VDOT

Virginia Department of Transportation

REQUEST FOR QUALIFICATIONS

A DESIGN-BUILD PROJECT

I-64 Pavement Rehabilitation
From: Hampton Roads Bridge Tunnel (East Abutment)
To: Little Creek Road Bridge (West Abutment)

Norfolk, Virginia

State Project No.: 0064-122-302

Federal Project No.: ***pending***

Contract ID Number: C00104330DB66

DATE: May 15, 2013

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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 Pavement Rehabilitation of I-64 from the Hampton Roads Bridge Tunnel to the Little Creek Road Bridge (Project). The purpose of this RFQ is to solicit information that will enable VDOT to determine which Offerors: (a) are best qualified to successfully execute 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 rated 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, revised October 2011. (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 may render an Offeror's SOQ non-responsive while the extent to which an Offeror meets or exceeds evaluation criteria will be rated by the VDOT Evaluation Team and be reflective of the VDOT Evaluation Team's scoring (in their sole discretion) of Offerors' SOQs.

2.0 BACKGROUND INFORMATION

2.1 Project Overview

The I-64 Pavement Rehabilitation project (Project) is located in Norfolk, Virginia, and includes an asphalt overlay of the existing continuously reinforced concrete pavement on approximately 5.0 miles of Interstate I-64. The project includes, among other things: (a) an approximate 3.5" – 5.5" asphalt overlay within the project limits, including transitions to existing grade at interchange ramps, bridges and overpasses; (b) associated geometric analysis and adjustments to maintain drainage and clearances for existing infrastructure; (c) safety hardware upgrades and adjustments (barriers, guardrail, curbs, signage, etc.); (d) limited sections of full and partial depth patching of concrete pavement as needed; (e) ITS, lighting and utility adjustments; (f) adjustments to storm drainage structures; (g) pavement markings; (h) incidental areas of reconstruction and/or geometric improvements, as directed by the Department; (i) maintenance of traffic (all lanes of traffic must be maintained during peak hours); (j) environmental permits (as necessary); and (k) public relations.

No preliminary plans have been developed. Sketches of required typical sections, methods of hardware adjustment, pavement tapers, and other similar details will be provided with the RFP. A detailed survey will also be included with the RFP.

VDOT's current estimated contract value for this Project is approximately $15,700,000.

2.2 Offeror's Scope of Work

The scope of work to be undertaken by the Design-Builder under the design-build contract for this Project will be identified in the RFP. This work includes, among other things all work required to support the design and construction of the project: (a) roadway; (b) survey; (c) environmental (d) geotechnical; (e) hydraulics; (f) traffic control, including overhead signage; (g) transportation management plan; (h) utilities; (i) public relations (j) quality assurance and quality control; (k) Intelligent Transportation Systems; (l) construction engineering and inspection; and (m) overall Project management. Offerors should note that all work performed on this Project shall be completed using English Units.

Environmental work shall address all items necessary for the acquisition of water quality permits in the name of the Design-Builder for the Project. In accordance with the requirements of the National Environmental Policy Act (NEPA), VDOT anticipates the completion of a Programmatic Categorical Exclusion (PCE) for this Project. The information will be provided in the RFP. The Design-Builder will be required to fulfill all NEPA commitments.

Utility work includes all items necessary to perform the relocations, adjustments and coordination of utilities.

This project <u>will</u> involve the coordination of activities with other contract work (Third Party work) going on within or adjacent to this project's termini. Third Party work includes all items necessary for coordination with adjacent contractors and VDOT maintenance activities within the corridor, as well as the development of a Project work-plan and schedule that incorporates Third Party's availability and schedule requirements.

Construction engineering and inspection work includes all items necessary for providing quality assurance and quality control in accordance with VDOT's Minimum Requirements for Quality Assurance and Quality Control for Design-Build and Public-Private Transportation Act Projects, revised January 2012.

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 25, 2013. The FOPI is available for inspection upon request.

2.4 Procurement Overview of the Project

VDOT will use a two-phase low-bid selection process for the selection of a Design-Builder for 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 a Letter of Submittal and Sealed Price Proposal from each short-listed Offeror. **THE RESPONSIVE AND RESPONSIBLE OFFEROR SUBMITTING THE LOWEST PRICE PROPOSAL FOR THE PROJECT WILL BE RECOMMENDED FOR AWARD.** The RFP will contain specific requirements for the Letter of Submittal and Sealed Price Proposals. Upon completion of a responsiveness review of the lowest price responsive and responsible bid, the Director for the Alternate Project Delivery Office 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 November, 2014. Final completion will take place in November, 2014.

