



REQUEST FOR PROPOSAL

**CONSTRUCTION ENGINEERING
INSPECTION SERVICES
FOR**

**SALEM DISTRICT-WIDE
CONTRACT III**



GENERAL

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

A Salem District-Wide (Contract III) providing construction engineering inspection services under a Fixed Billable Rate Contract. This contract will be for a 1 year contract period with optional 2 one-year renewable terms. The proposed one-year contract will have a total maximum compensation not to exceed \$2,000,000.00.

This work is to be accomplished utilizing computerized design and drafting systems compatible with the Department's automated design and drafting systems. The Department's roadway design system is GEOPAK Civil Design Software and the drafting system is Microstation. This project will be developed utilizing the Department's policies and procedures and FHWA's guidelines. This Request for Proposal does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Department reserves the right to 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

Project inspection will require 1 Construction Inspector Coordinator, and 18 inspectors during peak construction operations, consisting of 10 (ten) Construction Inspectors Seniors, 4 (four) Construction Inspectors, 2 (two) Construction Inspector (Project Records Management), 2 (two) Inspector Trainees, 2 (two) Construction Managers, and 1 (one) Responsible Charge Engineer.

All personnel shall be knowledgeable of the Department's Construction Program, VDOT's Road and Bridge Specifications and Standards, Computer Based Construction Management Systems, and Work Area Protection Manual. Additional engineering functions which may be required include, but are not limited to, the review of shop drawings, schedule review and analysis and notice of intent and claims analysis.

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

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

STAFF FUNCTIONS, FEATURES OF WORK and KNOWLEDGE SKILLS AND ABILITIES

Construction Inspector Coordinator

Construction Inspector Coordinator Function: To coordinate inspection assignments with the Department throughout the district.

Construction Inspector Coordinator Features of Work: Coordinates the entire inspection contract with the Department. Submits invoice in a manner suitable for input into FMS II. Assumes responsibility for the performance and actions of the consultant inspection staff.

Construction Inspector Coordinator Knowledge Skills and Abilities: The coordinator is expected to have

3 years of experience in the coordination of inspection staffs on a statewide, regional or district wide basis for any transportation agency. Experience shall include staff scheduling and the handling of multiple priorities; knowledge of staff capabilities and ability to match the inspector staff to assigned task orders; demonstrating a general knowledge of the duties and responsibilities of a project inspector.

Construction Inspector Senior

Construction Inspector Senior Function: To monitor the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects of moderate to considerable complexity. In addition to inspection responsibilities, the Inspector Senior may be required to also provide inspection/project management, under the direction of a Construction Manager or designee.

Construction Inspector Senior Features of Work: In addition to the duties noted for Construction Inspector, the inspector senior monitors contractor's operations to ensure compliance with contract terms and specifications. Independently coordinates and directs all phases of construction inspection of projects which are typically complicated by extensive traffic control, sensitive political or environmental concerns, or significant project coordination with property owners, utility companies, and local and federal government representatives. Verifies lines, grades, dimensions and elevations using survey and field engineering equipment. Coordinates and schedules various phases of construction with the prime contractor and agency personnel; reviews and monitors contractors' plan of operation; and advises contractors of violations and recommends adjustments to operations. Recommends changes to construction plans to meet field condition; makes field measurements of pay items and conducts materials testing; checks equipment; maintains and 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 resolve field construction issues and to obtain technical guidance in specialty areas of engineering and inspections. These positions also require frequent external contact with contractor personnel to schedule and coordinate project inspection and resolve problems; with local government and law enforcement agencies to explain work under construction and coordinate traffic control; with suppliers to monitor receipt of materials; with utility companies to coordinate relocation and installation; and with the public to provide information and resolve issues.

Construction Inspector Senior Knowledge Skills and Abilities: The Construction Inspector Senior is expected to have 6 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:
 - 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 Safety

Construction Inspector

Construction Inspector Function: To monitor the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects of routine to moderate complexity, under the direction of a Construction Manager or designee.

