

REQUEST FOR PROPOSAL

STATEWIDE ON-CALL WETLANDS AND WATER QUALITY ENGINEERING SERVICES



GENERAL

The Virginia Department of Transportation (VDOT) is seeking expressions of interest from engineering and environmental consultant firms who wish to be considered to provide statewide professional engineering services related to wetland and water quality services for transportation projects. The selected team will be required to have a comprehensive understanding of wetland and water quality services relative to highway, multi-modal transportation projects, and a thorough knowledge of Federal Highway Administration (FHWA) guidelines and VDOT's policies and procedures. These services will include, but not be limited to, performance of wetland delineations, jurisdictional determinations, ecological studies, wetland and stream compensation site location and feasibility studies, site design and monitoring, water quality permit acquisition, coordination with regulatory agencies, threatened and endangered species surveys, preparation of technical reports, and making presentations at in-house and public meetings. The assigned projects will vary in timing, level of complexity, and the number of projects assigned.

If a contract is awarded, the initial contract term will be one-year and VDOT may extend the contract for two additional one-year terms at the option of the Commissioner. The total maximum compensation will be \$2,000,000 per term. During the course of this contract, work will be solicited only as the need arises. For any given project, VDOT will provide the project scope and request a detailed scope of work, schedule, and cost estimate to be submitted by the consultant for review and approval before work can begin. It is anticipated that this contract will involve numerous projects, but VDOT cannot predict nor guarantee the timing, complexity, or number of projects assigned. The Department reserves the right to modify or eliminate in whole or in part, any of the requested services.

This Request for Proposal does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Department reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Department to do so. Each multiple award contract will be negotiated and awarded sequentially following the same procedures set forth in the 2007 Manual for the Procurement and Management of Professional Services.

Each firm in the selected team must have a current overhead rate established in accordance with the Federal Acquisition Regulations (FAR) and must have current Title VI certification from VDOT.

All contact for information should be directed to Patrick Hughes of the Environmental Division at (804) 371-6839 (TTY/TDD 711) or Patrick.Hughes@vdot.virginia.gov.

SCOPE

All services must be performed in accordance with VDOT guidelines, all appropriate federal and state laws and regulations, and be of sufficient quality to obtain approval from all regulatory agencies.

The primary laws and regulations applicable to the services requested will include, but are not limited to:

- National Environmental Policy Act, 42 U.S.C. 4321 et seq PL 91-910
- Fish and Wildlife Coordination Act, 16 U.S.C. 661-666PL 93-205
- Clean Water Act, 33 U.S.C. 1251-1376
- Rivers and Harbors Act of 1899, 33 U.S.C. 401 et seq
- Executive Orders 11988 (Floodplain Management) & 11990 (protection of Wetlands)
- Code of Virginia, Section 62.1-3 MRC Permits
- Coastal Zone Management Act, (1972), 16 U.S.C.
- Endangered Species Act (1973)
- Tennessee Valley Act of 1933
- Virginia Pollution Discharge Elimination System Permits, Title 62.1-44.15.5
- Virginia Water Protection Permit Regulations, Title 62.1-44.15.5
- Wild and Scenic Rivers Act
- Virginia Scenic Rivers Act (1970)
- Virginia Endangered Plant and Insect Species Act. (1979)
- Code of Virginia, Title 29.1, Article 6-enables Virginia Department of Game and Inland Fisheries to regulate endangered and threatened fish and wildlife (except insects) in Virginia (1972)
- Federal Guidance for the Establishment, Use and Operation of Mitigation Banks (1995)
- Code of Virginia, Title 33.1 & 62.1 (Wetland Banking)

The scope of work for projects to be completed under this contract will include, but not be limited to the following:

Jurisdictional Determination & Ecological Studies

- Identification of Corps of Engineers, Department of Environmental Quality, Virginia Marine Resources and Tennessee Valley Authority jurisdictional areas within project corridors
- Delineation of special aquatic sites, wetlands and waters of the U.S. using current methods recognized by the appropriate agencies
- Assessment of aquatic habitats including macrobenthics, fish, mussels and aquatic threatened and endangered species
- Threatened and endangered species surveys (plants, reptiles, amphibians, birds, mammals)
- Preparation of technical reports and studies to support regulatory agency coordination
- Schedule and conduct regulatory agency field reviews and project meetings
- Delineation staff must be Corps of Engineers wetland certified

