

**REQUEST
FOR
PROPOSAL**

**LIMITED SERVICES
STATEWIDE
SCHEDULING & CONTRACT DIVISION
CONSTRUCTION ENGINEERING SUPPORT SERVICES**



GENERAL

The Virginia Department of Transportation is seeking expressions of interest from consulting engineering firms who wish to be considered to provide professional engineering services in support of the Department's Scheduling & Contract Division on an as-needed basis. This will be a **statewide** term contract. The proposed two-year statewide contract with two (2) optional one-year renewable terms will have a maximum value of **\$4,000,000.00 per term** and will be administered by the Central Office, Scheduling & Contract Division (S&CD).

Projects and assignments will be developed utilizing the Department's policies and procedures and FHWA's guidelines. This Request for Proposal 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 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.

SCOPE

The scope of work shall consist of providing professional engineering services as necessary to support the Central Office Scheduling & Contract Division during design, procurement, construction, and post construction phases for activities and work packages produced and administered in accordance with the S&CD functions. Key Personnel and Functional Personnel anticipated for this contract consists of the requested staffing capable of performing the following comprehensive products and services for construction and maintenance contracting functions which may include, but are not limited to:

- Consultant Project Manager
- Plan Review/Constructability/Bidability
- Estimating
- Specifications
- Value Engineering
- Construction Management Information System Administrator
- Consultant Engineering Inspection Services Engineering Support Services including Claims Analysis and Contract Review

The firm selected must be able to provide program management, project management and administrative support and all other staff and activities as required to meet the needs of the construction program, including responding quickly to task assignments; providing appropriate task management, staffing expertise and resources; handling multiple tasks concurrently; and completing assigned tasks on accelerated schedules. Task schedules will be functional area specific and identified when the task is assigned.

The Department reserves the right to assign work from one division, district and/or region to other divisions, districts and/or regions on a temporary basis, when there is a need for the same services in the second division, district and/or region.

KEY PERSONNEL

The Consultant's Key Personnel shall be permanently assigned to the contract. The availability of Key Personnel should be flexible to meet the needs of the Department. All individuals identified as Key Personnel in the RFP below and other individual 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. 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. If the Consultant is awarded a contract, unauthorized changes to any individuals identified as Key Personnel in the RFP and EOI may be considered a breach of contract and result in termination.

At minimum, the Consultant shall provide information related to knowledge, experience and expertise for the Key personnel identified below. The Consultant's staff will be required to show that Key Personnel have qualification, experience, expertise, and other skills in leadership and technical ability in the following areas:

Consultant Project Manager (Design and Construction):

- **Function:** To coordinate all assignments and assign knowledgeable personnel for requested tasks on behalf of the Scheduling & Contract Division Staff Support contract; provides consultation, investigations, evaluations, and written documentation in the areas of, but not limited to, constructability/bidability review, shop drawings, schedule review and value engineering.
- **Features:** Coordinates and assigns Functional Personnel to match the requested task; submits invoices in a manner suitable for input into Cardinal; budget monitoring; assumes responsibility for the performance, training, and actions of the assigned personnel (Functional Personnel); ability to handle multiple priorities; may conduct and lead design and construction related meetings, write correspondence; review and recommend design and construction revisions; demonstrates working knowledge of all Functional Personnel. Experience with the practical application of engineering procedures in roadway design/construction.
- **Knowledge, Skills and Abilities:** Experience and expertise in the administration of project/program delivery tasks, leadership roles in the management and delivery of highway construction and maintenance projects with a background in the administration of design, construction, operation and maintenance programs. Considerable knowledge of roadway, structure, traffic engineering, construction methods, procedures, practices, plans, specifications, and contracts, to include, but not limited to, materials, environmental, legal, and safety; working knowledge of VDOT Road & Bridge Specifications & Standards; knowledge and ability to utilize math skills; ability to read and comprehend plans. A professional engineering license in the Commonwealth of Virginia is required; in addition, prefer a **Certified Construction Manager (CCM)** through the Construction Management Association of America and/or Project Management Professional Certification (PMP).