Construction Inspector Features of Work: Oversees, inspects, and monitors contractual field work which includes excavations, drainage facilities, road surfaces, and structures; schedules work and inspection phases with contractor's superintendent and agency personnel; advises contractors of violations and recommends adjustments to operations; takes field measurements of pay items; checks placement of and performs tests on construction materials; checks lines, grades, dimensions, and elevations using standard survey and field engineering equipment; and oversees and enforces the installation of erosion/siltation controls and safety devices. Recommends changes to construction plans to meet field conditions or provide project cost savings. Maintains project records which include daily diaries, materials notebooks, as-built plans, and pay quantity records; evaluates and monitors progress schedules, prepares work orders, and monthly estimates. 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.

Construction Inspector Knowledge Skills and Abilities: The Construction Inspector is expected to have 3 years of inspection experience including a working knowledge of roadway, structure, and bridge construction methods, materials, standards, construction symbols and terminology; state and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Working skill in operating computer equipment, software programs and field inspection equipment. Ability to read and interpret roadway, structure and bridge plans and specifications; apply mathematical formulas and engineering principles to determine minor adjustments to construction plans; 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
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Construction Inspector (Project Records Management)

Construction Inspector (Project Records Manager) 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. This position will provide computer technical support on all construction inspection computer applications.

Construction Inspector (Project Records Manager) Features of Work: This position will maintain the overall project records and closely monitor the project schedule as it relates to the project's critical path schedule and related earnings. In addition, the position will monitor and maintain issue files that have the potential to, or have become, formal Notices of Intent to file claims against the Department and ensure that the records are complete, factual, and that a project timeline of each issue is included. Also, when necessary, the position will analyze submissions of work orders or claims for impacts to the project schedule and cost. These functions will be performed in collaboration with the Project Control Engineer. Other responsibilities include training and coaching of inspector personnel, performing inspection duties and assisting the Construction Project Manager and Project Control Engineer as required. Coordinates with entire construction inspection staff within the Department. Submit monthly reports showing the performance and recommendation of actions to be taken to correct technical problem areas.

Construction Inspector (Project Records Manager) Knowledge, Skills and Abilities: The Construction Inspector Project Records Manager is expected to have 5 years of project records management experience with considerable knowledge of highway construction inspection techniques, methods, procedures, practices, materials and equipment. Significant knowledge of road and bridge construction standards, specifications, MUTCD, environmental regulations, safety requirements, DBE/EO/CR guidelines, and related rules and regulations, terms and symbols. Proven ability to inspect a wide variety of roadway, structure and bridge construction projects. Proven skill in operating field engineering and testing equipment. Proven ability to apply mathematical formulas and engineering principles to measure, calculate and reconcile pay quantities and estimate field adjustments. Demonstrated ability to observe, monitor and document construction activities, implement and enforce quality control standards and material testing procedures and prepare related documentation. Knowledge of Federal and State Labor Regulations to including the Davis Bacon Act. Significant demonstrated ability to interpret roadway & bridge construction contracts, special provisions, specifications and understand survey stakes. Demonstrated ability to utilize Microsoft Word and Excel software. Demonstrated ability to provide technical supervision, leadership and training to other inspectors and to coordinate inspection activities. Demonstrated ability to communicate effectively both orally and in writing with contractors, political entities and the general public. Skilled in negotiating solutions and/or resolving contract issues. Ability to perform physically demanding work under field conditions including but not limited to operation of testing equipment, lifting, climbing, stooping, working at heights and in confined spaces, and making visual observations. Must be able to work in the vicinity of and operate devices emitting low-level ionizing radiation. Skills in operating all computer and field inspection equipment and software programs.

- Expected VDOT Certifications:
 - Soil and Aggregate Field Compaction
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 - Pavement Marking
 - Flagger Certification

- Additional Expected Certification:
 - Department of Conservation and Recreation (DCR) Certification for Erosion and Sediment Control Inspection
 - Work Zone Traffic Control Training (Intermediate Level)
 - Nuclear Safety

Construction Inspector Trainee

Construction Inspector Trainee Function: To monitor in a training capacity, the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects, under the direction of a Construction Manager or designee.