Wetland Compensation & Stream Restoration

- Location studies of suitable wetland and stream compensation sites
- Preparation of compensation site feasibility studies, hydraulic analyses, water budgets, soils analyses, stream classification and assessments
- Development of conceptual, preliminary and final plans for construction and/or remediation of wetland and stream compensation sites; development of site access designs in accordance with VDOT's design standards and specifications
- Development of construction estimates, schedules special design drawings, copied notes and special provisions as necessary for project advertisement
- Physical surveys of site topography, jurisdictional boundaries of wetlands and other aquatic resources, location of hydrological monitoring devices, biological bench marks, property lines, proposed acquisition lines and utilities
- Performance of construction inspections and post-construction monitoring for wetland compensation & stream restoration or relocation projects
- Development of conceptual and final site specific performance criteria for wetland compensation & stream restoration projects including associated construction and post-construction monitoring plans for review and approval of regulatory agencies to satisfy the requirements for water quality permits

Project Permitting

- Evaluation of projects to determine project permitting requirements
- Preparation and filing of water quality permit applications through VDOT's Interagency Coordination Meeting (IACM) and/ or joint permit applications for acquisition of Corps of Engineers, Tennessee Valley Authority, Department of Environmental Quality and Virginia Marine Resource permits or permit modifications
- Preparation of detailed permit sketches and drawings to support permit applications
- Prepare presentations and present projects to regulatory agencies at VDOT's Interagency Coordination Meetings (IACM)
- Delivery of a complete permit package to VDOT necessary to clear projects for advertisement

Project Coordination

- Facilitate coordination with VDOT and/or consultant design engineers, federal and state environmental agencies, local jurisdictions and citizens of the Commonwealth to successfully resolve/address issues/concerns identified during the permit acquisition and impact/compensation development process
- Development of alternative analysis, identifying and documenting avoidance and minimization measures, developing compensation options, construction methodologies, etc.

Miscellaneous

- Development of public informational mailings, questionnaires, and attending project scoping

meetings, field inspections, pre-advertisement conferences and construction coordination meetings

- Preparing presentations for display at public hearings and meetings with governmental agencies and special interest groups
- Conduct environmental training workshops/classes for VDOT's Environmental Division staff
- Other services as agreed upon by VDOT and the Consultant

The selected team will have a comprehensive understanding of wetland, stream and water quality environmental engineering services relative to highway, and multi-modal transportation projects, excellent written and oral communication skills, and interpersonal skills, and thorough knowledge of VDOT's Natural Resources section guidelines and procedures.

EXPRESSION OF INTEREST

1. The Expression of Interest shall be organized in the following order:
 - Transmittal letter
 - Table of Contents
 - Understanding of Scope of Work
 - Response to the 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 sheets
2. Furnish four copies (one original signed and three copies) of current GSA Forms 254 for each firm involved and four copies (one original signed and three copies) of one combined GSA Form 255 for the project team. Note: VDOT continues to make use of Forms 254 and 255; if needed they are posted on the external site at <http://www.virginiadot.org/business/gpmmps.asp> (scroll down to the bottom under PDF's). 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 other state transportation agencies."
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. See Attachment titled, ***Contract Labor Categories and Definitions*** for a listing of labor categories and related definitions that will become a part of the resultant contract. 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 maximum of a one page total resume per individual.
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 criteria that will be used to evaluate your submission. This is the ONLY section of the submission that 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 may use.
6. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms is maintained on their web site (<http://www.dmb.e.state.va.us/>) under the **DBE Directory of Certified Vendors**. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBEs 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 DBEs as potential subconsultants. The consultant is encouraged to contact DBEs to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE whereby the DBE 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 firm’s is maintained on the DMBE web site (<http://www.dmb.e.state.va.us/>) under the **SWaM Vendor Directory** link. Consultants are encouraged to take all necessary and reasonable steps to ensure that SWaM firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and

consider SWaM firms as potential subconsultants. The consultant is encouraged to contact SWaM firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a SWaM firm whereby the SWaM firm promises not to provide services to other consultants is prohibited.

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

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

Any DBE or SWaM firm must become certified (with the Virginia Department of Minority Business Enterprise) prior to your response being submitted. If DBE or SWaM 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.

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 task 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 firms graduates from the program, their workload incurred while a DBE or SWaM will be exempted for the next three years. Any workload obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only **Category B** work will be counted in the scoring criteria. This information shall be submitted using the attached 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 to be affiliates.

9. In one (1) page or less, provide information that will indicate your firm's ability to meet workload and short schedules for projects assigned under this agreement.
10. In five (5) pages or less, please emphasize your qualifications in the following areas:
 - Experience in identifying waters of the United States, special aquatic sites including wetlands and streams, jurisdictional areas within project corridors, and obtaining Corps of Engineer's jurisdictional confirmations
 - Experience in assessing aquatic habitats, conducting threatened and endangered species surveys and preparing technical reports in support of regulatory permit coordination and acquisition
 - Experience in site location, site assessment, design, plan development and monitoring of wetland and stream compensatory mitigation projects
 - Experience using innovative ideas to obtain water quality permits for complex and controversial projects
 - Experience in coordinating with environmental regulatory agencies to resolve conflicts identified during the permit acquisition process, including avoidance and minimization, impact determinations and mitigation / compensation proposals.
11. A project approach discussion is required for this project and shall be limited to two (2) pages or less. This discussion should include project team coordination and quality control measures.
12. In addition to the page restrictions listed above, a maximum of two (2) 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 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 opportunity for DBE or SWaM credit in the selection of the most qualified firm or team.

