

FAIRFAX COUNTY
DEPARTMENT OF TRANSPORTATION
(FCDOT)
REQUEST FOR QUALIFICATIONS (RFQ)
FOR DESIGN OF VARIOUS TYPES OF
TRANSPORTATION IMPROVEMENT PROJECTS

Responses to Questions received through 11/10/2014.

1. *Please provide an updated link to the latest Engineering Proposal Document (EPD). The link provided in Section 6.3 of the Request for Qualifications (RFQ) document refers the user back to the page containing the RFQ.*

FCDOT is currently working on a major rewrite of the Engineering Proposal Document which contains the Terms and Conditions along with a number of other important items and issues that consultants should be aware of. We are still in the re-write process and the DRAFT document has been posted on the website. The FINAL version of the document will be used to govern the contracts under this solicitation and will be finalized prior to contract awards. (Updated 11/10/14)

2. *Are additional resources (not key personnel) allowed to be shown on the Organization Chart?*

Per the RFQ, only Key Personnel should be shown on the organization chart. Also see response to question #16.

3. *Can resumes be longer than one page and show more than 5 projects?*

Yes, the maximum limit is 2 pages, single sided, single spaced, 12 point font, including any graphics. (Also see response to question #18)

4. *Does the County anticipate procurement of right-of-way appraisal and negotiation services as professional services or as a direct expense associated with a vendor?*

We would assume these are sub-consultants and would be treated as such (i.e. a vendor/team member) if required. On federal/state aid projects any appraisal services, if required, shall be completed by a VDOT certified/approved appraiser for the type of property requiring an appraisal (i.e. residential, commercial). VDOT maintains a listing of certified/approved appraisers.

5. *The RFQ seems to allow for joint venture partnerships to prime for this proposal: there are several references to 'joint ventures' under 4.3, part of 4. Administrative*

Requirements. If a joint venture partnership primes, what are the expectations or requirements for the Project Manager role? Can the joint venture partnership assign co-project managers (one for each partner firm) or is a single project manager required? In the situation we are envisioning, there would be two firms as co-equal partners operating under a joint venture agreement.

After consulting with VDOT and due to administrative issues that this may cause, Joint Ventures (JV's) will not be allowed/permitted. One firm must be designated as the Prime. The language cited above is boiler plate and is intended for use in various types of solicitations, some of which may allow Joint Ventures.

6. *Our firm is considering submitting a proposal for the FCDOT RFQ. Can we submit a proposal that covers some of the range of services listed and not all? This would pertain to both primary and secondary services listed (page 3).*

There are two ways you can submit, either as a Prime or as a subconsultant as part of a team. As Prime, we would expect that most but not necessarily all Primary services would be provided by in-house staff. Any primary and secondary services that the Prime does not provide should be provided by subconsultants as part of your team. If you decide to submit as the Prime, then we would expect you to assemble a team that covers all primary and secondary services noted in the RFQ. Submitting a team that doesn't cover all potential services would result in a lower score/evaluation of the submittal.

7. *Has the County established the weighting criteria for each of the evaluation factors? If so, can you share it with us?*

The County has not yet established the weighting for the evaluation factors. Typically we do not publish this information. However, they are listed in order of importance in the RFQ, with the first criteria in the list having the highest importance.

8. *May graphics be included in the SF 330 Part I F (projects) and/or SF 330 Part I H?*

Yes, however, they will count toward the total number of pages allowed in each section (2 pages per project in Section 1.F including graphics/pictures, and 10 pages total in 1.H including graphics/pictures).

9. *Please clarify if the 12 point font requirement applies to the SF 330 Part IIs, tables, and graphics such as the organization chart? While I note that it is stated on pages 4-5 that "All printing except for the front cover of the SOQ should be typed with a 12 pt. font," the RFQ specifically calls for it for SF 330 Part I F and H, and the letter of submittal, but does not reiterate it for SF 330 Parts A-D, E, and G.*

All parts of SF 330 shall be in 12 point font. However, the Organization chart (text within the chart) need not be 12 point font. The Organization chart may be divided into two separate pages, one for Primary Services and one for Secondary Services. Pages larger than 8 ½ x 11 are not permitted (no foldouts). (Also see response to question #22)

10. *The above referenced project was issued October 20, 2014: Can you please provide me the names of the incumbents? Can you confirm, is this the 3rd round for the 4 year Transportation Program? I believe the 2nd round was 2008-2011 but I've been overseas for a year and can't recall.*

The current incumbents are: Rinker Design Associates (RDA), Volkert, Inc., Parsons Transportation Group (PTG), Whitman, Requardt Associates (WRA), and Rummel, Klepper, and Kahl (RK&K). Also, although they weren't selected at the same time as the above 5 incumbents, the following have on-calls with FCDOT, Transportation Design Division as well: Vanasse, Hangin, Brustlin (VHB), and Kimley-Horn (KHA). In 2011 FCDOT had two separate solicitations, one for general transportation design services, and one for traffic signal design services. We have combined these into one solicitation, i.e. the signal design work is now included in and a part of the general transportation design services. The current transportation design services contracts (5 firms) expire on March 31, 2015 and the Signal Design contracts (2 firms) expire on June 30, 2015.