Plan Reviewer

- Function: To advance statewide, regional, and local construction and maintenance programs by analyzing preliminary plans and documentation of projects.
- Features: Use extensive construction experience in quality control, contract preparation, proposal preparation, and bid letting to ensure constructability, consistency, and cost effectiveness of project designs; thoroughly evaluate preliminary plans, pay items, maintenance of traffic, sequence of construction, permits and all other project documentation; identify omissions, discrepancies, errors, needed clarifications, and unnecessary items; maintain construction estimate; recommend corrections, changes to project documentation and design; attend preliminary advertisement meetings; meet all established deadlines; develop required specifications and standards; establishes appropriate construction time limits; examine bid documents in accordance with Code of Virginia; coordinate bid proposals with necessary contract provisions; determine construction time limits; coordinate projects being advertised with pay items vs. plans, specifications, special provisions and copied notes; provide support to VDOT, consultants, contractors, local governments, and the general public in all related areas described above.
- Knowledge, Skills & Ability: Thorough knowledge of standard construction methods and procedures; knowledge of specifications and contract provisions; knowledge of procedures involving project manager and design consultants; knowledge and ability to utilize math skills; ability to read and comprehend plans; ability to communicate orally as well as in writing; ability to draft clear and concise reports; knowledge of Code of Virginia in application of plans reviews \ constructability \ bidability; extensive highway construction experience involving methods, cost estimation, and construction inspection work. Requires technical school or an associate engineering degree.

Estimator

- Function: Obtain an accurate depiction of the estimated cost for the work to be performed. Make recommendations for determining to either award or reject the apparent low bids.
- Features: Must be able to verify, confirm, and render a legitimately fair and equitable estimated project cost to be utilized as a means of comparison against all apparent contract bids received at the time of the project letting. Prepare rational estimates that detail the required manpower, equipment, labor, and production rates necessary to complete a unit of work, with concentration on those major items that have the potential to drive the total project cost. Must be able to, but not limited to, accurately consider: project site conditions, time limits, sequences of construction, seasonal limitations, regional conditions, current market conditions, quantities versus price relationships, and inflation to produce the Final Estimate. Function must maintain confidentiality and ethical behavior.
- Knowledge, Skills, and Abilities: Five years minimum highway construction experience. Use personal construction background and experiences to: Implement the two (2) Year Bid History database; Apply the RS Means Construction Estimating manuals; Derive equipment costs from the Blue Book of Construction Equipment Rental Rates; Review labor rates from the most current rates as furnished and published by the VA Employment Commission; Research “Material on Hand” reports, individual suppliers, and/or Internet searches to develop material prices. Must have working and operational knowledge of software programs such as *TRNS*PORT* and *ESTIMATOR*, and *Microsoft Excel*. Experience with both design-bid-build and design-build projects is preferred.

Specifications Reviewer

- **Function:** This position serves as a subject-matter expert for all topics relative to contract provisions, design-bid-build and design-build, and ensures that VDOT's Road and Bridge Specifications remain current and refreshed on a regular basis and comply with State and Federal statutes and regulations.
- **Features:** Employs principles and methods of engineering for public transportation systems including preparation of specifications and responsible administration of construction contracts. Perform research, analysis, development, consultation and effective utilization of technical and legal language, publications, and policy memorandum utilized in all statewide construction and maintenance projects. Develop, and write specifications or similar legal or technical documents that include all direction, provisions and requirements necessary for the proper administration of various types of heavy-civil transportation construction and maintenance project contracts.
- **Knowledge, Skills, & Abilities:** Working knowledge of laws, regulations, rules controlling State and Federal heavy-civil transportation construction project procurement and delivery. Working knowledge of contract law, sealed bid contracting, cost and price analysis, construction management, contract administration, contract termination, contract law and regulations. Working knowledge of general roadway and bridge design principles, construction methodologies including equipment, materials, and basis for the payment of such work. Excellent oral and written communication skills, ability to organize and analyze data, work with detail, problem solve, and communicate problems, read and comprehend instructions, correspondence, and memos, write routine correspondence, minutes, reports, and policies and provisions, present information and respond to questions from internal and external stakeholders, define problems, collect data, establish facts and draw valid conclusions, and use computer software programs for word-processing, email and Internet research.

