Fairfax County Department of Public Works and Environmental Services (DPWES)

REQUEST FOR QUALIFICATIONS

PRE-CONSTRUCTION SUPPORT AND CONSTRUCTION ENGINEERING INSPECTION (CEI) SERVICES

Date: August 29, 2016
REQUEST FOR QUALIFICATIONS

The County of Fairfax, Virginia is soliciting Statements of Qualifications (SOQ’s) from consultant firms/teams for Pre-Construction Support and Construction Engineering Inspection (CEI) Services for an annual contract for various Transportation, Utilities, and Horizontal construction projects. All interested firms are requested to submit eight (8) copies of a GSA Form SF 330 Parts I & II, to the Utilities Design and Construction Division (UDCD) of the Fairfax County Department of Public Works and Environmental Services (DPWES), 12000 Government Center Parkway, Suite 463, Fairfax, Virginia 22035, no later than 4:00 PM local time September 26, 2016.

SOQ’s will be rated and scored by a DPWES Evaluation Team based upon the evaluation criteria established in this RFQ. SOQ’s must meet all requirements established by the RFQ. Requirements of this RFQ generally will use the words “shall”, “will”, or “must” (or equivalent terms) to identify a required item that must be submitted as part of the SOQ. Failure to meet an RFQ requirement may render an SOQ non-responsive while the extent to which it meets or exceeds evaluation criteria will be rated by the DPWES Evaluation Team and be reflective of the Team’s scoring (in their sole discretion) of the SOQ.

1. BACKGROUND INFORMATION

1.1. Annual Contract Overview

These services will be requested and authorized on a fixed billable rate task order basis. The initial agreement will be established for one (1) year and may be renewable for four (4) additional one (1) year periods at the County’s option.

Pursuant to Virginia State Code, this CEI agreement may have a maximum of $6 million per year, with no individual task order exceeding $2 million. However, DPWES anticipates the award of up to two CEI Services contracts from this solicitation each with a maximum value of $3 million per year.

Task orders will be determined as the need arises for individual projects based on a defined scope of services and applicable man-hours. No task orders have been identified, nor is there a guarantee as to the number of task orders or dollar amounts that will be authorized. However, it is anticipated that the task orders will support project types including, but not limited to, transportation improvement projects (Local, VDOT, Federal, and LAP), watershed improvement projects, wastewater and storm water collections projects, and utility relocations and/or retrofits. Firms submitting a Statement of Qualifications as a prime consultant shall not serve as a sub-consultant on any other team submitting a response to this request.

1.2. Scope of Work

The scope of work to be undertaken by the selected firm(s)/team(s) under this
contract will include Pre-Award Support Services. These services may include constructability review(s), bid document preparation support (including Form of Bid, Specifications, Measurement and Payment determination, special provision development, estimating, etc.), pre-bid meeting(s) support, support in preparing Addenda, and construction contract award support.

The scope of work to be undertaken by the selected firms/teams under this contract will also include Project Construction Engineering and Inspection services (CEI). These services may include Construction Management/Engineering, Construction Inspection, Project Engineering, QA/QC oversight and/or Testing, Scheduling Analysis, Document Control, and Project Closeout (including VDOT street acceptance, LAP approval, permit closure, etc.).

All personnel shall be knowledgeable of roadway and bridge construction, road and bridge specifications and standards and computer based construction management systems.

1.3. State and/or Federal Funding for Professional Services

This contract(s) will be used for projects involving State and/or Federal Funding. The following provisions will apply:

1. 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 Small Business and Supplier Diversity certified DBE firms is maintained on their web site (http://www.sbsd.virginia.gov/) 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.

2. In accordance with the Governor’s Executive Order No. 20, 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 Small Business and Supplier Diversity (DSBSD) certified SWaM firms is maintained on the DSBSD web site (http://www.sbsd.virginia.gov/) 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.

3. 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 (Attachment B).

4. 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 available on-line at (https://www.pdffiller.com/11387302-fillable-c-63-vdot-form-vdot-virginia) for both state and federally funded projects on a quarterly basis.

5. Any DBE or SWaM firm must become certified (with the Virginia Department of Small Business and Supplier Diversity) 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.

