



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

David S. Ekern, P.E.  
COMMISSIONER

January 13, 2010

Advertisement for Consultant Engineering Services  
Project: 0460-013-773, R201, C501, B628, B629, B630  
(Rte.460 Connector Phase 1, Bristol District)

To – Consultants Expressing Interest In Receiving The RFP Brochure

Gentlemen:

We appreciate your interest in providing the Department with professional services on the referenced project.

Enclosed for your use in preparing your expression of interest is a brochure giving a description of the consultant engineering services required. Included with the description are the criteria that will be used in the evaluation process. Expressions of interest must be received in quadruplet by 4:00 p.m. February 11, 2010.

Please review all criteria prior to submittal to ensure that your firm receives equal consideration in the evaluation process. The following outline identifies various modifications incorporated into this request for proposal.

- Item 1. under the heading of EXPRESSION OF INTEREST has been modified to require four copies of current GSA Forms 254 for each firm involved and four copies of one combined GSA Form 255 for the project team. Under the same heading, response to RFP Expression of Interest, Item 2-14 has been changed to Item 2-15. Also, added, included Full Size copies of SCC and DPOR Registration/licensing documentation for each firm (including that of each pertinent branch office), Full Size copies of DPOR registration certificate for the Key Personnel.

Thank you for your interest in providing this service and we look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Calvin M. Thweatt", with a long horizontal flourish extending to the right.

Calvin M. Thweatt, VCO  
C.E.I. Procurement Officer

# **REQUEST FOR PROPOSAL**

**CONSTRUCTION ENGINEERING  
SERVICES  
FOR**

**PROJECT: 0460-013-773, R201, C501, B628,  
B629, B630  
(Rte. 460 Connector Phase 1)**

**BRISTOL DISTRICT**



## GENERAL

The Virginia Department of Transportation (Department) is seeking expressions of interest from consulting engineering firms who wish to be considered to provide professional engineering services for:

**Project: 0460-013-773, R201, C501, B628, B629, B630 (Rte. 460 Connector Phase I)** From: Kentucky State Line To: 0.883 Mile East Kentucky State Line (0.8830 MI) Project will consist of providing construction engineering and management, Owner Independent Verification (“IV”) and Independent Assurance (“IA”) Inspection and Testing, and contract administration services as an Agent of the Department for this Design-Build road and bridge project. This project has been advertised and notice to proceed was issued on August 7, 2009 with an anticipated duration of approximately 5 years. The approximate construction cost is \$90 Million dollars.

For interested firms, an informational meeting will be held at the Bristol District Auditorium located at 870 Bonham Road, Bristol, Virginia 24201 on **Thursday, January 28, 2010** at 10:00 A.M. This meeting is designed to allow the Department to share with Consultants, work to be included in the contract and to address other issues of concern to the Department. Attendance to this meeting is optional; however firms are encouraged to attend.

The Consultant Engineering Services will be provided in accordance with the requirements of 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 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

VDOT will require the use of a staff of 1 Senior Construction Project Engineer (Professional Engineer licensed by the State of Virginia preferred), 1 Resident Engineer-Structures (Professional Engineer licensed by the State of Virginia), 1 Office Engineer (proficient in Primavera P6, computer-based document management systems, Microsoft Office application suite, and Microstation), 2 Construction Inspector Seniors (1 Structure/Bridge Inspector, and 1 Civil Inspector). Additional engineering functions, which may be included, but not limited to, review and analysis of schedule, on-site review and assessment of field conditions related to construction issues, concerns at the direction of VDOT or its Consultants. All inspectors’ classifications shall be certified in the Department’s certification schools and by the Department of Conservation & Recreation for Erosion & Sediment Inspection.

All personnel shall be knowledgeable of the Department’s Construction Program, VDOT’s Specifications and Standards, VDOT’s Design-Build Guidelines, VDOT’s Minimum Quality Assurance and Quality Control on Design-Build Projects, principals of construction scheduling, cost control and management, computer based construction management and scheduling systems and web-based records management systems, and the Virginia Work Area Protection Manual.

