

REQUEST FOR PROPOSAL

Limited Services Contract

For Permit Construction

Inspection Services in

Northern Virginia District

North



GENERAL

The Virginia Department of Transportation is seeking expressions of interest (EOI) from consulting engineering firms who wish to be considered to provide professional engineering services for permit construction inspection for Arlington County (primary road network), Fairfax County North and Loudoun County in the Northern Virginia District. The proposed one-year contract with optional two (2) one-year renewable terms will have a maximum value of \$2,000,000.00 per term and will be administered by the Northern Virginia District.

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

SCOPE

Permits engineering support will require the use of fulltime personnel consisting of Permits Project Engineers, Senior Permits Engineers, Permit Engineers, Permits Engineering Technicians, and Clerk/Interns. In addition one (1) on-call Geo-technical engineer is required. The required staff provided shall be fully capable of handling engineering functions and features of work which may include, but is not limited to, the review of roadway plans, GIS database management, generating correspondence on behalf of the Department and general permit project management.

The scope of work shall consist of providing all necessary services, through experienced and qualified personnel, to review all permit applications and associated engineered plans for completeness and accuracy, and to recommend the permit application for approval, or to deny if necessary. These services include: monitoring the on-going construction work on a regular basis, which is at least twice per month (or as set by the Permit Manager); project documentation; follow-up of field deficiencies; conducting a final inspection for release of the permit; and writing punch lists as required.

The consultant will be required to keep field inspection notes for each assigned project documenting each field visit and follow up with all safety and erosion and sediment violations. These services shall include timely follow-up with contractors so that the work is completed in a timely manner. The consultant will be responsible for follow-ups with the permittee to include permit expiration, punch lists completed within the allotted time period, and follow-up on pending permits.

In addition, this contract may include associated services deemed necessary by the Department. These associated services would include review of plans, inspection, training and/or technical assistance.

The Consultant will, in accordance with, VDOT's Road and Bridge Specifications and VDOT's Land Use Permit Manual, prepare for and conduct permit construction field inspections, determine field conflicts, prepare necessary reports, obtain and review permittee prepared permit construction plans, and prepare necessary special provisions for the permit application.

The Consultant shall provide experienced personnel who are computer literate. Consultant staff must use computers to track permit activities such as approvals, field inspections, requests from the permittee for inspections, and field notes. The Consultant shall provide experienced personnel who can write clear, concise and grammatically correct letters, emails, and memorandums, as well as conduct meetings with contractors, developers and engineers. The consultant shall document these meetings.

The Consultants staff provided by the firm must have three years related highway experience. In addition, the engineering staff should have a working knowledge of the Department's standards and specifications, as well as being certified by VDOT for testing and inspection of bituminous concrete, hydraulic cement concrete mix aggregate and possess nuclear testing certification in the Commonwealth of Virginia. The Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation must also certify the consultant's staff in erosion and sediment control. All consultant staff must have a criminal background check.

The Consultant will be assigned numerous projects at the same time. **Inspection services shall be provided as needed.**

It shall be anticipated that notice to proceed and actual commencement of work will be on short notice (i.e., permit construction field inspection to be held three weeks after being apprised of project.)

Contract will stipulate that work may be assigned at VDOT's discretion and that VDOT reserves the right to assign work in the state to other consultants under contract to the Department for the same services.

FUNCTIONS AND FEATURES OF WORK

Contract Coordinator – Coordinates the entire contract with the Department. Submits accurate (without error) monthly invoices in a digitized VDOT FMS II input ready format. Assumes responsibility for the performance and actions of consultant staff. **Note: The Department does not expect this position to be full time.**

Permits Project Engineer – Oversees the work of the consultant permits engineering staff as assigned by VDOT. Provides quality assurance for approved permits, inspections, documentation, and correspondence. Represents the Department in meetings with a variety of entities, including county engineering staff, county boards of supervisors, developers, utilities, engineers and contractors. Coordinates permit activities with other Department sections such as Construction, Smart Traffic Signal System, Asset Management and Structures and Bridge. Writes correspondence on behalf of Department for senior District and Central Office staff.