Construction Inspector Trainee Features of Work: Performs work of routine difficulty in a training capacity. Inspects excavations, drainage facilities, safety, environmental, and traffic control devices, and road surfaces and structures by comparing work performed to plans and specifications. Maintains project records including daily diaries, workbook, and materials records. Receives on-the-job and required agency classroom training to obtain designated highway material certifications.

Construction Inspector Trainee Knowledge Skills and Abilities: The Construction Inspection Trainee is expected to have a working knowledge of basic mathematics including computation of linear and cubic measurements; a demonstrated ability to communicate effectively both orally and in writing; and learn and apply new information and concepts.

Construction Manager

Construction Manager Function: To manage the assigned elements of a construction project to assure quality of the contractor's compliance with the plans and contract documents, manage project personnel staffing, project inspection, and contract administration under the direction of the Area Construction Engineers.

Construction Manager Features: Manages assigned project elements which may involve structures, roadways, and other transportation facilities. Duties include analyzing and interpreting project plans and specifications to ensure project constructability; identifies design errors for the Department; determines impact for both the Department and contractor; interprets unclear contract language; work order time impact analysis, maintain and report contractor's daily production rates, prepare independent detailed construction estimates; supervises and manages inspection personnel and makes recommendations on project staffing. Conduct pre-construction conference, utility coordination meetings, construction progress meetings and other types of conferences; writes project management correspondence, and approves or rejects recommendations made by project inspectors. Recommends resolution of field construction problems and recommends design changes; works with the project design group, materials, environmental, traffic engineering, Right of Way, public, or all other parties

necessary to meet contract schedules and requirements.

Actions required by this position determine; the efficient and effective building of the assigned project, safety of employees and the contractor personnel, the traveling public, meeting established schedules, legal requirements, and contract specifications for project completion. This position also requires frequent internal and external contact with 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.

Construction Manager Knowledge Skills and Abilities: Construction Manager is expected to have 10 years of experience in the management of roadway construction projects. Considerable knowledge of roadway, structure, traffic engineering, construction methods, procedures, practices, plans, specifications, and contracts; materials use and performance, environmental, legal, and safety responsibilities related to construction of transportation facilities; and knowledge in the use of electronic data processing equipment for contract management. Working skill in the use of survey, nuclear density, and materials testing equipment. Ability to supervise and manage employee groups. Ability to interpret roadway plans, specifications, and contracts. Ability to prepare technical, financial, administrative, and explanatory correspondence.

Responsible Charge Engineer

Responsible Charge Engineer Function:

To lead and guide Construction Managers, Inspection staff and Contract consultants in administering construction and maintenance contracts and managing projects in the transportation construction engineering industry.

Responsible Charge Engineer Features of Work:

Manages a wide range of construction projects of varying complexity related to roadways, structures, and drainage, and also manages environmental issues. Responsible for management of all aspects of construction/maintenance contracts which are in compliance with safety standards, built with quality in a cost effective and timely manner and in compliance with state and federal standards.

Responsible Charge Engineer Knowledge Skills and Abilities:

The Responsible Charge Engineer shall be a Virginia licensed P.E. having a minimum of 10 years of direct experience in managing complex construction projects. Requires comprehensive knowledge of transportation engineering construction principles/practices; quality assurance and control methods; civil engineering and regulatory/legal constraints. Must have demonstrated skill in delivering complex transportation projects in a transportation engineering/construction industry; communicate effectively both orally/writing with various stakeholders/constituents; leading construction/engineering staff; and implementing change management.