All procurement related questions or information should be directed to Calvin M. Thweatt at 804-371-0130 or email [Calvin.Thweatt@VDOT.virginia.gov](mailto:Calvin.Thweatt@VDOT.virginia.gov)

## **KEY PERSONNEL FUNCTIONS, FEATURES OF WORK and KNOWLEDGE, SKILLS AND ABILITIES**

All individuals identified as Key Personnel in the RFP below and 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. Furthermore, the individual identified as Key Personnel under this section shall remain onsite at all times for the duration of the contract at the direction of VDOT Project Manager. 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, including the Senior Construction Project Engineer, may be considered a breach of contract and result in termination.

### **Senior Construction Project Engineer**

Senior Construction Project Engineer Functions: Assist VDOT's Project Manager's efforts to effectively administer Design-Build contract requirements.

Senior Construction Project Engineer Features of Work: Manages at the direction of the VDOT Project Manager and as an agent of the Department, field oversight of an assigned Design-Build project that involves structures, roadways, and other transportation facilities. Duties include monitoring of; field engineering, operation planning, cost control, project scheduling, quantity tracking, material procurement, contract administration, estimating and other field activities. Tracks, monitors and frequently reports status of all project field issues to the Project manager. Reviews the status of work package approvals and requests for payment, requests for contract adjustments, requests for information and all other contractual requirements of the Department (or agent). Ensures that the Department and Design-Builder are compliant with VDOT's Minimum Requirements for Quality Assurance & Quality Control on Design Build and Public-Private Transportation Act Projects dated August 2008.

The Senior Construction Project Engineer will manage project personnel (Department and/or its Agents) including the Senior Construction Engineer-Structures, Construction Office Engineer, and Construction Inspectors performing Owner Independent Verification and Independent Assurance activities in accordance with the approved Design-Build Quality Assurance/Quality Control Plan or other project activities as required by the Contract documents.

The Senior Construction Project Engineer will serve as VDOT's Point of Contact on site for the activities related to observe and examine witness and hold points, monitor Design-Builder performance and progress to proactively coordinate all activities resourced by the Department and/or its Agents. This position requires frequent contact with project personnel, (Department and/or its Agents), to discuss and monitor resolution of construction issues and to obtain technical guidance in specialty areas of engineering and inspections. This position will prepare professional and technical correspondence for the VDOT Project Manager, including but not limited to financial, administrative, and explanatory correspondence.

The Senior Construction Project Engineer may be required to represent VDOT at project meetings to include but not limited to preparatory, inspection meetings, utility coordination meetings, construction progress meetings and contract change negotiations. This position will be responsible for reviewing all project payments to ensure they accurately forecast and report costs at completion based on actual progress and cost of work performed. Actions required by this position include the following: monitoring of the Design-Builder in order to ensure the efficient and effective building of the assigned

project; safety of employees, contractor personnel (VDOT Safety Representative) and the traveling public; monitoring of established schedules, legal requirements and contract specifications for project completion. This position also requires frequent internal and external contact with the Project Manager, all divisions of the agency, contractors, subcontractors, city, county, state, and federal officials, designers, the general public, utility companies, other consultants, landowners, commercial businesses, news media, manufacturers, suppliers, and railroads. All project related communication (written and oral) is to be documented and provided to the Project Manager.

Senior Construction Project Engineer Knowledge Skills and Abilities: The Senior Construction Project Engineer shall have a minimum of ten (10) years of experience in the management and, or inspection of complex bridge construction projects with demonstrated experience applying principals of contract administration, engineering economics, construction scheduling, management and cost controls on large, complex heavy-civil transportation projects. The experience shall include a supervisory role managing employee groups and in positions of responsibility for overall direction and performance of project teams on projects of similar size and scope in the transportation industry.

Demonstrated knowledge of: design-build concepts, contractual relationships between Owner, Owner's Agents, Design-Builder, and third parties.

The Senior Construction Project Engineer shall have the ability to freely access all points of a construction site in wide-ranging climates and environment.

**Bachelors Degree in Construction Engineering/Technology /Management and Professional Engineering license in the Commonwealth of Virginia is required.**

### **Resident Engineer-Structures**

Resident Engineer-Structures Functions: This position will serve as VDOT's on-site structures expert to ensure that the work performed by the Design-Builder is in accordance with contractual requirements and accepted industry practices.