6. 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. Business Opportunity and Workforce Development (BOWD) Center - The BOWD Center is a VDOT developmental supportive services program and partnering initiative funded by FHWA for selected DBE firms of various skill and competence levels interested in entering, enhancing or expanding highway contracting opportunities with prime consultants. The partnering initiative between prime consultants and BOWD DBE firms provides the opportunity for the further development of DBE firms through performance on contracts and guidance from prime consultants. The intent of this partnering initiative is to increase capacity by perfecting existing skills and knowledge, expanding into new work areas, and prime consultant joint venturing with DBE firms. The prime consultants are encouraged to achieve all or a percentage of the required DBE participation/goals determined for this
project by the utilization of BOWD approved firms. To assist consultants in taking advantage of this opportunity for utilization of approved BOWD firms, please contact the BOWD Center for additional information, details, resources and support. For further information on the BOWD Center and to view the DBE profiles, go to www.virginiadot.org/business/BOWD.asp. The BOWD Center can be contacted at (804) 662-9555 or via email to BOWDCenter@vdot.virginia.gov.

8. The Fairfax County Government 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. All firms shall complete and include the completed forms in Attachments C.1 and C.2:

1.4. CEI Services

PRE-CONSTRUCTION CONTRACT AWARD SUPPORT SERVICES

Pre-construction contract award support services to be provided under this contract may include one or more of the following services:

Constructability Review – The Consultant will be required to provide a constructability review of the project including development of a construction contract time determination. The Consultant will review the proposed Transportation Management Plan (TMP), Maintenance of Traffic (MOT), and Sequence of Construction (SOC) plans and provide recommendations or adjustments to improve efficiency and speed of construction, and note any conflicts or potential problems which may occur during construction. Recommendations for changes to the TMP/MOT/SOC plans receiving approval of FCDOT and/or VDOT as appropriate shall be incorporated into the Construction Documents (specifications and/or special provisions). Changes to the plans themselves shall be prepared by others. The Consultant shall prepare a preliminary Critical Path Method (CPM) project schedule incorporating any approved changes to the TMP/MOT/SOC plans and specifications and support and justify the CPM schedule during the course of the project.

Bid Document Preparation – The Consultant shall provide Bid Document preparation support in the following areas and as directed/requested by and DPWES:

Quantities and Method of Measurement/Payment – The Consultant shall review the plans, quantities, pay items, and standard county construction documents and provide recommendations regarding the means of measurement and payment for various construction elements required by the project. The Consultant shall check all quantities for accuracy and completeness and prepare, revise, and update method of measurement and payment definitions for any and all construction bid
items as deemed necessary.

Specifications – The Consultant shall review, revise, update and/or develop construction specifications for bid items as deemed appropriate. This may include revising existing specifications; developing entirely new specifications for particular elements or assemblies; and/or referencing VDOT Road and Bridge Specifications or adaptation of VDOT Specifications as deemed beneficial to the project.

Special Provisions – The Consultant shall prepare Special Provisions for non-standard or specialty items for inclusion in the construction bid documents. The consultant may utilize or adapt VDOT Standard Special Provisions (SP) and Special Provision Copied Notes (SPCN) as deemed appropriate.

Bid Addendum Support – The Consultant shall assist and DPWES with preparation of any Addenda which may be required during the bidding process.

Pre-Bid Meeting – The Consultant shall attend the Pre-Bid Meeting and provide information/clarification of construction documents for which it was responsible for preparation. The Pre-Bid meeting will be scheduled and administered by FCDOT and DPWES staff. However, the Consultant shall have staff available to answer questions and clarify items during the meeting.

Construction Bid Review – The Consultant shall review the construction bids; prepare the Bid Summary report, noting any errors or omissions; and assist county staff in preparing the Post-Bid funding update and recommendation for award.

VDOT Secondary Street Acceptance Support – The Consultant shall provide support, as directed by the County, necessary for VDOT to accept the completed project into the Secondary Street System. This support may include preparation of required documentation during several phases of the project and secondary street acceptance process including, but not limited to: the Initial Package; the Utility Package; the As-Built Package; and the Final Acceptance Package.