ADMINISTRATIVE:

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

Surveying ____

Specifications ____

Bridge and Structure Plans X

Materials Analysis ____

Permit Drawings ____

Environmental ____

Hydraulic and Hydrologic Analysis ____

Road Plans ____

Traffic Data X

Traffic Analysis X

Signs and Signals Plans X

Lighting Plans X

Scour Analysis X

Geotechnical Borings and Analysis ____

Utility Plans X

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.scc.virginia.gov/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 that offer or render any professional service must have at least one full-time resident professional responsible in 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 will be actual costs 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. 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 November 29, 2007**. 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

7. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 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.
8. The Department does not discriminate against any offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
9. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
10. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the 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.

[illegible]

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

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

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

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

formed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project, you must include a copy of the exemplum letter with this submittal.

† The outstanding workload of any certified DBE or SWaM prime and subconsultant is not to be included. When 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 and/or S (S=State F=Federal) Project No.: Statewide Wetlands and Water Quality

Engineering Services

Division: Environmental

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 and Address	Firm's DBE or SWaM Status *	Firm's Age	Firm's Annual Gross Receipts

* YD = DBE Firm Certified by DMBE
Certified by DMBE

N = DBE/SWaM Firm Not

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: Statewide Wetlands and Water Quality Engineering Services

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil 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 Sub-consultant)

Project: Statewide Wetlands and Water Quality Engineering Services

- 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

PROJECT: Statewide Wetlands and Water
____ Quality Engineering Services

FIRM: _____

DESCRIPTION:

SUBS: _____

DATE:

		NUMERICAL VALUE	SB	RC	PH	AVG.	WEIGHT	WEIGHTED EVALUATION
Firm/Team's experience in providing wetland and stream compensation services (Expertise, experience and qualifications in providing services) (1=least, 10=most)		1-10					15%	
Firm/Team's experience in performing wetland and stream jurisdictional determinations (Expertise, experience and qualifications in providing services) (1=least, 10=most)		1-10					5%	
Firm/Team's experience in performing ecological studies, threatened and endangered species surveys (Expertise, experience and qualifications in providing services) (1=least, 10=most)		1-10					10%	
Firm/Team's experience in providing stream restoration services (Expertise, experience and qualifications in providing services) (1=least, 10=most)		1-10					10%	
Firm/Team's experience in providing water quality permitting services (Expertise, experience and qualifications in providing services) (1=least, 10=most)		1-10					15%	
Firm/Team's experience with regulatory agencies and inter-agency coordination (Expertise, experience and qualifications in providing services) (1=least, 10=most)		1-10					10%	
Firm/Team's ability to meet project workload and short schedules (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					10%	
Qualifications of Project Manager (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10					15%	
Present Workload with Department** (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included.) † (Only Category B 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 - INSPECTION 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 consultant 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.

Contract Labor Categories and Definitions

Labor Category	Labor Category Definitions
Contract / Project Manager	Provides direction and management in accordance with contract requirements; responsible for scope development, project management and product review to meet project/task goals and objectives. Ensures on-schedule completion within budget and in accordance with contractual obligations. This individual has a proven ability in project management and at least 5 years of experience in engineering, planning, environmental science or a related field. A B.S. degree in environmental science, engineering, planning, landscape architecture or a related field is required.
Environmental Scientist – Wetlands	This individual is a fully qualified professional with 7+ years of experience capable of acting in a lead capacity on multidisciplinary teams. A B.S. degree in environmental science, planning, landscape architecture or a related field is required. The Environmental Scientist may be the technical lead for the task and should have a demonstrated ability to manage routine to complex wetland-related projects/tasks, critically evaluate technical problems, direct plan development, and supervise technical aspects of document preparation, compensatory mitigation projects and field remediation efforts, in accordance with state, federal and local laws and regulations. Perform all aspects of field work for wetland delineation, habitat assessments and endangered species surveys.
Environmental Scientist – Streams	This individual is a fully qualified professional with 7+ years of experience capable of acting in a lead capacity on multidisciplinary teams. A B.S. degree in environmental science, engineering, planning, landscape architecture or a related field is required. The Environmental Scientist may be the technical lead for the task and should have a demonstrated ability to manage routine to complex stream-related projects/tasks, critically evaluate technical problems, direct plan development, and supervise technical aspects of document preparation, compensatory mitigation projects and field remediation efforts, in accordance with state, federal and local laws and regulations. Perform all aspects of field work for stream classification, habitat assessments and endangered species surveys. Level IV Rosgen training or the equivalent is required.
Environmental Specialist Senior - Wetlands	Responsible for implementing and managing routine to complex projects/tasks involving aspects of wetland science and ecology to meet required goals/objectives. This individual is a fully qualified professional with 5+ years of experience capable of acting in a field lead capacity for data collection and monitoring. A B.S. degree in environmental science, planning, landscape architecture or a related field is required. This individual should be technically competent in field-related techniques and skills (e.g., soils, hydrologic investigations, erosion and sediment control practices, botany, wetland ecology, wetland assessment, wetland delineation) and may be a technical lead for this discipline.
Environmental Specialist	Responsible for implementing and managing routine to complex