Ability to apply advance engineering planning and project scheduling principles to a variety of complex projects; conduct constructability reviews and demonstrated skill in performing cost analysis and in timely resolution of field issues by partnering to achieve cost effective solutions; develop contract language to meet customer needs; oversee multiple projects; interpret contracts, plans and specs and resolve disputes in a timely manner; and research, identify and implement solutions for construction problems on program wide basis.

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

Engineering Support Staff Function: To provide support to the Department staff in the analysis and review in the areas of, but not limited to shop drawings, schedule review/analysis and notice of intent and claims analysis, as requested by the Area Construction Engineer.

Engineering Support Staff Features of Work: Provides consultation, investigations, evaluations and written documentation in the areas of, but not limited to shop drawing review, schedule review and analysis and notice of intent and claims analysis, as requested by the Area Construction Engineer.

Engineering Support Staff Knowledge Skills and Abilities: The Engineering Support Staff shall be a Virginia licensed P. E. having 10 years of experience in the practice of engineering defined as where the principles and methods of engineering are applied to, but 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. Experience with the practical application of engineering procedures in roadway design/construction.

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
 - 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. With the exception of Trainees, indicate in Section 7 of GSA Form 255 personnel who will be assigned to this project, their proposed assignment, providing the experience record of each. Team members who are not currently employed by the firm under which they are proposed shall have a signed commitment letter (See Attachment "A") attached to their resume, demonstrating their commitment to the firm under which they are proposed, should the team be awarded the inspection contract. Indicate each expected VDOT Certification, DCR Certification, and the expiration date of each. Other pertinent certifications should also be listed. Each Resume shall be limited to one page per person with a font of no less than 10 point. For evaluation purposes, one resume must be submitted equal to 50% of the number of inspectors, senior inspectors, and key personnel requested per classification by the Scope of Services, excluding trainees. In section 10 of GSA Form 255 the consultant should detail his plan to assure the Department that the inspection staff submitted for evaluation will be available for the inspection services requested by the RFP. This information should be provided in the introduction or opening information found on the first page of Section 10. In addition resumes must also be provided for each additional engineering function requested, unless the consultant proposes that one engineer provides multiple engineering functions.

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

5. Section 10 of GSA Form 255 is limited to a maximum of ten pages. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. This is the ONLY section of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project.
6. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms is maintained on their web site (<http://www.dmb.state.va.us/>) under the **DBE Directory of Certified Vendors**. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBE firms as potential subconsultants. The consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. The Department believes that these services support 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.

If portions of the services are to be subcontracted to a DBE or SWaM, the following needs to be submitted with your EOI and both must reference the project number(s) for the services:

- Written documentation of the prime's commitment to the DBE or SWaM firm to subcontract a portion of the services, a description of the services to be performed and the percent of participation.
- Written confirmation from the DBE or SWaM firm that it is participating, including a description of the services to be performed and the percent of participation.

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.virginia.gov/business/BOWD.asp. The BOWD Center can be contacted at (804) 662-9555 or via email to BOWDCenter@vdot.virginia.gov.

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

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

9. In two (2) page(s) or less, provide information that will indicate your firm's ability to respond quickly to task assignments, be able to handle multiple tasks concurrently, and be able to complete task on accelerated schedules. The schedule will be identified when the work is assigned.
10. In 2 page(s) or less, please emphasize your qualifications in the following areas: Construction Inspection Services.
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 listed below. (The 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. The DPOR registration detailing the main office practicing or offering to practice any professional services in Virginia: the business name, address, registration type, registration number, expiration date, and licensing details for the associated professional responsible in charge.
 3. For this Project/Contract, the DPOR registration detailing for each branch office practicing or offering to practice professional services Virginia: the business name, business address, registration type, registration number, expiration date and licensing details for the associated professional responsible in charge of the branch office.

4. For this Project/Contract, the DPOR license detailing for each of the Key Personnel practicing or offering to practice professional services in Virginia: the name, the address, type, the registration number, and the expiration date. Provide the office location where each Key Personnel member will be performing the work.
5. For this Project/Contract, the DPOR license detailing for those regulated services other than professional services (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 that event your EOI submittal(s) may be returned without any consideration or evaluation.