Value Engineer

- **Function:** This position requires the use of logic and reasoning in an organized approach to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, including identifying complex problems and reviewing related information to develop and evaluate options and implement solutions in order to eliminate unnecessary construction cost.
- **Features:** Analyze project requests, proposals, or engineering data to determine feasibility, producibility, cost, or production time of transportation projects. Develop alternative design proposals for roadway plans; advise on life cycle costing, cost analysis, cost benefit analysis; job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems; may recommend improvements in testing equipment and techniques; may conduct basic and applied research to evaluate adaptability of materials and equipment to transportation related projects.

- **Knowledge, Skills & Abilities:** Working knowledge of value engineering procedures, highway construction and maintenance terminology and techniques, applicable agency, local, state, and federal rules, regulations, policies, and procedures. Ability to apply design and planning principles and practices to complex projects; read and interpret highway design plans, including vertical and horizontal alignments, and all geometric design issues; apply VDOT Roadway Design Standards and Specifications to highway design projects; arrange and facilitate interactive problem-solving groups; ability to perform calculations using arithmetic, algebra, geometry, calculus, statistics, and their applications; knowledge of specific informational gathering techniques, alternative generation, cost savings evaluation, and presentation; communicate effectively, both orally and in writing, including ability to prepare and give effective, visually-aided briefings and presentations; Interact diplomatically with department personnel, public officials, and the general public; and Maintain schedules and meet deadlines. Bachelors Degree and a minimum of one-year experience, or equivalent combination of education and experience in Value Engineering. Certified Value Specialist (CVS) certification preferred. Experience in the application of design and planning principles and practices. Experience in leading multi-disciplined engineering groups in Value Engineering applications. Experience in reading and using construction plans.

Construction Management Information System Specialist

- **Function:** This role will provide implementation and user support for VDOT's Construction Document Management System.
- **Features:** Administrator for VDOT's document management system. Responsible for all aspects of system operations, maintenance and production processing. Must ensure all routine processes complete on schedule including the input of metadata, routing of documents for storage, archiving and file restoration. Work with all VDOT departments to provide all technical support as required to deliver documents through web-based interfaces. Convert all existing and new documents as required to reside in the new system. Train users on using the document management system. Configure, setup and run routine processes such as metadata input, routing of documents for storage, archiving and file restoration. Routine monitoring of all daily backups and reporting produced by the system. Routinely sample backups to ensure backups are executing properly and data intact. Write and maintain operational procedures and troubleshooting procedures.
- **Knowledge, Skills & Abilities:** At least three years experience managing a document management system for a mid-sized organization. At least three years experience in a production environment with responsibility for the timely production of business processes and output. Demonstrated ability to consult with staff to determine business requirements, functional requirements and input/output requirements. Demonstrated ability to define and document system requirements for data, workflow, logical processes, interfaces with other systems, auditing and reporting requirements and production configuration using common documentation tools such as Visio, Microsoft Word and Microsoft Excel. Experience with formal, structured, application development processes including the use of project management documentation, source control software for document management. Ability to read, analyze, and interpret general business documentation, professional journals, technical specifications and project management documentation. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, business partners and customers. Demonstrated ability to define problems, collect data, establish facts and draw valid conclusions.

Engineering Support Staff

- **Function:** To provide support to the Department staff in the analysis and review in the areas of, but not limited to, constructability/bidability review/analysis, shop drawings, schedule review, notice of intent and claims analysis and contract review/analysis as requested by VDOT.
- **Features:** Provides consultation, investigations, evaluations, and written documentation in the areas of, but not limited to, constructability/bidability review, shop drawings, schedule review, notice of intent analysis and contract review/analysis as requested by VDOT.
- **Knowledge Skills and Abilities:** The Engineering Support Staff shall be under the supervision of a Virginia licensed P.E. having 10 years of experience in the practice of engineering defined as where the principles and methods of engineering are applied to, but not necessary limited to, consultation, investigation, evaluation, planning and design of public or private utilities, structures, machines, equipment, processes, principles/practices, highway design project management, highway processes/practices. Experience with the practical application of engineering procedures in roadway design/construction.