Senior Permits Engineer – Senior field staff member overseeing complex areas of work regional areas or specific permitted programs. Represents the Department in meetings with developers, utilities, and contractors. May be responsible for providing VDOT final permit inspections for street acceptance and providing recommendations to the Department for resolving issues related to acceptance. Reviews permit applications and associated plans prior to issuance of permits to verify impact to right-of-way and state owned infrastructure. Monitors projects during construction and inspects to ensure all work is performed in accordance with all federal, state and local standards, specifications and guidelines. Ensure the safety of the traveling public impacted by permitted projects. Compiles project punch lists in electronic format and ensures their completion. Maintains GIS databases and enters daily inspection schedules in GIS format.

Lead Permits Engineer - Oversees regional work areas or specific permit programs. Represents the Department in meetings with developers, utilities, and contractors. May be responsible for review of plans and plats for street acceptance program. Reviews permit applications and associated plans prior to issuance of permits to verify impact to right-of-way and state owned infrastructure. Monitors projects during construction and inspects to ensure all work is performed in accordance with all federal, state and local standards, specifications and guidelines. Ensure the safety of the traveling public impacted by permitted projects. Compiles project punch lists in electronic format and ensures their completion. Maintains GIS databases and enters daily inspection schedules in GIS format.

Permits Engineer – Reviews permit applications and associated plans prior to issuance of permits to verify impact to right-of-way and state owned infrastructure. Monitors projects during construction and inspects to ensure all work is performed in accordance with all federal, state and local standards, specifications and guidelines. Ensure the safety of the traveling public impacted by permitted projects. Compiles project punch lists in an electronic format and ensures their completion. Resolves issues relating to permits with local governments, utilities, contractors, developers, citizens and other sections within the Department. Maintains GIS database and enters daily inspection schedules in GIS format.

Permits Engineering Technician – Reviews permit applications and associated plans prior to issuance of permits to verify impact to right-of-way and state owned infrastructure. Enters, updates, researches data in LUPS II and maintains GIS databases. Performs inspections as assigned and ensures the safety of the traveling public impacted by permitted projects.

Clerk/Intern – Review of utility permit applications and associated engineering drawings. Assist customers with permit applications. Enter, update and research data in GIS and LUPS databases. Write clear, concise, and grammatically correct letters.

Geo-Technical Engineer - Review of submittals/shop drawings/plans for support of excavation systems, trenchless utility installations, tunnels, retaining walls, cut and fill slopes, pavements, etc. Perform independent analyses to confirm adequacy of geotechnical designs for settlement, bearing capacity, piles, drilled shafts, retaining walls, slopes, ground improvements, etc. Determine instrumentation/monitoring requirements for verification of construction such as inclinometers, tiltmeters, optical survey, settlement plates, strain gauges, etc. Review proposed investigation programs and prepare specifications.

STAFF KNOWLEDGE SKILLS AND ABILITIES

Contract Coordinator – The coordinator is expected to be a licensed professional engineer in the Commonwealth of Virginia. Experience shall include a minimum of three years in the coordination of inspection staff on a statewide, regional or district wide basis for any state transportation agency. Experience shall also include staffing level scheduling and the demonstrated ability to match staff with the appropriate knowledge, skills, and competencies for the tasks assigned.

Permits Project Engineer – The Permits Project Engineer is expected to possess a Bachelor or Associate's degree in Engineering and have at least ten years experience in the management of roadway and utility construction projects. Considerable knowledge of roadway, structure, traffic engineering, construction methods, procedures, practices, plans, specifications and contracts materials use and performance, environmental, legal and safety responsibilities related to construction of transportation facilities. Knowledgeable in the use of electronic data processing equipment for contract management. Working skill in using databases and GIS software as well as handheld computers. Ability to meet with a variety of groups and make verbal presentations. Ability to prepare technical, financial, administrative, and explanatory correspondence and reports. Ability to serve as a visible and responsible representative of the

Department before multiple entities. The project engineer is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated only by certifications issued by the Maryland State Highway Administration, with the exception of Nuclear Safety and Transportation of Hazardous Materials, in the following disciplines. For Nuclear Safety and Transportation of Hazardous Materials, the only certification is a VDOT certification. The Project Engineer is also expected to be certified by the Department of Conservation and Recreation for Erosion and Sediment Control Inspection.

