO.: _____

CONSULTANT SHORT LIST SCORE SHEET – FEDERALLY / STATE FUNDED PROJECT
(FOR PROFESSIONAL SERVICES)

PROJECT: FIRM: _____

DESCRIPTION: SUBS: _____

DATE:

		NUMERICAL VALUE				AVG.	WEIGHT	WEIGHTED EVALUATION
FIRM/TEAM'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10					20%	
PERSONNEL'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10					40%	
QUALIFICATIONS OF PROJECT MANAGER (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10					10%	
ORGANIZATIONAL CAPABILITY (Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of subconsultants) (1=least, 10=most)		1-10					20%	
PRESENT WORKLOAD WITH DEPARTMENT ** (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included.) † (Only Category **_B&D__** workload is counted on this selection*)	Above $8,000,000 7,000,001-8,000,000 6,000,001-7,000,000 5,000,001-6,000,000 4,000,001–5,000,000 3,000,001-4,000,000 2,000,001-3,000,000 1,500,001-2,000,000 1,000,001-1,500,000 500,001-1,000,000 0-500,000	0 1 2 3 4 5 6 7 8 9 10					10%	
							TOTAL	

*CATEGORIES OF WORKLOAD:

A - TERM SURVEYING AND UTILITY DESIGNATION/LOCATION CONTRACTS

B - PRELIMINARY ENGINEERING CONTRACTS - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.

C - CONSTRUCTION ENGINEERING CONTRACTS - includes construction inspection, preparation of final estimates, and bridge and traffic structure safety inspection.

D - OPERATION AND MAINTENANCE CONTRACTS - includes operation and maintenance of traffic management systems.

**When determining total Present Workload with Department, the outstanding workload of each DBE/SWaM subconsultant will not be counted.

† The outstanding workload of any certified DBE or SWaM prime and subconsultant is not to be included. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM will be exempted for the next three years. Any work obtained after graduating from the program will be counted.

In determining the final short list, the top ranked firms and their subconsultants will have their VDOT Consultant Performance Reports reviewed and/or references checked.

Appendix A: VDOT Eastern Operations Region Traffic Engineering Service Areas

OPERATIONREGION	COUNTYNAME	DISTRICT
Eastern	Accomack	Hampton Roads
Eastern	Greensville	Hampton Roads
Eastern	Isle of Wight	Hampton Roads
Eastern	Northampton	Hampton Roads
Eastern	Surry	Hampton Roads
Eastern	Sussex	Hampton Roads
Eastern	York	Hampton Roads
Eastern	James City	Hampton Roads
Eastern	Southampton	Hampton Roads