ADMINISTRATIVE

1. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (A Business Registration Guide is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>). Foreign Professional corporations and Foreign Professional Limited Liability Companies must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (<http://www.state.va.us/dpor>). Board regulations require that all professional corporations and business entities that have branch offices located in Virginia which offer or render any professional services relating to the professions regulated by the Board be registered with the Board. Registration involves completing the required application and submitting the required registration fee for each and every branch office location in the Commonwealth. All branch offices which offer or render any professional service must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at each branch. All firms involved that are to provide professional services must meet this criterion prior to submitting an Expression of Interest to the Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.
2. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
3. The method of payment 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. 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.

4. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All 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.
5. Records Exclusion from Public Disclosure: Pursuant to the provisions of §2.2-3705.6 (22) of the Code of Virginia, trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law may, subject to a determination by the Inspector General as described herein, be withheld from public disclosure under the Virginia Freedom of Information Act (FOIA). To enable the Inspector General to identify data or records that may be subject to this exclusion from disclosure under FOIA the private or nongovernmental entity shall, in accord with procedures adopted by the Inspector General, make a written request to the Inspector General of the Virginia Department of Transportation:
 - 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.

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 QUADRUPPLICATE and received no later than 4:00 p.m. on October 29, 2009. Responses received after this time will not be considered.

US Postal Service regular mail, send to:

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

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

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

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 an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
9. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
10. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct

business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal/expression of interest being rejected.

11. The required services will involve the handling of Critical Infrastructure Information/Sensitive Security Information (CII/SSI) material. Firm(s) handling CII/SSI material will be required to sign non-disclosure agreements. Individuals with the firm(s) that handle CII/SSI material will be required to sign non-disclosure agreements. Once negotiations have been completed and prior to executing a contract, personnel handling CII/SSI material, visiting Critical Infrastructure (CI) facilities or performing bridge/tunnel inspections may be required to pass a fingerprint-based Criminal History Background Check (CHBC). Evidence of current CHBC from the Department of Criminal Justice Services is acceptable in lieu of a fingerprint-based 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.

FIRM DATA SHEET

Funding: ____ (S=State F=Federal)

Project No.: Salem District Wide
(Contract III)

Division: Scheduling and Contract

EOI Due Date: October 29, 2009

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data will result in the Expression of Interest not being considered.

Firm's Name, Address and DBE and/or SWAM Certification Number	Firm's DBE or SWaM Status *	Firm's Age	Firm's Annual Gross Receipts

* YD = DBE Firm Certified by DMBE

N = DBE or SWaM Firm Not Certified by DMBE

NA = Firm Not Claiming DBE or SWaM Status

YS = SWaM Firm Certified by DMBE. Indicate whether small, woman-owned, or small business.

DMBE is the Virginia Department of Minority Business Enterprise

CERTIFICATION REGARDING DEBARMENT

PRIMARY COVERED TRANSACTIONS

(To be completed by a Prime Consultant)

Project: Salem District Wide (Contract III)

- 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: Salem District Wide (Contract III)

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Signature

Date

Title

Name of Firm

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

EOI NO.: _____

PROJECT: Salem District Wide (Contract III)

FIRM: _____

DESCRIPTION: CONSTRUCTION ENGINEERING SERVICES

SUBS: _____

DATE:

		NUMERICAL VALUE				AVG.	WEIGHT	WEIGHTED EVALUATION
FIRM/TEAM'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10					25%	
PERSONNEL'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)		1-10					40%	
QUALIFICATIONS OF INSPECTOR COORDINATOR (Expertise, experience and qualifications in project management as related to the scope of services) (1=least, 10=most)		1-10					5%	
ORGANIZATIONAL CAPABILITY (Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of subconsultants) (1=least, 10=most)		1-10					20%	
PRESENT WORKLOAD WITH DEPARTMENT ** (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included.) † (Only Category ___ 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: _____