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	05/15/2013
.2	Project Information Meeting	05/17/2013 at 10:00 A.M. (prevailing local time)
.3	Deadline to submit questions	05/24/2013 at 4:00 P.M. (prevailing local time)
.4	VDOT will respond to questions	05/31/2013
.5	SOQ Submission Date	06/14/2013 at 4:00 P.M. (prevailing local time)
.6	Evaluation and recommendations complete	07/12/2013
.7	Notification to Offerors of the short-list	07/17/2013
.8	Anticipated RFP Release Date	07/31/2013
.9	Anticipated Price Proposal Submission Date	10/04/2013 at 4:00 P.M. (prevailing local time)

.10 Anticipated Award Date	12/04/2013
.11 Anticipated Notice to Proceed Date	01/04/2013
.12 Anticipated Final Completion Date	11/21/2014

2.6 Evaluation Team

An Evaluation Team will be appointed by VDOT to rate and score 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 Bill Arel, 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:	Bill Arel, P.E.
Address:	Alternate Project Delivery Office Virginia Department of Transportation 1401 East Broad Street Richmond, VA 23219
Phone :	(804) 786-7428
Fax :	(804) 786-7221
Email:	William.Arel@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 "I-64 Pavement Rehabilitation Project, RFQ No.: C00104330DB66."

2.8 RFQ Information Package

An RFQ information package will not be provided for this project.

2.9 RFQ Documents and Addenda

The RFQ Documents and Addenda, if any, will be posted on the VDOT Project website at *http://www.virginiadot.org/business/request-for-qualifications.asp*. Hardcopies of the RFQ Documents and Addenda on file will be available upon request. If there is any conflict between

the electronic format and hard copies of any RFQ Documents or Addendum, the hard copies 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 (Form C-78-RFQ), set forth as Attachment 2.10, signed by the Offeror's Point of Contact or Principal Officer with submission of the SOQ, which will serve as acknowledgement that the Offeror has received 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 Hampton Roads District Office, 1700 North Main St. Suffolk, VA 23434.

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 intent 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 3.1.2, and include it 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 SOQ.

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

3.2 Letter of Submittal

3.2.1 The Letter of Submittal shall be on the Offeror's letterhead and identify the full legal name and address of the Offeror. The Offeror is defined as the legal entity who will execute the Contract with VDOT. The Letter of Submittal shall be signed by an authorized representative of Offeror's organization. All signatures on the original Letter of Submittal shall be original and signed in ink.

3.2.2 Identify the name, title, address, phone and fax numbers, and e-mail address of an individual who will serve as the Point Of Contact for the Offeror.

3.2.3 Identify the name, address and telephone number of the individual who will serve as the Principal Officer of the Offeror. (e.g., President, Treasurer, Chairperson of the Board of Directors, etc.).

3.2.4 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. A single 100% performance bond and a single 100% payment bond shall be provided regardless of any co-surety relationship.

3.2.5 Identify the full legal name of both the Lead Contractor and the Lead Designer for this Project. The Lead Contractor is defined as the Offeror that will serve as the prime/general contractor responsible for overall construction of the Project and will serve as the legal entity who will execute the Contract with VDOT. The Lead Designer is defined as the prime design consulting firm responsible for the overall design of this Project.

3.2.6 Provide the full legal name and address of all affiliated and/or subsidiary companies of the Offeror on Attachment 3.2.6. Indicate which companies are affiliates and which companies are subsidiaries. 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 the Offeror does not have any affiliated and/or subsidiary companies, other than the Offeror’s legal business entity, indicate this on Attachment 3.2.6.

The Offeror shall not submit more than one Statement of Qualifications for this Project. If more than one Statement of Qualifications is submitted by an individual, partnership, Corporation, or any party of a Joint Venture, then all Statement of Qualifications submitted by that individual, partnership, Corporation or Joint Venture shall be disqualified. If more than one Statement of Qualifications is submitted by an affiliate or subsidiary company of an individual, partnership, Corporation or any party of a Joint Venture, then all Statement of Qualifications submitted by that individual, partnership, Corporation or Joint Venture shall be disqualified.