- Expected VDOT Certifications
 - Soil and Aggregate Field Compaction
 - Asphalt Field
 - Hydraulic Cement Concrete Field
 - Pavement Marking
 - Flagger Certification
 - Nuclear Safety and the Transportation of Hazardous Materials
- Additional Expected Certifications
 - Department of Conservation and Recreation Certification for Erosion and Sediment Control Inspection
 - Work Zone Safety

Senior Permits Engineer – The Senior Permits Engineer is expected to have at least eight years of progressive experience in construction and project or program management, including roadway, structure and bridge construction methods as well as materials, standards and specifications. Working knowledge of state and federal safety, environmental, and EEO/DBE guidelines and regulations. Ability to provide technical supervision and leadership to Lead Permits Engineers, Permits Engineers and Permits Engineering Technicians. Ability to review roadway plans for adherence to applicable design and VDOT standards and specifications. Must be able to interpret contracts and specifications. Sound knowledge of construction and engineering principles to determine field adjustments. Ability to maintain detailed records on multiple simultaneous projects. Communicate effectively with agency, county, developer, utility, contractor personnel, and the general public both orally and in writing. Working skill in operating computer equipment, various software programs to include entering GIS data and the use of handheld computing devices. The Senior Permits Engineer is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated only by certifications issued by the Maryland State Highway Administration, with the exception of Nuclear Safety and Transportation of Hazardous Materials, in the following disciplines. For Nuclear Safety and Transportation of Hazardous Materials, the only certification is a VDOT certification. The Senior Permits Engineer is also expected to be certified by the Department of Conservation and Recreation for Erosion and Sediment Control Inspection.

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- o Work Zone Safety

Lead Permits Engineer - The Lead Permits Engineer is expected to have at least six years of progressive experience in construction and project or program management, including roadway, structure and bridge construction methods as well as materials, standards and specifications. Working knowledge of state and federal safety, environmental, and EEO/DBE guidelines and regulations. Ability to provide technical supervision and leadership to Permits Engineers and Permits Engineering Technicians. Ability to review roadway plans for adherence to applicable design and VDOT standards and specifications. Must be able to interpret contracts and specifications. Sound knowledge of construction and engineering principles to determine field adjustments. Ability to maintain detailed records on multiple simultaneous projects. Communicate effectively with agency, county, developer, utility, contractor personnel, and the general public both orally and in writing. Working skill in operating computer equipment, various software programs to include entering GIS data and the use of handheld computing devices. The Lead Permits Engineer is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated only by certifications issued by the Maryland State Highway Administration, with the exception of Nuclear Safety and Transportation of Hazardous Materials, in the following disciplines. For Nuclear Safety and Transportation of Hazardous Materials, the only certification is a VDOT certification. The Senior Permits Engineer is also expected to be certified by the Department of Conservation and Recreation for Erosion and Sediment Control Inspection.

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Permits Engineer – The Permits Engineer is expected to have at least five years experience in construction management or field inspection including roadway, structure and bridge construction methods as well as federal safety, environmental, and EEO/DBE guidelines and regulations. Ability to review roadway plans for adherence to applicable design and VDOT standards and specifications. Sound knowledge of construction and engineering principles to determine field adjustments. Ability to maintain detailed records on multiple simultaneous projects. Communicate effectively with agency, county, developer, utility, contractor personnel, and the general public both orally and in writing. Working skill in operating computer equipment, various software programs to include entering GIS data and the use of handheld computing devices. The Permits Engineer is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated only by certifications issued by the Maryland State Highway Administration, with the exception of Nuclear Safety and Transportation of Hazardous Materials, in the following disciplines. For Nuclear Safety and Transportation of Hazardous Materials, the only certification is a VDOT certification. The Permits Engineer is also expected to be certified by the Department of Conservation and Recreation for Erosion and Sediment Control Inspection.