11. *On RFQ page 6, under 2.3.9, it states to provide one copy of Part II for all firms included in the proposed team. Typically, an SF330 Part II is provided for each of the firm's offices proposed to perform services. This can sometimes be more than one SF330 Part II for each firm. Is this acceptable to provide one document for each office of each firm, or does the County only want one Part II per firm?*

Primes shall submit one copy of SF 330 Part II for each of the firm's branch offices proposed to perform services. Also, please submit one copy of SF 330 Part II for each sub-consultant firm's branch offices proposed to perform services.

12. *Beginning on RFQ page 6, under 2.4.3, the County requests Current and Projected Workload for Fairfax County and VDOT. Several questions are outlined below related to this request.*

- a. *The first paragraph on page 7, states that we must provide the total original or current approved maximum contract amount/value for which the prime consultant is directly responsible as well as the percent complete. The workload chart provided in the RFQ does not have column space to provide that information. Would the County like us to provide a separate spreadsheet to include that information or may we modify the table given?*

The Chart provides a column for "Amount of Contract/Task Order". Include in this column the current maximum contract amount/value. You may add a "Percent Complete" column to the spreadsheet; however, the amount shown in the column "total remaining workload" is sufficient for this purpose.

- b. *The standard VDOT workload form is set up for on-call contracts and project specific contracts, not task orders. How would the County like us to modify or fill out the form?*

For work under VDOT/County On-Call contracts, include the Total Value of all Task Orders awarded to date and the total amount of corresponding credits, approved payments, pending supplements, etc. as with a single/standalone contract. You do not need to include the values for each and every Task Order under an On-Call contract.

- c. *The workload chart provided has line items for subconsultants. Since the RFQ states that workload spreadsheets are not required for subconsultants, can that line item be deleted from the workload chart?*

The Line items for “subconsultants” can be deleted from the spreadsheet, or can be used to show current and projected workload under which the Prime is a sub-consultant to another firm.

- d. *The RFQ states we must include "active and pending task orders as noted above." Please explain what information is needed for your review.*

“Active and Pending Task Orders” means ALL task orders under an On-call contract (VDOT or Fairfax County) which the Prime consultant is currently actively working on, or that are currently in negotiations/scoping and a notice to proceed has yet to be issued. Include the estimated amount of any task order that is currently in negotiations/scoping. Firms should also include the estimated value of any contract for which they have been selected but a scope, fee, or contract has yet to be approved.

- e. *It is unclear how our workload will be evaluated by the County. Please explain how this information will be used in your evaluation of our proposal.*

As noted on page 7 of the RFQ, current and projected workload of the Prime consultant (both with VDOT and Fairfax County) is one of the evaluation factors. The Selection Committee has not yet determined the weighting factor or the point values for the range of contract values. However, current and projected workload will be weighted less than other evaluation criteria. The evaluation factors on page 7 are listed in general order of importance.

13. *On RFQ page 21, it is requested that consultant submit DBE participation information with the SOQ, while under 2. Contents of Statement of Qualifications, this information is not requested. Does the County want this information included in the SOQ? And if so where?*

DBE participation/information shall be shown on the Firm Data Sheet. Additionally, it can be included in the Cover Letter, Organization Chart (i.e. in the legend), and/or Part I.H. It is up to each firm/team to decide how they desire to show DBE participation beyond that required by the RFQ (Firm Data Sheet). (Also see response to question #17)

14. *In the RFP, it states that original signatures are needed for the letter of submittal (page 5 section 2.2.1) and the debarment form (page 6 section 2.4.2). Do the other signatures*

within the proposal need to be original, ie. Part I SF 330 Part I – Authorized Representative, Part II signature blocks, DBE Commitment and Confirmation Letters?
Original Signatures are only required on ONE of the 8 copies of the SOQ. As noted in paragraph 2.1, this copy shall be identified in the upper right-hand corner as “Original”. ALL documents within the SOQ that require a ‘signature’, which are part of the “Original” copy, shall have original signatures.

15. *Regarding the RFQ for Design of Various Types of Transportation Improvement Projects, could you please clarify if the County is looking for Construction Management to include scheduling, estimating, inspection, etc. or more along the lines of construction administration by engineering staff to respond to Construction RFI's.*

The extent of Construction Management services to be provided under this RFQ is not known at this time. However, based upon past experience, the services required would be limited to developing initial project time determinations, providing construction cost estimates, and responding to RFI's or to issues that arise during construction, including possible design/permit revisions. However, over the course of the term of the contracts, additional Construction Management services may be requested or required.