3.2.7 Execute and return the attached Certification Regarding Debarment Form(s) Primary Covered Transactions, set forth as Attachment 3.2.7(a) and Certification Regarding Debarment Form(s) Lower Tier Covered Transactions, set forth as Attachment 3.2.7(b) for the Offeror and any subconsultant, subcontractor, or any other person or entity on the Offeror's organizational chart included in the Statement of Qualification.

If the Offeror and any subconsultant, subcontractor, or any other person or entity are unable to execute the certification, then prospective participant shall attach an explanation to its Certification Regarding Debarment Form. Failure to execute the certification will not necessarily result in denial of award, but will be considered in determining the Offeror's responsibility. Providing false information may result in federal criminal prosecution or administrative sanctions.

3.2.8 State the Offeror's VDOT prequalification number and current VDOT prequalification status (active, inactive, etc.) in the Letter of Submittal. Provide an 8.5" x 11" copy of the Offeror's VDOT prequalification certificate or evidence indicating Offeror is currently prequalified in the appendix of the SOQ. The Offeror must be in good standing and prequalified to bid on the Project as outlined in VDOT's Rules Governing Prequalification Privileges at the time of SOQ submittal.

3.2.9 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.) in the appendix of the SOQ 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 as provided for in the Contract Documents on behalf of the Contractor, in the event that such firm be the successful bidder and enter into a contract for this Project.*"

3.2.10 All business entities on the Offeror's proposed team 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, commercial,

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 business entities on the Offeror's proposed team 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. All business entities on the Offeror's proposed team 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). Full size copies of DPOR licenses and SCC registrations, or evidence indicating the same, should be included in the appendix of the SOQ. Additionally, the following information should be provided on Attachment 3.2.10:

.1 The SCC registration information for each business entity on the Offeror's proposed team. Provide the name, registration number, type of corporation and status.

.2 For this Project, 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 and expiration date.

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

.4 For this Project, the DPOR license detailing 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). Provide the name, address, type, the registration number, and the expiration date of the individual offering services in Virginia.

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 Proposal, in the sole and reasonable discretion of the Department, non-responsive and in that event your Proposal may be returned without any consideration or evaluation.

3.2.11 Provide a written statement within the Letter of Submittal that Offeror is committed to achieving a three percent (3%) DBE participation goal for the entire value of the contract.

3.3 Offeror's Team Structure

The Offeror should provide sufficient information to enable VDOT to understand and evaluate the Offeror's Team. The Offeror should respond to the following:

3.3.1 Provide the identity of and information about the Key Personnel listed below. This information is to be provided on the Key Personnel Resume Form attached hereto as Attachment 3.3.1. 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 qualifications and experience of each of the Key Personnel demonstrates their performance of similar tasks on previous similar projects. These qualifications and experience should provide confidence to VDOT that the Project and risks will be effectively managed through personal competence and accountability.

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

.2 **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 quality assurance (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 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. The QAM shall be responsible to assign and supervise a QA Inspector, who shall be assigned to the project on a full-time basis for the duration of construction activities. The QAM shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.

.3 **Design Manager** – This individual shall be responsible for coordinating the individual design disciplines and ensuring the overall Project design is in conformance with the Contract Documents. The Design Manager shall 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, shop drawings, specifications, and constructability for the Project. This individual shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.

.4 **Construction Manager** – This individual, who will be required to be on the Project site, full-time, 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. This individual shall hold a Virginia Department of Conservation and Recreation (DCR) Certification, a 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.

.5 **Public Relations Manager** – This individual shall serve as the Public Relations Manager for the Project, responsible for developing a public relations plan in accordance with the RFP Technical Requirements, and responsible for managing all external Project communication with Project stakeholders, the media and the general public during the design and construction of the Project.

.6 **Maintenance of Traffic (MOT) Manager** – This individual should serve as the lead engineer responsible for the maintenance of traffic for the Project. This individual shall report directly to the Design-Build Project Manager. The MOT Manager will serve as the lead to develop and implement the Transportation Management Plan for the project (reference VDOT I&IM LD-241). The MOT Manager will be the key point of contact for issues arising relative to the MOT and shall ensure that construction activities are coordinated with other roadway work in and around the I-64 corridor, are communicated to the public, and that construction work zones are accomplished in accordance with applicable standards and requirements.