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Permits Engineering Technician – The Permits Engineering Technician is expected to have at least three years inspection experience including a working knowledge of roadway, structure and bridge construction methods as well as materials, standards and specifications, construction symbols and terminology. Working knowledge of state and federal safety, environmental, and EEO/DBE guidelines and regulations. Ability to read and interpret roadway, structure and bridge plans and specifications. Working knowledge of mathematics including algebra, geometry and trigonometry and the ability to apply mathematical formulas for minor adjustments involving field conditions. Ability to maintain detailed records, performs materials testing, and communicates effectively with agency and department personnel and the general public. Working skill in operating computer equipment, various software programs to include entering GIS data and the use of handheld computing devices. The Permits Engineering Technician is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated only by certifications issued by the Maryland State Highway Administration, with the exception of Nuclear Safety and Transportation of Hazardous Materials, in the following disciplines. For Nuclear Safety and Transportation of Hazardous Materials, the only certification is a VDOT certification. The Permits Engineering Technician is also expected to be certified by the Department of Conservation and Recreation for Erosion and Sediment Control Inspection.

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Clerk/Intern – The Clerk/Intern shall have the ability to maintain detailed records and communicate effectively with agency and department personnel and the general public. Working knowledge of computer equipment, various software programs including entering GIS data and LUPS database. Ability to communicate verbally and written correspondence.

On Call Geo-Technical Engineer - All work shall be performed by a professional engineer registered in Virginia with extensive experience in analysis and design of shallow and deep (piles, drilled shafts) foundation systems, slope stability, instrumentation, pavement analysis/design, ground improvement and construction monitoring. All personnel shall have extensive knowledge of, and practical experience with, VDOT standards, specifications and practices and hold VDOT/Virginia certifications in areas of practice.

All requests for contract scope of work information should be directed to Ms. Dorothy Purvis, Fairfax Permits Program Manager at (703) 383-2641 and all procurement related information should be directed to Mrs. Gisela Green, Consultant Procurement Section, Location and Design Division at (804) 786-6752.

EXPRESSION OF INTEREST (EOI)

1. The Expression of Interest shall be organized in the following order:
 - Transmittal letter
 - Table of Contents
 - Response to RFP Expression of Interest Items 2-14
 - Present Workload with Department form
 - Team Organization Chart
 - GSA Form 255 – one combined for the project team
 - GSA Form 254 – one for each firm
 - Firm Data Sheet
 - Certification Regarding Debarment form
2. Furnish three copies of current GSA Forms 254 for each firm involved and three 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. The project manager shall have a minimum of five years experience in managing similar type and size projects. In Section

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

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

5. Section 10 of GSA Form 255 is limited to a maximum of ten pages. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. This is the ONLY section of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project.
6. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms is maintained on their web site (<http://www.dmb.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 15% 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.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/Form C-48.

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

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

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

Business Opportunity and Workforce Development (BOWD) Center - The BOWD Center is a VDOT developmental supportive services program and partnering initiative funded by FHWA for selected DBE firms of various skill and competence levels interested in entering, enhancing or expanding highway contracting opportunities with prime consultants. The partnering initiative between prime consultants and BOWD DBE firms provides the opportunity for the further development of DBE firms through performance on contracts and guidance from prime consultants. The intent of this partnering initiative is to increase capacity by perfecting existing skills and knowledge, expanding into new work areas, and prime consultant joint venturing with DBE firms.

The prime consultants are encouraged to achieve all or a percentage of the required DBE participation/goals determined for this project by the utilization of BOWD approved firms. To assist consultants in taking advantage of this opportunity for utilization of approved BOWD firms, please contact the BOWD Center for additional information, details, resources and support. For further information on the BOWD Center and to view the DBE profiles, go to www.virginiadot.org/business/BOWD.asp. The BOWD Center can be contacted at (804) 662-9555 or via email to BOWDCenter@vdot.virginia.gov.

7. If any firms involved with this submission currently have work with the Department, indicate the projects, the division managing the projects, the amount of outstanding fee remaining, and the estimated date of completion. For limited services term contracts, include only the amount of all tasks orders executed or under negotiation. Also, include your estimated fees for pending supplemental agreements and any projects for which the firms have been selected, but have not executed an agreement. Work of affiliated and/or subsidiary companies is to be included. The outstanding workload of any Virginia Department of Minority Business Enterprise certified DBE or SWaM prime or subconsultant is not to be included. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM will be exempted for the next three years. Any workload obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only **Category C work** will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with Department form. Please carefully read the instructions on the Present Workload with Department

form.