Resident Engineer-Structures Features of Work: The Resident Engineer-Structures will ensure that VDOT independent assurance and testing requirements for all structures are flawlessly performed and documented in accordance with VDOT's Minimum Requirements for Quality Assurance & Quality Control on Design Build and Public-Private Transportation Act Projects dated August 2008. Duties will include supervision and management of the Construction Inspector Senior-Bridge.

The Resident Engineer-Structures will independently verify for the VDOT Project Manager that the Design-Builder has appropriately applied all relevant codes and specifications and is in compliance with the contract documents. Once assigned to the project, may participate in design reviews by VDOT or its Consultant through the remaining design development phases of the Project and provide reviews for all working drawings, diagrams, illustrations or brochures furnished by the contractor, subcontractor, vendor or fabricator in the nature of shop plans, catalogue cuts, erection plans, form work and support drawings, temporary support and sheeting drawings, cofferdam drawings, dewatering systems, instrumentation systems, test results for construction materials, etc., required for construction. The position will also provide verification of horizontal and vertical control through appropriate surveying techniques to include complete project documentation as required. All project related communication (written and oral) is to be documented and provided to the Project Manager.

The Resident Engineer-Structures Conducts regular project reviews with the VDOT Project Manager, project staff, senior management and VDOT agents. The position may be required to establish meetings

and participate in reviews with various governing agencies for code compliance. The position will coordinate with affected disciplines and assist with any addendum, requests for information, change proposal requests and change order. This position prepares VDOT documents for change orders and reviews claims for contractual merit and process adherence. The position requires excellent attention to detail with the ability to recognize discrepancies.

**Resident Engineer-Structures Knowledge Skills and Abilities:** The Resident Engineer-Structures shall have a minimum of ten (10) years experience with the concepts and practices within the Segmental Bridge Construction field and should have successfully served as Resident Engineer on bridge projects of similar size and scope. Demonstrated knowledge of segmental concrete construction, cast-in-place concrete construction, drilled shaft foundations, pile-supported foundations, retaining structures, and design-build concepts. Must be experienced in oversight of staff and sub consultants and have the ability to effectively and efficiently deal with clients in the recognition of project issues that could affect the integrity of the structures and the project schedule and cost.

The Resident Engineer-Structures should hold the following certifications:

- Post-Tensioning Institute (PTI) Level 1 and Level 2 Training and Certification of Field Personnel for Bonded Post-Tensioning.
- Precast/Prestressed Concrete Institute (PCI) Quality Control Certification – Level II
- The American Segmental Bridge Institute (ASBI) Grouting Certificate.
- American Concrete Institute (ACI) Concrete Transportation Construction Inspector
- VDOT Hydraulic Cement Concrete Field

The Resident Engineer-Structures shall have the ability to freely access all points of a construction site in wide-ranging climates and environment.

The Resident Engineer-Structures shall be a registered, licensed Professional Engineer in the Commonwealth of Virginia and requires a Bachelors Degree in Engineering (M.S. in CEM or CE preferred).

### **Office Engineer:**

**Office Engineer Functions:** This position will maintain all of the project records which include general correspondence, files, monthly pay estimates, request for information logs, submittal logs, meeting minutes, equal employment opportunity records, daily inspection reports, daily diaries, project sketches, etc.

**Office Engineer Features of Work:** The Office Engineer will maintain the project filing system, maintain the overall project records and closely monitor the project schedule and costs as it relates to the project's critical path schedule, including project budgets and expenditures. In addition, the Office Engineer will monitor and maintain issue logs and liaison directly with VDOT staff (or Agents) responsible for processing or approving Design-Build submissions. Ensure that all required VDOT and Design-Build records are complete, factual, and that a project timeline and file of each issue is included. These functions will be performed in collaboration with and at the direction of the Senior Construction Project Engineer. Other responsibilities include assisting the VDOT Project Manager and Resident Engineer-Structures as required.

Also, monitor and report Design-Builder's daily production rates, prepare independent detailed construction estimates, and work order time impact analysis. Prepares Owner documents for change orders and reviews claims for contractual merit, process adherence and, if necessary, analysis of the work

order or claim for impacts to the project schedule and cost. Administer information document flow from and to the Design-Builder and VDOT (and agents) and contractors, and ensures timely appropriate responses and actions accordingly. Administers change order process and claims process with contracted parties and ensures sound contract management practices are employed.