3.3.2 Furnish an organizational chart showing the "chain of command" of all companies, including individuals responsible for pertinent disciplines, proposed on the Offeror's team. Identify major functions to be performed and their reporting relationships in managing, designing and constructing the Project and as required in Section 3.3.1. The organizational chart should show a clear separation and independence between the Quality Control (QC) and Quality Assurance (QA) programs for construction activities. This includes separation between QA and QC inspection and field/ laboratory testing in accordance with the Minimum Requirements for Quality Assurance and Quality Control on Design Build and P3 Projects, January 2012. Additionally, furnish a narrative describing the functional relationships and communication among participants, including design and construction team interaction throughout the Project.

Evaluation Criteria 3.3.2: Extent to which the organization includes all pertinent disciplines required for the Project and demonstrates a well integrated organization throughout the design and construction of the Project. Furthermore, the reporting relationships and functional relationships are presented clearly with logical and appropriate reporting lines incorporating all management and Key Personnel, including VDOT and third parties, supporting effective communication and providing confidence to VDOT that the Project will be delivered in accordance with the contract requirements. A clear separation is shown between QA and construction.

3.4 Experience of Offeror's Team

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

3.4.1 Identify on the Lead Contractor Work History Form (Attachment 3.4.1(a)) three (3) relevant projects by the Lead Contractor for this Project as identified in Section 3.2.5, focusing

on what the Offeror considers most relevant in demonstrating the Lead Contractor's qualifications to serve as the Lead Contractor for this Project. If work identified on the Lead Contractor Work History Form was performed by an affiliated or subsidiary company of the Lead Contractor, explain the justification for utilizing an affiliated or subsidiary company to satisfy the relevant project experience on this Project and the control the Lead Contractor will exercise over the affiliated or subsidiary company on this Project. Additionally, identify the full legal name of the affiliated or subsidiary company, describe their role on this Project, indicate their responsibilities on the organizational chart and discuss how the Lead Contractor will be responsible for the work performed by the affiliated or subsidiary company on this Project. For all projects on the Lead Contractor Work History Form, identify the prime design consultant responsible for the overall project design.

Identify on the Lead Designer Work History Form (Attachment 3.4.1(b)) three (3) relevant projects by the Lead Designer for this Project as identified in Section 3.2.5, focusing on what the Offeror considers most relevant in demonstrating the Lead Designer's qualifications to serve as the Lead Designer for this Project. For all projects on the Lead Designer Work History Form, identify the prime/ general contractor responsible for overall construction of the project.

A narrative description should be included on the Work History Form for each project.

Evaluation Criteria 3.4.1: Extent to which the experience provided on the Lead Contractor and Lead Designer Work History Forms demonstrates the successful delivery of relevant projects with similar scope and complexity. Extent to which the Offeror team members demonstrate a well integrated organization with proven cooperative work history, teaming experience and complementary skills and experience, resulting in relevant and verifiable evidence of good performance on relevant projects demonstrating the Lead Contractor and Lead Designer's qualifications to successfully construct and design this Project.

3.5 Project Approach

The Offeror should provide sufficient information to enable VDOT to understand and evaluate the Offeror's approach to managing the project through design and construction. In evaluating the Offeror's Project Approach, VDOT's evaluation team will score (in their sole discretion) the Offeror's Statement of Qualifications based on the evaluation criteria found in this RFQ. Failure to meet an RFQ requirement will render an SOQ 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 SOQs submitted by Offerors.

An allowable lane closure hours table has been included (Attachment 3.5) for the purposed of addressing this section of the RFQ. An updated allowable lane closure table will be included with the RFP.

3.5.1 Sequence of Construction

Describe the Offeror's general approach to construction phasing including the general sequence of activities required to complete the Project with a minimum construction duration. Describe how this approach limits disruptions to traffic within the work area. Also describe the approach to the coordination of this project's construction activities with other VDOT projects that may be ongoing adjacent to this project and/or in the vicinity of this project.

Evaluation Criteria 3.5.1: Effectiveness of Offeror's approach to sequencing construction activities to adequately address safety and operations, maximizing the probability of anticipating and mitigating potential delays to construction, and completing the Project in the shortest time frame possible.