FUNCTIONAL PERSONNEL

The availability of Functional Personnel should be flexible to meet the needs of the Department. These individuals are expected to carry out tasks to completion and are allowed to be permanently assigned to the contract at discretion of VDOT. All Personnel in the EOI shall be expected to immediately assume tasks and if the Consultant is awarded a contract, the duration of the task. 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. If the Consultant is awarded a contract, unauthorized changes to any individuals identified as Key Personnel and Functional Personnel in the RFP and EOI may be considered a breach of contract and result in termination.

At minimum, the Consultant shall provide information related to knowledge, experience and expertise for the Functional Personal identified below. The Consultant's staff will be required to show that Functional Personnel have qualification, experience, expertise, and other skills in leadership and technical ability in the following areas:

Construction Inspector Senior [1-5]

- **Functions:** The inspector senior monitors and performs all types of inspection work on complex and routine highway projects or acts as a specialist and advisor to other inspectors on certain phases of work requiring specialized talent and experience. Assignments are of an independent nature and include responsibility for inspecting and monitoring the inspection work of any type and size of projects. The inspector senior is responsible for assigning and assisting inspectors in a manner that all phases of work will be given adequate inspection. Supervision is received from the Construction Manager or Area Construction Engineer by periodic visits and review of records and reports. The inspector's authority is limited in that changes to the plans and specifications requested or recommended must be reviewed and approved by a responsible charge engineer to whom the authority has been delegated.

- Features:

- Inspects all phases of work on a project and advises the contractor superintendent or other representatives of necessary action to ensure conformance with plans, specifications, and the contract.
- Inspects grading projects, paving projects, demolitions projects, special design bridge projects, signal projects, signing projects, coating projects, utility projects, other special projects as assigned.
- Reviews the performance of assistant inspectors daily advising of necessary corrective actions to ensure teamwork, partnering and project success. Answers questions from assistant inspectors and the contractor concerning contract requirements and application. Reviews and/or prepares daily reports for preparation of entries to the project diary, as-built plans, materials books, and work books. Prepares and checks construction project construction reports and monthly project estimates. Makes necessary correction and forwards them to the Construction Project Manager and Area Construction Engineer.
- Performs occasionally any and all duties of an assistant inspector when required by volume of work.
- Is proficient in the use of routine survey equipment and is able to check grades, verify stakeouts (grading, and bridge stakeouts). Is able to read and interpret highway construction plans and specifications.
- Performs detailed constructability and bidability reviews.

In addition to the duties noted for Construction Inspector, the Construction Inspector Senior monitors contractor's operations to ensure compliance with contract terms and specifications. Independently coordinates and directs all phases of construction inspection of projects, which are typically complicated by extensive traffic control, sensitive to the public or environmentally challenging, or require significant project coordination with property owners, utility companies, or local/federal government representatives. Verifies lines, grades dimensions, and elevations using survey and field engineering equipment. Coordinates and schedules various phases of construction with the prime contractor and agency personnel; reviews and monitors contractors' plan of operation; and advises contractors of violations and recommends adjustments to operations. Recommends changes to construction plans to meet field condition; makes field measurements of pay items and conducts materials testing; checks equipment; maintains and review comprehensive project records including daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, work orders and monthly estimates; and is aware of Civil Rights requirements. The Construction Inspector Senior aids in the development of work orders, investigations and analysis of Notices of Intent, and provides On the Job Training for Construction Inspectors and Construction Inspector Trainees. Proven ability to work at heights, and within confined spaces with the required training for these activities.

This position requires frequent contact with engineers and agency personnel to discuss and resolve field construction issues and to obtain technical guidance in specialty areas of engineering and inspections. These positions also require frequent external contact with contractor personnel to schedule and coordinate project inspection and resolve problems; with local government and law enforcement agencies to explain work under construction and coordinate traffic control; with suppliers to monitor receipt of materials; with utility companies to coordinate relocation and installation; and with the public to provide information and resolve issues.