**Office Engineer Knowledge Skills and Abilities:** The Office Engineer shall have a minimum of five (5) years experience performing office engineer functions on projects of similar size and scope. Demonstrated experience applying principals of engineering economics, construction scheduling, management and cost controls on large, complex heavy-civil transportation projects. Demonstrated ability to develop and maintain project documentation for transportation construction projects. Demonstrated understanding of VDOT's Design-Build Guidelines and practices. Demonstrated ability to utilize computer software programs required for project management, spreadsheets, financial management and word processing. Demonstrated proficiency utilizing Primavera P6 scheduling software. Demonstrated experience utilizing Microstation. Demonstrated experience utilizing contract management software to log and track issues, project contacts, meeting minutes, request for information, and submissions. Skilled in negotiating solutions and/or resolving contractual issues. Demonstrated ability to communicate effectively both orally and in writing with contractors, political entities and general public. Ability to interpret roadway construction contracts, special provisions, and specifications. Knowledge of Federal and State Labor Regulations to include the Davis Bacon Act. Knowledge of highway inspection and of transportation rules, regulations and policies.

Bachelor Degree in Engineering or Construction Management or related field is preferred. Associate for the Advancement of Cost Engineering (AACE) Planning & Scheduling Professional (PSP) Certification is preferred.

### **Construction Inspector Senior Civil**

**Construction Inspector Senior Civil Functions:** To provide Independent Assessment and Independent Verification inspection and monitor the work of Design-Builder to ensure compliance with contractual requirements and approved Quality Assurance and Quality Control Plans for a roadway and bridge Design-Build project of moderate to considerable complexity.

**Construction Inspector Senior Civil Features of Work:** Under the direction of the Senior Construction Project Engineer, the Construction Inspector Senior Civil monitors Design-Builder's operations to ensure compliance with the Contract Documents. Assists Senior Construction Project Engineer in coordinating all phases of oversight monitoring of the project which may be complicated by extensive traffic control, sensitive political or environmental concerns, or significant project coordination with property owners, utility companies, and local and federal government representatives. Monitors Design-Builder's QA/QC program to provide independent verification of lines, grades, dimensions and elevations using survey and field engineering equipment. Monitors various phases of construction including witness and hold points with the prime contractor and agency personnel; reviews and monitors contractors' plan of operation; and advises contractors of violations. Makes field measurements of pay items and conducts materials testing; checks equipment; maintains, monitors and/or reviews comprehensive project records including daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, work orders, and monthly estimates; and reviews and monitors Equal Employment Opportunity/Disadvantaged Business Enterprise (DBE) documentation and compliance with Federal labor requirements/regulations for Federal-aid construction projects, ensuring contractor compliance with program requirements.

This position requires frequent contact with engineers and Agency personnel to discuss and monitor resolution of construction issues and to obtain technical guidance in specialty areas of engineering and inspections. This position also requires frequent external contact with the QAM to schedule and

coordinate IA/IV inspections and tests and resolve compliance problems.

**Construction Inspector Senior Civil Knowledge Skills and Abilities:** The Construction Inspector Senior Civil is expected to have ten (10) years of inspection 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 and field inspection equipment. Ability to provide technical supervision and leadership to other inspectors; read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed records; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public.

The inspector is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated in the following disciplines. In addition it is expected, that each inspector be certificated for Erosion and Sediment Control Inspection, by the Department of Conservation and Recreation.

- Expected VDOT Certifications:
  - o Soil and Aggregate Field Compaction
  - o Asphalt Field
  - o Hydraulic Cement Concrete Field
  - o Pavement Marking
  - o Flagger Certification
- Additional Expected Certifications:
  - o Department of Conservation and Recreation (DCR) Certification for Erosion and Sediment Control Inspection
  - o Work Zone Traffic Control Training (Intermediate Level)
  - o Nuclear Gauge Safety Training

### **Construction Inspector Senior Bridge**

**Construction Inspector Senior Bridge Functions:** To provide Independent Assessment and Independent Verification inspection and monitor the work of Design-Builder to ensure compliance with contractual requirements and approved Quality Assurance and Quality Control Plans for a roadway and bridge Design-Build project of moderate to considerable complexity.