CEI STAFF FUNCTIONS, FEATURES OF WORK, KNOWLEDGE, SKILLS AND ABILITIES

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 County Project Manager (PM).
Construction Manager Features of Work: Manages assigned project elements which involve structures, roadways, utilities, and other facilities. Duties include analyzing and interpreting project plans and specifications to ensure project constructability; identifies design errors for the County; determines impact for the County and contractor; interprets unclear contract language; work order time impact analysis, maintain and report contractor’s daily production rates, prepare independent detailed construction estimates; makes recommendations for partial and final contractor payments, monitors project budgets and recommends any needed adjustments to the County PM; supervises and manages inspection personnel and makes recommendations on project staffing. Conduct pre-construction conferences; writes project management correspondence, and approves or rejects recommendations made by project inspectors. Recommends resolution of field construction problems, recommends design changes, performs analysis and prepares work orders, seeks input from and works with the Engineer of Record, County staff, the public and other parties as necessary to meet contract schedules and requirements.

Construction Manager Knowledge, Skills and Abilities: Construction Manager is expected to have ten (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 used and performance, environmental, legal, and safety responsibilities related to construction of transportation facilities; working knowledge of the VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Inspector Manual; and knowledge in the use of electronic data processing equipment and contract management software. Skill in the use of survey, nuclear density, and materials testing equipment. Ability to supervise and manage employee work groups. Ability to interpret roadway plans, specifications, and contracts. Ability to prepare technical, financial, administrative, and explanatory correspondence. Recognition as a Certified Construction Manager through the Construction Management Association of America (CMAA) or similar Construction Manager Certification is preferred.

Construction Inspector Senior

Construction Inspector Senior Functions:

The inspector senior monitors and performs all types of inspection work on complex and routine highway projects or acts as a specialist and advisor to other inspectors on certain phases of work requiring specialized talent and experience. Assignments are of an independent nature and include responsibility for inspecting and monitoring the inspection work of any type and size of projects. The inspector senior is responsible for assigning and assisting inspectors in a manner that all phases of the work will be given adequate inspection. Supervision is received from the Construction Manager or County PM by periodic visits and review of records and reports. The inspector’s authority is limited in that changes to the plans and specifications requested or recommended must be reviewed and approved by a responsible charge engineer to whom the authority has been delegated.
Construction Inspector Senior Features of Work:

- Inspects all phases of work on a project and advises the contractor superintendent or other representatives of necessary action to ensure conformance with plans, specifications, and the contract;
- Inspects grading projects, paving projects, demolition projects, special design bridge and structure projects, signal projects, signing projects, utility projects, and other special projects as assigned;
- Reviews the performance of assistant inspectors daily advising of necessary corrective actions to ensure teamwork, partnering and project success. Answers questions from assistant inspectors and the contractor concerning contract requirements and application. Reviews and/or prepares daily reports for preparation of entries to the project diary, as-built plans, materials books, and work books. Prepares and checks construction project construction reports and monthly project estimates. Makes necessary correction and forwards them to the Construction Project Manager and County PM.;
- Performs, occasionally, any and all duties of an assistant inspector when required by volume of work;
- Is proficient in the use of routine survey equipment and is able check grades, verify stakeouts (grading, and bridge stakeouts). Is able to read and interpret highway construction plans and specifications; and
- Performs detailed constructability and bidability reviews.

In addition to the duties noted for the Construction Inspector, the Construction Inspector Senior monitors contractor’s operations to ensure compliance with the contract terms and specifications. Independently coordinates and directs all phases of construction inspection of projects, which are typically complicated by extensive traffic control, sensitive to the public and/or environmentally challenging, or require significant project coordination with property owners, utility companies, or local/state/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 contractor’s plan of operation; and advises contractors of violations and recommends adjustments to operations. Recommends changes to construction plans to meet field conditions; 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 is aware of Civil Rights requirements. The Construction Inspector Senior aids in the development of work orders, investigations and analysis of Notices of Intent, and provides on-the-job training for Construction Inspectors and Construction Inspector Trainees. Proven ability to work at heights and within confined spaces, with the required training for these activities.