16. *What is a reasonable number of key personnel?*

It is up to the consultant/team to determine the number of key personnel to be shown on the Organization Chart and appropriate resumes included in the SOQ. It was noted in the Information meeting that there is no need to include a large number of personnel under a specific service area (example – no need to show 10 “key” personnel under the Roadway Design services area).

17. *Is a commitment letter required for DBE?*

If a DBE/SWaM firm is included on the Team, then a commitment letter must be submitted to ensure that the same DBE firm will be utilized should a project require DBE/SWaM participation. Since no specific state/federal aid projects have been identified at this time, the commitment letter does NOT need to include a percentage. If and when a Task Order is identified which requires a DBE/SWaM goal, a new commitment letter shall be submitted for that particular Task Order indicating the percent DBE/SWaM commitment to be achieved. Commitment letters shall be included as an Appendix of the SOQ and will not be counted against any page limitations.

18. *Can Resumes include more than 5 projects?*

Yes, resumes can include more than 5 projects and can be up to 2 pages in length, 12 point font, single sided, single spaced. However, Teams are cautioned not to include additional pages and projects within resumes unless they are relevant to the RFQ and the FCDOT Transportation Program. Do not add projects/pages to resumes just because it is permitted.

19. *Shall we use separate tabs for every selection criteria?*

It is up to the consultant/team to decide how to organize the SOQ.

20. *What type of workload for Fairfax County should be used on the Workload spreadsheet?*
FCDOT uses the same definition for contract types as VDOT. On the Workload spreadsheet, include all current or pending Category B Design contracts for the Prime consultant with any and all Departments within Fairfax County government. Include any Fairfax County contracts where the Prime consultant under this SOQ is a sub-consultant to another firm for a Category B contract.

21. *Could support staff be included in the Org. Chart?*

Only include key personnel by name in the Organization Chart. If you desire to show support staff, do not include any names or resumes for them. You may indicate the number of support staff in any technical/specialty area if so desired.

22. *Can font size on graphics and charts be smaller than 12 point?*

Yes, font size on graphics or charts included in resumes, Part 1.F (Projects) and/or Part 1.H (Additional Information) may be smaller than 12 point. However, any graphics/charts will count toward page limits stated in the RFQ and as noted herein.

23. *What is the timeline between shortlist and interviews?*

Typically 3-4 weeks between notification of shortlist and first scheduled interview. Tentative schedule for the entire Selection process is as follows:

Shortlist, notify and schedule interviews – mid-December 2014
Conduct Interviews - early to mid-January, 2015
Selection Complete - late January/early February, 2015
Contract Award - No Later Than (NLT) March 31, 2015
Notice To Proceed – NLT April 1, 2015

24. *How many firms are expected to be shortlisted and selected?*

As noted in the RFQ, up to 15 firms/teams could be shortlisted for interview. Based upon the Selection Committee's review and recommendation, less than 15 firms/teams could be shortlisted. In addition, up to 10 firms could be selected for contract award. The Selection Committee may recommend less than 10 firms/teams be awarded contracts.

25. *At the pre-proposal meeting, it was mentioned that Commonwealth of Virginia State Corporation Commission (SCC) registration was required to be included in the proposal. Is it required for just the prime consultant or the entire team, including subconsultants? Are Commonwealth of Virginia Department of Professional and Occupational Regulation (DPOR) registration for each of the firm's Virginia (prime and subs) branch offices proposed to perform services required in the proposal, as well?*

Yes, SCC registration statements for each branch office, licensed to practice in Virginia, for both the Prime and all subconsultants shall be included in the SOQ. SCC registration statements are required for all firms practicing Professional Engineering in the state of

Virginia. Other firms on the team offering to provide services outside the area of Professional Engineering are not required to submit SCC registration statements unless an SCC license is required for the particular area of expertise or service the firm is offering to provide. In such cases, the SCC registration statement should be included in the SOQ. Do not submit DPOR registration/licenses for individuals (i.e. PE licenses) as part of the SOQ.

26. *Can you please confirm that only Category B (by VDOT's definition) is required on the workload spreadsheets?*

See response to question #20.

27. *Could you confirm that the SF 330 resumes are to be only one page per resume?*

See response to questions #3, and #18.

28. *Can we use colored text in the SF330?*

Colored text is allowed in all parts of SF 330.

29. *For "Value Engineering (VE) Study support and/or facilitation" under secondary services on page 3 of RFP, are you looking for personnel certified in this? Can you provide any additional information to clarify what you are looking for?*

For VE support services, such as providing drawings, conducting the initial VE team briefing on the current design and attending the final VE recommendation briefing, no "VE certified" personnel would be required. However, if the firm/team is requested to Facilitate the VE Study, then the Facilitator would be required to be certified.

30. *Can you provide any additional information regarding "Bus Stop Safety and Accessibility Improvements including bus shelters" under primary services on page 3 of RFP? Are you looking for compliance with FHWA standards?*

The Bus Stop Safety and Accessibility Improvement program is designed to provide ADA compliant accessibility at all Fairfax Connector and Metro Bus stops throughout the county.