**Construction Inspector Senior Bridge Features of Work:** Under the direction of the Senior Construction Project Engineer and Resident Engineer-Structures, the Construction Inspector Senior Bridge monitors Design-Builder's operations to ensure compliance with the Contract Documents. Assists the Senior Construction Project Manager and Resident Engineer-Structures in coordinating all phases of oversight monitoring of the project which may be complicated by extensive traffic control, sensitive political or environmental concerns, or significant project coordination with property owners, utility companies, and local and federal government representatives. Monitors Design-Builder's QA/QC program to provide independent verification of lines, grades, dimensions and elevations using survey and field engineering equipment. Monitors various phases of construction with the prime contractor and agency personnel; reviews and monitors contractors' plan of operation; and advises contractors of violations. Makes field measurements of pay items and conducts materials testing; checks equipment; maintains, monitors and/or reviews comprehensive project records including daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, work orders, and monthly estimates; and reviews and monitors

Equal Employment Opportunity/Disadvantaged Business Enterprise (DBE) documentation and compliance with Federal labor requirements/regulations for Federal-aid construction projects, ensuring contractor compliance with program requirements.

This position requires frequent contact with engineers and Agency personnel to discuss and monitor resolution of construction issues and to obtain technical guidance in specialty areas of engineering and inspections. This position also requires frequent external contact with the QAM to schedule and coordinate IA/IV inspections and tests and resolve compliance problems.

Construction Inspector Senior Bridge Knowledge Skills and Abilities: The Construction Inspector Senior Bridge is expected to have ten (10) years of inspection experience including knowledge of roadway, structure, and bridge construction methods, materials, standards and specifications, having a minimum of 3 years experience in the construction inspection of complex bridge projects. 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 and field inspection equipment. Ability to provide technical supervision and leadership to other inspectors; read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed records; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public.

The inspector is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated in the following disciplines. In addition it is expected, that each inspector be certificated for Erosion and Sediment Control Inspection, by the Department of Conservation and Recreation.

- Expected VDOT Certifications:
  - Soil and Aggregate Field Compaction
  - Asphalt Field
  - Hydraulic Cement Concrete Field
  - Pavement Marking
  - Flagger Certification
- Additional Expected Certifications:
  - Department of Conservation and Recreation (DCR) Certification for Erosion and Sediment Control Inspection
  - Work Zone Traffic Control Training (Intermediate Level)
  - Nuclear Gauge Safety Training

### **ENGINEERING SUPPORT STAFF FUNCTION, FEATURES OF WORK and KNOWLEDGE SKILLS AND ABILITIES**

Engineering Support Staff Function: To provide support to the Department and its Consultant staff, Senior Construction Project Engineer, Resident Engineer-Structures, Office Engineer and Senior Inspectors in the analysis and review in the areas of, but not limited to, the development of roadway and bridge construction documents, schedule review/analysis, notice of intent and claims analysis and issues related to the construction of the project as requested on an as needed basis by the VDOT Project Manager.

Engineering Support Staff Features of Work: Provides consultation, investigations, evaluations, and written documentation in the areas of, but not limited to the development of roadway and bridge

construction documents, schedule review and analysis, notice of intent and claims analysis and construction of the project as requested by the VDOT Project Manager.

Surveying – The Consultant will assist in providing surveying services including but not limited to, the support of bridge/structure design, highway design and construction as necessary.

Maintenance and Protection of Traffic Plans – **The Consultant will review and monitor maintenance of traffic (MOT) plans for the project.**

Field Materials Testing Laboratory – The Consultant will provide staff and resources necessary to provide support to the continuation of the existing field material testing laboratory.

Engineering Support Staff Knowledge Skills and Abilities: Individuals providing support as Engineering Support Staff shall meet Virginia Department of Professional and Regulations requirements in the practice of engineering defined as where the principles and methods of engineering are applied to, but are not necessarily limited to, consultation, investigation, evaluation, planning and design of public or private utilities, structures, machines, equipment, processes, transportation systems and work systems. Knowledge of highway design processes, highway engineering principals/practices, highway design project management, highway processes/practices.