3.5.2 Transportation Management Plan

Describe the Offeror's general plan for maintaining traffic through all phases of construction. Identify impacts on both major stakeholders and the traveling public. Describe the Offeror's general approach and plan for incident management including approach to minimizing potential incidents on the project that would impact the travelling public and/or the community during peak traffic hours, including but not limited to traffic crashes, failures of the existing pavement prior to its rehabilitation, failure to re-open traffic in accordance to the limitations of operations, or other unexpected traffic delays.

Evaluation Criteria 3.5.2: Extent to which the Offeror is able to minimize, communicate and mitigate impacts to the traveling public and major Project stakeholders during construction. Extent to which the Offeror's incident response plan mitigates impacts to the travelling public and maximizes safety within the work zone.

3.5.3 Public Relations

Describe the Offeror's general public relations plan and how that plan will manage all external Project communication with Project stakeholders, the media and the general public during the design and construction of the Project.

Evaluation Criteria 3.5.3: Extent to which the Offeror's approach and public relations plan manage the communication needs of the project, augments the communications needs of the Transportation Management Plan, and minimizes the likelihood of additional public relations efforts by VDOT.

3.5.4 Quality Assurance / Quality Control (QA/QC)

Describe the Offeror's approach to QA/QC during design and construction including an appropriate staffing plan to meet the QA/QC requirements for the Project. Specifically address the QA/QC procedures for one unique Project element that the Offeror deems most critical.

Evaluation Criteria 3.5.4: Extent to which the Offeror's approach and staffing plan would minimize the likelihood of additional QA/QC effort needed by VDOT for the unique Project elements that the Offeror deems most critical. 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 approach to Construction Quality Management provides confidence to VDOT that the construction will be carried out in accordance with the RFP requirements with minimal VDOT intervention.

4.0 EVALUATION OF THE STATEMENTS OF QUALIFICATIONS

4.0.1 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 and in accordance with the Design-Build Evaluation Guidelines, revised October 2011. Failure to meet all RFQ requirements may 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

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:

Section	Weight
3.3 Offeror's Team Structure	25%
3.4 Experience of Offeror's Team	25%
3.5 Project Approach	50%
TOTAL	**100%**

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

(a) For each sub factor the Evaluation Team member will assign a numerical score based on a 1-10 scale in accordance with the Design-Build Evaluation Guidelines, revised October 2011.

(b) The average score for each Section will be multiplied by the associated Weight percentage and rounded to the nearest one hundredth of a point.

(c) The scores for each Section 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 4.1.2.

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 may result in rejection of its Statements of Qualifications.

5.1 Due Date, Time and Location

All submissions, including hand-delivered packages, US Postal Service regular mail, US Postal Service express mail, or private delivery service (FEDEX, UPS, courier etc.) must be delivered to the following individual at the following address by the due date and time set forth in Section 2.5:

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

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 or before the above specified date and time, 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 The Statement of Qualifications shall be:

.1 Prepared on 8.5” x 11” white paper (The Work History Forms shall be prepared on 11” x 17” paper, but must be folded to 8.5” x 11”)

.2 Typed on one (1) side only

.3 Separated by numbered tabs with sections corresponding to the order set forth in Section 3.0. The numbered tabs shall not count against the above referenced page limit, provided that no project specific information is included on them.

All printing, except for the front cover of the Statement of Qualifications, should 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).

The format and appearance of the Key Personnel Resume Form and the Work History Forms should not be modified. The Key Personnel Resume Forms shall not exceed two (2) pages for each Key Personnel. The Work History Forms shall not exceed one (1) page per project for each the Lead Contractor and the Lead Designer.

5.2.3 Each Offeror shall deliver one (1) original paper version of the Statements of Qualifications, with full supporting documentation, which must bear original signatures, and one (1) CD-ROM containing the entire Statement of Qualifications in a single cohesive Adobe PDF file.