- Knowledge, Skills and Abilities:** The Construction Inspector Senior is expected to have, at a minimum, six (6) years of experience including knowledge of roadway, structure, and bridge construction methods, materials, standards and specifications. Working knowledge of state and federal safety, environment, and EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Working skill in operating computer equipment, software programs (including but not limited to working in a Microsoft Windows environment, Microsoft Office, and SiteManager, or other currently utilized project management software) and read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed reports; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public.

It is anticipated that the Department will require Inspector Senior positions with various combinations of the following certifications throughout the life of this contract. The specific certifications required for a given task order will be identified by the Department at the time the task order is assigned.

Certification	Issuing Agency
Soil and Aggregate Compaction	VDOT or NICET LEVEL II*
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Slurry Surfacing	VDOT
Surface Treatment	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Department of Conservation & Recreation (DCR)
Nuclear Gauge Safety Training	NRC***Recognized Provider
Intermediate Work Zone Traffic Control	VDOT Approved Provider
10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT

*Beginning in 2013, VDOT Materials Division will no longer be recognizing MidAtlantic Regional Technician Certification Program (MARTCP) certifications; VDOT Letters of Reciprocity will remain valid until the expiration of the MARTCP or state DOT certification that the letter is based on. VDOT Materials Division will start recognizing NICET Level II Certifications in Soils and Concrete.

*** Nuclear Regulatory Commission

Construction Inspector [1-5]

- Functions: The Highway Construction Inspector inspects all phases of construction on highway construction and maintenance projects under the supervision of senior inspectors, construction project managers, or other supervisory personnel. The Highway Construction Inspector, on occasion, will also be the inspector in charge of various construction and maintenance contracts. The inspector shall have the ability to independently inspect routine highway construction phases for maintenance, bridge, and roadway construction projects. Assignments are of an independent or support nature depending the scope or complexity of the project and are made by the Construction Project Manager or Area Construction Engineer on a case-by-case basis. The work is distinguished from the trainee level by the requirement to act and make decisions independently for routine project issues and to foster partnering relationships with contractors, the general public, or other project stakeholders. Training and supervision of trainees may also be responsibilities of this position.

The Highway Construction Inspector will monitor the work of contractors to ensure quality control and contractor compliance of moderate complexity and generally be under the direct supervision of senior inspectors, construction managers, or supervisory personnel. Considerable freedom of action is allowed and specific instructions are required only as result of the changes of the plans and specifications, non-performance by a contractor or questions raised by the inspector.

- Features:
 - Inspects assigned phases of work on a project to make official contact with contractor superintendent and other representatives to ensure conformance to plans, specifications, and other contract documents.
 - Frequently checks lines, grades, dimensions of roadways and structures with an engineer's level and other survey equipment and advises contractor of any discrepancies.
 - Checks methods of construction where specific methods are stated and requires action to correct any variances and methods employed.
 - Ensures that highways work zones and traffic control setups are in accordance with current standards.
 - Prepares and reviews daily inspector reports for preparation of entries into project diaries as a working knowledge of SiteManager and is able to properly document materials in the Materials Notebook as well as other test reports for materials.
 - Records or monitors recording material received showing quantities estimated to be required in quantities received used and tested
 - Checks materials and material documents to make sure that they have been tested or performs routine physical test and analyze sample material on the job, sends additional samples to the District, Central Office, or other testing laboratories for verification of results in coordination with the Materials Division Memorandum and Materials Engineer.
 - Assist in constructability and bidability reviews
 - Monitors project budget
 - Assist in contractor's monthly evaluations

- Knowledge, Skills and Abilities:** The inspector is expected to have three (3) years of inspection experience including a working knowledge of roadway, structure, and bridge construction methods, materials, standards, construction symbols and terminology; state and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Inspectors shall be skilled in operating computer equipment, software programs and field inspection equipment. Ability to read and interpret roadway, structure and bridge plans and specification; apply mathematical formulas and engineering principles to determine minor adjustments to construction plans; maintain detailed records; perform required materials testing and communicates with the agency and contractor personnel and the general public.