## **CONFLICT OF INTEREST**

This design-build project has been awarded to BIZZACK CONSTRUCTION, LLC. Therefore, all affiliated companies and members of the design-builders' team are prohibited from pursuing this contract as a result of the Conflict of Interest. The following team members have been identified in BIZZACK's proposal:

- C.J. Mahan Construction Company, LLC
- ENTRAN of Virginia, PLLC
- A. Morton Thomas and Associates, Inc.
- Janssen & Spaans Engineering, Inc.
- MACTEC Engineering and Consulting, Inc.
- D.R. Allen and Associates, P.C.
- Terra Tech Engineering Services, P.C.
- D.R. Price Engineering and Land Surveying, Inc., PC

## **DEPARTMENT'S OTHER CONTRACTS**

HDR Engineering has been selected to provide engineering support services including, but not limited to Structures and Geotechnical expertise during the construction of this design-build project under two separate professional services contracts. VDOT will be using their expertise under these contracts for technical assistance during the design and construction per the Scope of Services for the project.

Warner Construction Consultants, Inc. has been selected to provide scheduling review and analysis services for the Department.

## **EXPRESSION OF INTEREST (EOI)**

1. The Expression of Interest shall be organized in the following order:
  - Transmittal letter

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

All individuals identified as Key Personnel in the RFP and 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. Furthermore, the individual identified as Key Personnel under this section shall remain onsite at all times for the duration of the contract at the direction of VDOT Project Manager. 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, including the Senior Construction Project Engineer, may be considered a breach of contract and result in termination

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 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.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](http://www.virginiadot.org/business/BOWD.asp). The BOWD Center can be contacted at (804) 662-9555 or via email to [BOWDCenter@vdot.virginia.gov](mailto: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 A & 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 \_\_\_\_\_ page(s) or less, provide information that will indicate your firm's ability to meet the time schedule for this project. The schedule is as follows:~~ (Item 9. not used)
10. In 2 page(s) or less, please emphasize your qualifications in the following areas: Construction Independent Assurance and Independent Verification for Design Build projects, Construction Engineering support for projects of similar size and scope.
11. A project approach discussion is neither required nor desired for this project.
12. In addition to the page restrictions listed above, a maximum of 5 additional pages may be included in the Expression of Interest. All pages are to be 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 12 pitch.
13. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
  - Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
  - Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
  - Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgement rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

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

14. If the prime consultant or subconsultant does not have the in-house capability to provide non-professional services, each with an estimated cost of \$5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in

accordance with State procurement procedures once a contract is executed, with no DBE or SWaM credit in the selection of the most qualified firm or team. Clearly indicate these services in the EOI.

15. Each business entity (prime and subconsultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice engineering, surveying, hydrologic and hydraulic analysis, geotechnical analysis and landscape architecture, should provide evidence including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, as well as providing full size copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The EOI should convey the requested information for each regulant by the use of a concise table or matrix. (All full size copies of State Corporation Commission (SCC) and Department of Professional and Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page restriction):

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

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

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

.4 For this Project/Contract, the DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (i.e. real estate appraisal): the business name, the address, the registration type, the registration number, and the expiration date.

Failure to comply with the law with regard to those requirements in Virginia (whether federal or state) regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your EOI submittal(s), in the sole and reasonable discretion of the Department, non-responsive and in that event your EOI submittal(s) may be returned without any consideration or evaluation.

## ADMINISTRATIVE

1. The following services marked with an X will **NOT** be required: (Item not used for this RFP)

Surveying ☐

Specifications ☐

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 (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation (<http://www.state.va.us/dpor>), Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting an Expression of Interest to the Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.
3. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
4. The method of payment for this contract will be cost plus fixed fee. This contract shall be performed and audited 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. Subconsultant contracts may be lump sum if they are for \$2 Million or less, have a clearly defined scope of work, and will take 2 years or less to complete. 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 Senior Inspector, \$23.35 for the classification of Regular Inspector and \$17.09 for the classification of Trainees. 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, \$34.94 for the classification of Senior Inspector, \$30.08 for the classification of Regular Inspector and \$22.31 for the classification of Trainees. The average hourly

rates per classification are determined by adding all base labor rates within the classification and dividing the total by the 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.