The original Statement of Qualifications shall be securely bound and contained in a single volume, with an identity on its front cover, in the upper right-hand corner, as “Original.” **Three ring binders are not permissible.**

The original Statement of Qualifications shall include:

- The Letter of Submittal
- Evaluation Criteria
  - Offeror’s Team Structure
  - Experience of the Offeror’s Team
  - Project Risks
- The SOQ Checklist
- Form C-78-RFQ
- List of Affiliated and Subsidiary Companies
- Debarment Forms
- Offeror’s VDOT Prequalification Certificate
- Surety Letter
- SCC and DPOR Information Tables
- Full size SCC and DPOR supporting registration/ license documentation
- Key Personnel Resume Forms
- Work History Forms

The Statement of Qualifications shall be no more than fifteen (15) pages total. Page number references should be included in the lower right hand corner on each page of the Statement of Qualifications. **VDOT will remove and discard all pages in excess of the stipulated page limit.** The SOQ Checklist, Form C-78-RFQ, List of Affiliated and Subsidiary Companies, Debarment Forms, Offeror's VDOT Prequalification Certificate, Surety Letter, SCC and DPOR Information Tables, Full size SCC and DPOR supporting registration/ license documentation, Key Personnel Resume Forms, and Work History Forms shall be included in appendices and these documents shall not be counted against the above-referenced page limit.

5.2.4 Each Offeror shall also deliver ten (10) abbreviated paper copies of the original Statements of Qualifications.

Each abbreviated copy of the Statement of Qualifications shall be securely bound and contained in a single volume, with an identity on its front cover, in the upper right-hand corner, as "Copy __ of 10 Copies." **Three ring binders are not permissible.**

Each abbreviated copy of the Statement of Qualifications shall include identical copies of the following information that was included in the original Statement of Qualifications:

- The Letter of Submittal
- Evaluation Criteria
  - Offeror's Team Structure
  - Experience of the Offeror's Team
  - Project Approach
- Key Personnel Resume Forms
- Work History Forms

The Key Personnel Resume Forms and Work History Forms shall be included in appendices.

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). 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 date and 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 rate and score 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 Team.

7.1.16 The right to use assistance of 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.

7.2 VDOT Not Obligated for Costs of Proposing

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.

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.

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. Virginia's Total e-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*).

10.0 DISADVANTAGED BUSINESS ENTERPRISES (DBEs)

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 3.2.9. 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
1111 East Main Street, Suite 300
Richmond, VA 23219
Phone: (804) 786-6585
http://www.dmbe.virginia.gov/

Metropolitan Washington Airports Authority
Equal Opportunity Programs Department
1 Aviation Circle
Washington, DC 20001
Phone: (703) 417-8625
http://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 24201
(276) 669-9907

Culpeper District
1601 Orange Road

Lynchburg District
4219 Campbell Avenue
Lynchburg, VA 24501
(434) 856-8168

Northern Virginia District
4975 Alliance Drive
Fairfax, VA 22030
(703) 259-1775

Richmond District
2430 Pine Forest Drive

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

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 I-64 Pavement Rehabilitation 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 Offeror's organizational structure, lead contractor, the lead designer, Key Personnel, subconsultant and/or major

subcontractor and other individuals identified pursuant to Section 3.3, 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/her 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.

.4 An organization or individual with a present contract with VDOT to provide assistance in Design-Build contract administration for the Project.

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 The firms listed below will not be allowed to participate as a Design-Build team member due to a conflict of interest.

- URS Corporation
- Volkert & Associates, Inc.
- Woolpert, Inc.
- Parsons Brinkerhoff
- Applied Research Associates, Inc.

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 Alternate Project Delivery Office. 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 VDOT, 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 2.10	--	FORM C-78-RFQ (ACKNOWLEDGEMENT OF REVISIONS)
ATTACHMENT 3.1.2	--	SOQ CHECKLIST
ATTACHMENT 3.2.7(a)	--	CERTIFICATION REGARDING DEBARMENT PRIMARY COVERED TRANSACTIONS
ATTACHMENT 3.2.7(b)	--	CERTIFICATION REGARDING DEBARMENT LOWER TIER COVERED TRANSACTIONS
ATTACHMENT 3.2.10	--	SCC AND DPOR INFORMATION TABLE
ATTACHMENT 3.3.1	--	KEY PERSONNEL RESUME FORM
ATTACHMENT 3.4.1(a)	--	WORK HISTORY FORM/LEAD CONTRACTOR
ATTACHMENT 3.4.1(b)	--	WORK HISTORY FORM/LEAD DESIGNER
ATTACHMENT 3.5	--	ALLOWABLE LANE CLOSURE HOURS TABLE
ATTACHMENT 4.1.2	--	SAMPLE SOQ SCORE SHEET