Senior – Streams	projects/tasks involving aspects of aquatic ecology and assessment to meet required goals/objectives. This individual is a fully qualified professional with 5+ years of experience capable of acting in a field lead capacity for data collection and monitoring. A B.S. degree in environmental science, planning, landscape architecture or a related field is required. This individual should be technically competent in field-related techniques and skills (e.g., stream classification, assessment and monitoring; erosion and sediment control practices; RBP methods; macrobenthic taxonomy) and may be a technical lead for this discipline. Level II Rosgen training, or equivalent, is required.
Environmental Specialist	This individual has 2-5 years of experience in increasingly responsible roles and a B.S. degree in environmental science, planning, landscape architecture or a related field. This individual should have experience in field-related techniques and skills for either stream or wetland work (e.g., stream classification, assessment and monitoring; RBP methods; macrobenthic taxonomy) and should be capable of data collection and evaluation and developing recommendations.
Environmental Technician	This individual has <2 years of experience capable in increasingly responsible roles and a B.A. degree in environmental science or a related field. This individual should be capable of conducting routine monitoring and assisting with more complicated task assignments, as needed.
Regulatory Specialist	This individual has 5+ years experience with Section 404/401 regulatory permitting, wetland delineations, environmental assessments and compensatory mitigation. Knowledge of state and federal permit procedures and NEPA document compliance. A B.A. / B.S. degree in environmental science, ecology, environmental studies or a related field is required. Project management experience in the environmental fields and excellent written and oral communication skills.
Principal Engineer / Planner	This individual is a fully qualified professional with 12+ years of related work experience. A 4-year degree in engineering, planning, environmental science or a related field is required. Professional engineering or planning registration is desirable. The Principal Engineer / Planner determines methods and solutions for complex engineering and planning problems and selects the most efficient and economical manner in meeting objectives. Applies advanced engineering and planning techniques and analyses within a discipline. This level of engineer or planner is a fully qualified professional, proficient in the utilization of current engineering and planning theories and practices. Potential to perform in lead capacity in a broad range of assignments, excellent written and oral communication skills, thorough familiarity of industry practices and regulations including civil and structural design, transportation and environmental planning.
Engineer Planner Senior	This individual is a fully qualified professional with 7+ years of experience capable of acting in a lead capacity on multidisciplinary teams involving complex design issues. A B.S. degree in engineering,

	planning, environmental science or a related field is required. The Engineer / Planner Senior may be the technical lead for a task and should have a demonstrated ability to manage routine to complex projects. KSA's should include a strong working knowledge of conceptual and final site plan design (including grading, drainage, construction detailing, estimating and document preparation), the ability to critically evaluate technical problems, review and certify plans for completeness, in accordance with state, federal and local laws and regulations.
Engineer/Planner	This individual has 3+ years of experience and is capable of acting in a support capacity on multidisciplinary teams involving routine to complex design issues. A B.S. degree in engineering, planning, environmental science or a related field is required. The Engineer/Planner may be the technical lead for some tasks and should have a demonstrated ability to manage routine to complex projects/tasks involving civil and environmental engineering principles. Capabilities should include a good working knowledge of conceptual and final site plan development and construction methodologies.
Engineer / Planner Associate	This individual has <3 years of experience and performs a variety of engineering and planning tasks by applying standard engineering techniques and principles. A 4-year degree in engineering, planning, environmental science or related field is required. Capabilities include a working knowledge of CADD and PC packages typically associated with engineering and plan development.
CADD Technician	Responsible for all routine to complex computer-aided drafting and graphics, including GIS-based applications that may be required. Uses CADD workstations and other graphics software to prepare engineering drawings, permit support graphics, sketches, figures and displays. Requires a 2-year technical degree or certificate of completion from an accredited design / drafting program (or equivalent).
Clerical	Performs a variety of routine and non-routine administrative, clerical, data collection and report writing tasks. High school diploma and 5+ years of relevant work experience. Good written and oral communication, organizational, and interpersonal skills are required. Additionally, a demonstrated proficiency in keyboard skills and related word processing, spreadsheet, and database software is required.