It is anticipated that the Department will require Construction Inspector positions with various combinations of the following certifications throughout the life of this contract. The specific certifications required for a given task order will be identified by the Department at the time the task order is assigned.

Certification	Issuing Agency
Soil and Aggregate Compaction	VDOT or NICET LEVEL II*
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Slurry Surfacing	VDOT
Surface Treatment	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Department of Conservation & Recreation (DCR)
Nuclear Gauge Safety Training	NRC*** Recognized Provider
Intermediate Work Zone Traffic Control	VDOT Approved Provider
10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT

*Beginning in 2013, VDOT Materials Division will no longer be recognizing MidAtlantic Regional Technician Certification Program (MARTCP) certifications; VDOT Letters of Reciprocity will remain valid until the expiration of the MARTCP or state DOT certification that the letter is based on. VDOT Materials Division will start recognizing NICET Level II Certifications in Soils and Concrete.

*** Nuclear Regulatory Commission

CONSULTANT TEAM QUALIFICATIONS

The Consultant should demonstrate relevant qualifications, capacity, and capability in performing the Scope of Services listed above and those further defined below. At all times, the Consultant will be required to show the necessary experience, expertise, technical ability and skill in the areas identified in the Scope of Services and any other areas necessary for successful project delivery.

As noted in the Expression of Interest (EOI) section, Item 5, the Consultant shall emphasize its qualifications in 20 pages or less.

ORGANIZATIONAL CAPABILITY

The EOI should demonstrate the Consultant's capability in the following areas:

- The experience should illustrate the member's role and how the firm's capabilities were utilized by the Owner.
- Provide a narrative detailing how your proposed organization, resources, and capabilities will enhance the successful delivery of assignments.
- Describe the processes and tools that will be used. Address staffing, cost control, and schedule issues.
- Provide, in narrative and chart form, the organization's capacity with its existing workload as well as the proposed workload from this contract.
- Describe how you will meet the expected contract deliverables and resources needed while managing your competing workloads and priorities.
- Describe how you will manage the task assignments requiring deliverables on short notice.
- Describe how the individual firms have worked in the past and/or will work together.

TEAM'S EXPERIENCE PROVIDING SIMILAR TYPES OF SERVICES

The EOI should demonstrate the Consultants' expertise and experience in the following areas:

- Preparation of solicitation documents such as Request for Qualifications (RFQ), Request for Proposals (RFP), RFP Plans and engineering documents
- Technical support in the evaluation of project proposals/expressions of interest
- Managing, administering, and providing similar services per scope for complex design and construction contracts
- Specialized competence related to all aspects of review, design, quality assurance, maintenance, and operation of transportation projects
- All engineering and non-engineering disciplines required for the development of relevant transportation facilities and/or systems such as acquisition, design, construction, operation and maintenance
- Managing and analyzing construction and field issues and the responses to these situations
- Experience providing comprehensive products and services associated with construction and maintenance contract functions, including but not limited to, Plan Review, Constructability, Bidability, Estimating, Specifications Development, and Value Engineering

Each response should include the following items concerning the Consultant:

- Description of each Firm's experience related to providing the project related services noted above, and a description of how the team members have sufficient experience to support the Department's need for technical resources.
- A list of relevant project examples where the team members held leadership positions in providing the noted services and describing the member's involvement.
- A description of the team's understanding of how your member's experience and expertise will be utilized by the Department on the task assignments and how these resources will be effectively utilized to meet the Department's need.

PERSONNEL'S EXPERIENCE IN PROVIDING SIMILAR TYPES OF SERVICES

The EOI should demonstrate the relevant experience in the following areas:

- Qualifications of individual to successfully fulfill responsibilities of the proposed contract
- The flexibility and availability of Personnel to meet the Department's needs.
- The relevant experience on contracts of this type.
- A narrative providing your team's understanding of how the proposed Personnel enhance the Department's ability to meet the specific challenges on contracts of this type.
- How proposed personnel will be maintained throughout the life of the contract and how their individual experience and expertise will be effectively resourced to meet the stated contract objectives.