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

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

9. In five (5) page(s) or less, please emphasize your qualifications in the following areas: Construction inspection experience, conflict resolution experience, good quality letters and documentation, GIS experience, plan interpretation and constructability issues.
10. A project approach discussion is required for this project and shall be limited to a maximum of seven (7) page(s).
11. In addition to the page restrictions listed above, a maximum of twenty (20) additional pages may be included in the Expression of Interest. All pages are to be 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 12 pitch.
12. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
 - Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
 - Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.

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

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

13. 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.

ADMINISTRATIVE

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

Surveying <u> X </u>	Specifications <u> X </u>
Bridge and Structure Plans ____	Materials Analysis ____
Permit Drawings ____	Environmental ____
Hydraulic and Hydrologic Analysis ____	Road Plans ____
Traffic Data ____	Traffic Analysis ____
Signs and Signals Plans ____	Lighting Plans ____
Scour Analysis ____	Geotechnical Borings and Analysis ____
Utility Plans ____	Landscape Plans ____

2. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (A Business Registration Guide is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>). Foreign Professional corporations and Foreign Professional Limited Liability Companies must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (<http://www.state.va.us/dpor>). Board regulations require that all professional corporations and business entities that have branch offices located in Virginia which offer or render any professional services relating to the professions regulated by the Board be registered with the Board. Registration involves completing the required application and submitting the required registration fee for each and every branch office location in the Commonwealth. All branch offices which offer or render any professional service must have at least one full-time resident professional

in responsible charge who is licensed in the profession offered or rendered at each branch. All firms involved that are to provide professional services must meet this criterion prior to submitting an Expression of Interest to the Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.

3. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
4. The method of payment for this contract will be actual cost for each project assignment based on fixed billable rates. For purpose of determining the fixed billable rates, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.
5. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data to the Department within 10 work days of being notified of their selection. Should any firm on the consultant team fail to submit the required audit data within the 10 work days, negotiations will be terminated by the Department and the next most qualified team invited to submit a proposal.
6. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:
 - invoking such exclusion upon submission of the data or other materials for which protection is sought;
 - identifying with specificity the data or other materials for which protection is sought; and stating the reasons why protection is necessary.

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

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

7. Submittals shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the GSA Form 254 or 255 elsewhere in the submittal. All information must be submitted in TRIPLICATE and received no later than **4:00 p.m. on April 6, 2009**. Responses received after this time will not be considered.

US Postal Service regular mail, send to:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1401 E. Broad Street
Richmond, Virginia 23219

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

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1st Floor Reception Desk
1201 E. Broad Street
Richmond, Virginia 23219

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

9. The Department does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
10. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
11. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal/expression of interest being rejected.

(List Amount of Each With VDOT by Division)

[illegible]

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

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

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

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

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

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

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

*** Excluding Subconsultants

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

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

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

FIRM DATA SHEET

Funding: F (S=State F=Federal)

Project No.: Limited Services Term Contract
for Permit Construction Inspection Services
In Northern Virginia District (North)
EOI Due Date: **April 6, 2009**

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 will 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: One-Year Limited Services Term Contract for Permit Construction Inspection Services NOVA (North)

- 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 judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Signature

Date

Title

Name of Firm

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

Project: One-Year Limited Services Term Contract for Permit Construction Inspection Services NOVA (North)

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Signature

Date

Title

Name of Firm

DIVISION: LOCATION AND DESIGN
CONSULTANT SHORT LIST SCORE SHEET – FEDERALLY / STATE FUNDED PROJECT
(FOR PROFESSIONAL SERVICES)

EOI NO.: _____

PROJECT: **One-Year Limited Services Contract for
Permit Construction Inspection Services
in Northern Virginia District (North)**

FIRM: _____

DESCRIPTION:

SUBS: _____

DATE:

		NUMERICAL VALUE				AVG.	WEIGHT	WEIGHTED EVALUATION
FIRM/TEAM'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10					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 C workload is counted on this selection*)	Above \$8,000,000	0					10%	
	7,000,001-8,000,000	1						
	6,000,001-7,000,000	2						
	5,000,001-6,000,000	3						
	4,000,001-5,000,000	4						
	3,000,001-4,000,000	5						
	2,000,001-3,000,000	6						
	1,500,001-2,000,000	7						
	1,000,001-1,500,000	8						
	500,001-1,000,000	9						
	0-500,000	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.