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 QUADRUPLICATE and received no later than 4:00 p.m. on February 11, 2010. 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 may result in the bid/proposal/expression of interest being rejected.

12. The required services will involve the handling of Critical Infrastructure Information/Sensitive Security Information (CII/SSI) material. Firm(s) handling CII/SSI material will be required to sign non-disclosure agreements. Individuals with the firm(s) that handle CII/SSI material will be required to sign non-disclosure agreements. Once negotiations have been completed and prior to executing a contract, personnel handling CII/SSI material, visiting Critical Infrastructure (CI) facilities or performing bridge/tunnel inspections may be required to pass a fingerprint-based Criminal History Background Check (CHBC). An individual employee's failure to successfully pass the fingerprint-based CHBC will not negate the selection and offerors will be allowed to replace those individuals. However, if key personnel fail the fingerprint-based CHBC, the selection may be cancelled and negotiations begun with the next ranked offeror. VDOT reserves the right to conduct fingerprint-based CHBC on all employees of the prime consultant, on any employees of subconsultants or on any proposed replacements during the term of the contract who will be involved in this project. All costs associated with the fingerprint-based CHBC are the responsibility of the prime consultant. A VDOT issued photo-identification badge is required for each employee of the prime consultant or any subconsultant who will need access to VDOT CI facilities or who will be performing bridge/tunnel inspections. Based upon the results of the fingerprint-based CHBC, VDOT reserves the right to deny issuance of a VDOT security clearance or a VDOT issued photo-identification badge.

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

[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 A & 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 subcontractant is not to be included. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM will be exempted for the next three years. Any work obtained after graduating from the program will be counted.

### FIRM DATA SHEET

Funding: \_\_\_\_ (S=State F=Federal)

Project :0460-013-773, B628,629,630

(460 Connector Phase I)

Division: Scheduling and Contract

EOI Due Date: February 11, 2010

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  
DMBE

N = DBE or SWaM Firm Not Certified by

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: 0460-013-773, C501, B628, 629,630  
(Rte 460 Connector Phase I)  
Bristol District

- 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: 0460-013-773, C501, B628, 629,630  
(Rte 460 Connector Phase I)  
Bristol District

- 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.

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Signature

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Date

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Title

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Name of Firm

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

EOI NO.: \_\_\_\_\_

PROJECT: 0460-013-773, C501, B628, 629, 630 (460 Connector Phase I) FIRM: \_\_\_\_\_

DESCRIPTION: Construction Engineering Services SUBS: \_\_\_\_\_

DATE:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     | NUMERICAL<br>VALUE |  |  |  | AVG. | WEIGHT | WEIGHTED<br>EVALUATION |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|--|--|--|------|--------|------------------------|
| FIRM/TEAM'S EXPERIENCE IN SIMILAR TYPE OF SERVICES<br>(Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)                                                                                                                                                                                                                                                                                                                                                                           |                     | 1-10               |  |  |  |      | 25%    |                        |
| QUALIFICATIONS OF KEY PERSONNEL and SUPPORT STAFF<br>(Resident Engineer Structure, Office Engineer, Construction Inspector Senior Civil and Bridge, Engineering Support Staff)<br>(Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)                                                                                                                                                                                                                                               |                     | 1-10               |  |  |  |      | 30%    |                        |
| QUALIFICATIONS OF SENIOR CONSTRUCTION PROJECT ENGINEER (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)                                                                                                                                                                                                                                                                                                                                                                                  |                     | 1-10               |  |  |  |      | 15%    |                        |
| ORGANIZATIONAL CAPABILITY<br>(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 **<br>(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 & 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.

ATTACHMENT "A"  
Employment Commitment Letter

Date

To:

Firm Name:

Address:

Reference-Employment Commitment For

This letter is my commitment to your firm that should your firm become successful in obtaining a contract for construction inspection with the Virginia Department of Transportation I will be available to begin employment upon execution of the referenced inspection services contract.

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

Printed Name:\_\_\_\_\_