Each response should include the following items concerning the Personnel:

- A list of relevant projects focused on the Personnel's experience.
- For each individual, their project history and experience reflecting appropriate management, leadership and technical expertise.

QUALIFICATIONS OF THE CONSULTANT PROJECT MANAGER

The proposal should demonstrate the Consultant Project Manager's relevant experience as described in the RFP in the following areas:

- Specific experience in the leadership and management of significant transportation infrastructure projects for construction and maintenance.
- Ability to communicate, both orally and in writing, effectively with the Department's Project Manager/Contract Administrator and to provide detailed information about multiple disciplines to a diverse group of stakeholders.
- Ability to coordinate the activities and efforts of a large organization/team that includes numerous design firms, contractors and other disciplines that will be involved in the development, design, and construction.
- Ability to identify, address, and otherwise resolve project challenges, disputes and all administrative issues affecting the successful completion of the projects and identify and mitigate risk items.
- Demonstrate, using project examples, the level of experience in managing similar projects (complexity, type and size).

Each response should include the following items:

- A list of relevant projects focused on the Key Personnel's experience should include representative experience for at least one major highway corridor project or at least one major bridge project. The Key Personnel's experience should reflect appropriate management, leadership and technical expertise and participation.
- A narrative should define the Consultant Project Manager's commitment to the contract and how their individual experience will be effectively utilized to administer the contract deliverables.

All scope of work and procurement related questions or request for information should be directed to Mr. Lloyd B. Arnold at 804-371-4870 or email Lloyd.arnold@VDOT.Virginia.gov.

CONFLICT OF INTEREST

Consultants shall consider potential Conflicts of Interest relative to the scope of work for this professional services contract and in accordance with any prospective design-build RFP. All work and associated deliverables are the property of VDOT and cannot be shared without the express written authority from the Contract Manager.

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 2-11
 - Present Workload with Department form
 - Team Organization Chart
 - GSA Form 255* – one combined for the project team (section 10 is replaced by the Consultant’s qualifications as noted herein)
 - GSA Form 254* – one for each firm
 - A table or matrix containing the requested information in item 11
 - 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 (if applicable)

* GSA Form 255 and GSA Form 254 are no longer supported by the Federal Government. However, the Department is still requiring consultants to use these forms for VDOT procurements. Copies of these forms can be found on the VDOT website.

2. Furnish four copies of current GSA Forms 254 for each firm involved and four copies of one 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. Functional personnel in the EOI shall be expected to immediately assume tasks and if the Consultant is awarded a contract, the duration of the task. 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 shall 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 Contract 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 replaced by a response of 20 pages or less to demonstrate qualifications previously mentioned under Consultant Qualification section of this RFP.
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.dmb.e.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.dmb.e.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. 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 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. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. All categories of work (A, B, C, & D) 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 that 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. 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 judgment 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.

10. 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.

11. 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. 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 that 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.

2. 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.
3. The method of payment for this contract will be actual costs for each project assignment based on fixed billable rates. Assignments will be issued through an individual Task Letter of Agreement (LOA) signed by the VDOT Project Manager. Each assignment shall be based on the hours agreed upon for performing the services multiplied by the fixed billable rates plus non-salary direct costs. Billing shall be based on the billable hours for performing services and supported for each employee classification directly engaged in the work multiplied by the fixed billable rate. For purpose of determining fixed billable rates, a Home and Field office 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 (CFR). The overhead rate shall be established by an audit by an independent CPA firm or cognizant government agency, subject to Department approval and based on the indirect (overhead) Home and Field office costs and average hourly labor rates per classification so that reasonable and representative fixed billable Home and Field office rates can be established. The Department has established a base hourly rate not to exceed \$32.37 for the classification of Inspector Coordinator, \$29.43 for the classification of Inspector Senior, \$24.01 for the classification of Regular Inspector, and \$19.73 for the classification of Inspector Trainee. When the specified scope of work falls within the Northern Virginia District, the Department has established a base hourly rate not to exceed \$38.43 for the classification of Inspector Coordinator, \$36.70 for the classification of Inspector Senior, \$30.08 for the classification of Regular Inspector, and \$22.31 for the classification of Inspector Trainee. The average hourly rates per classification are determined by adding all base labor rates within the classification and dividing by the total number of employees in the classification and then limiting them to the base hourly rates established above, if required. If the Department modifies the established base hourly rates shown above, prior to execution of a memorandum of agreement with the selected firm, the firm will be permitted to use the modified base hourly rates in their fee proposal. Additionally, the department expects the Consultant team to have all necessary certifications and software knowledge required for the scope of services and will not reimburse for employee training and certification. Any Home office costs that are reimbursed as direct costs shall be eliminated from the indirect (overhead) Home or Field office cost pools.

In accordance with the memorandum dated April 23, 2012, released by VDOT's Chief Engineer, the contract will be eligible for escalation.

The Department will not pay expenses for travel and moving and relocations for the Consultant's Key Personnel and other members that are permanently assigned to the project, unless a specific individual with unique experience or expertise is requested by the Department. Additionally, the Key Personnel, identified in the RFP and EOI, will not be compensated for work hours exceeding 40 hours/week. The other members of the Consultant's team will not be compensated for work hours exceeding 40 hours/week without expressed written permission from the Department. The use of the Home or Field office overhead rate compensated for billing purposes will be determined by the time the employee spends in the Home or Field office. For other members performing technical work on the Project, Home and Field office fixed billable rates will be established for straight time hours and for premium overtime hours for work exceeding 40 hours/week.

If a particular task order requires inspection type services at a District Office, travel related expenses will be discussed and negotiated at the time of task order issuance. Any travel expenses must conform to the guidance provided in VDOT's latest applicable travel policy directive. Leased vehicle rates/rental vehicles will not be permissible as a direct cost line item in association with the submittal of a fee proposal by the selected team. Furthermore, the signed MOA will not include leased vehicle rates/rental vehicles as a line item in the direct cost summary.

4. 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/gpmmps.asp>. Should any firm on the consultant team fail to submit the required audit data and certification within the 10 workdays, negotiations may be terminated by the Department and the next most qualified team invited to submit a proposal.
5. 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:

- a. invoking such exclusion upon submission of the data or other materials for which protection is sought;
- b. 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.

6. 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 **four copies** and received no later than **4:00 p.m. on October 5, 2012. In addition, one CD-rom containing a single cohesive electronic (Adobe PDF) copy of the EOI shall be submitted with the original, signed EOI.** 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 East 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 East Broad Street
Richmond, Virginia 23219
Attention Brenda L. Williams

7. 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 workdays 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.
8. 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.
9. 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.
10. 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.
11. 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.

12. Year 2000 Compliant (and Enablement) Warranty: The consultant warrants that all software, firmware and hardware product(s) delivered to the Department under any agreement, and which is used in accordance with the product documentation provided by the consultant, shall be 4-digit Year 2000 compliant (or approved enabled). All products shall accurately process all date-change data from start to finish, including, but not limited to, twentieth, twenty-first centuries and leap year calculations.

Any product provided under the agreement discovered not to be Year 2000 compliant after acceptance shall be corrected by the consultant at no additional cost to the Department. Failure to correct the deficiency shall subject the consultant to default action.

FIRM DATA SHEET

Funding: S/F (S=State F=Federal)

Project No.: Construction Engineering
Support Services
Division: Scheduling & Contract Division
EOI Due Date: October 5, 2012

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: Two Year Limited Services Statewide Term Contract for
Scheduling & Contract Division Staff Support Services

- 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

PROJECT: Two Year Limited Services Central Office Engineering Staff Support Services

DESCRIPTION: _____ FIRM: _____

DATE: _____ SUBS: _____

		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					25%	
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					5%	
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 A & B & C workload is counted on this selection*)	Above \$4,000,000 3,500,001-4,000,000 3,000,001-3,500,000 2,500,001-3,000,000 2,000,001-2,500,000 1,500,001-2,000,000 1,000,001-1,500,000 750,001-1,000,000 500,001-750,000 250,001-500,000 0-250,000	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.