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 state and 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, at a minimum, six (6) years of 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 (including but not limited to working in a Microsoft Windows environment, Microsoft Office, and SiteManager, or other currently utilized project management software) and read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed reports; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public.

It is anticipated that the County will require Inspector Senior positions with various combinations of the following certifications throughout the life of this contract. The specific certifications include:

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** Nuclear Regulatory Commission

Construction Inspector

Construction Inspector Functions:
The Highway Construction Inspector inspects all phases of construction of highway construction and maintenance projects under the supervision of senior inspectors, construction managers, or other supervisory personnel. The Highway Construction Inspector shall have the ability to independently inspect routine highway construction phases of bridge, structure, and roadway construction projects. Assignments are of an independent or support nature depending on the scope or complexity of the project and are made by the Construction Project Manager or County PM on a case by case basis. The work is distinguished from the trainee level by the requirement to act and make decisions independently for routine project issues and to foster partnering relationships with contractors, the general public, or other project stakeholders. Training and supervision of trainees may also be responsibilities of this position.

The Highway Construction Inspector will monitor the work of contractors to ensure quality control and contractor compliance of moderate complexity and generally be under the direct supervision of senior inspectors, construction manager or other supervisory personnel. Considerable freedom of action is allowed and specific instructions are required only as result of changes of the plans and specifications, non-performance by a contractor or questions raised by the inspector.

**Construction Inspector Features of Work:**

- Inspects assigned phases of work on the project to make official contact with contractor’s superintendent and other representatives to ensure conformance with plans, specifications, and other contract documents;
- Frequently checks lines, grades, dimensions of roadways and structures with an engineer’s level and other survey equipment and advises contractor of any discrepancies;
- Checks methods of construction where specific methods are stated and requires action to correct any variances and methods employed;
- Ensures that highway work zones and traffic control setups are in accordance with current standards;
- Prepares and reviews daily inspector reports for preparation of entries into project diaries, has a working knowledge of SiteManager or other currently utilized project management software and is able to properly document materials in the Materials Notebook as well as other test reports for materials;
- Records or monitors recording material received showing quantities estimated to be required in quantities received, used, and tested;
- Checks materials and material documents to make sure that they have been tested of performs routine physical tests and analyzes sample material on the job site, sends additional samples to the testing laboratory for verification of results in coordination with the VDOT Materials Division Memorandum;
- Assists in constructability and bid-ability reviews;
- Monitors project budget; and
- Assists in the contractor’s monthly evaluations.
Construction Inspector Knowledge, Skills, and Abilities:

The inspector is expected to have three (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 EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Inspectors shall be skilled 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 communicates with the local/state agencies, contractor personnel, and the general public.

It is anticipated that this Project will require Construction Inspector positions with various combinations of the following certifications throughout the life of the contract:

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** Nuclear Regulatory Commission

Construction Inspector (Project Records Manager)

Construction Inspector (Project Records Manager) Functions:

The Highway Construction Inspector Project Records Manager inspects all phases of construction on highway construction projects under the supervision of senior inspectors, construction project managers, or other supervisory personnel. The inspector shall have the ability to independently inspect routine highway construction phases for roadway, bridge, and structures projects. Assignments are of an independent or support nature depending on the scope or complexity of the project and are made by the Construction Project Manager or the County PM on a case by case basis. The work is distinguished from the trainee level by the requirements to act and make decisions independently for routine project issues and to foster partnering relationships with contractors, the general public, or other project stakeholders. Training and supervision of trainees may also be
responsibilities of this position.

The Highway Construction Inspector Project Records Manager will monitor the work of contractors to ensure quality control and contractor compliance on projects of moderate complexity and generally be under the direct supervision of senior inspectors, construction managers, or other supervisory personnel. Considerable freedom of action is allowed and specific instructions are required only as result of changes of the plans and specifications, non-performance by a contractor or questions raised by the inspector.

**Construction Inspector (Project Records Manager) Features of Work:**

- Inspects assigned phases of work on the project to make official contact with contractor’s superintendent and other representatives to ensure conformance with plans, specifications, and other contract documents;
- Frequently checks lines, grades, dimensions of roadways and structures with an engineer’s level and other survey equipment and advises contractor of any discrepancies;
- Checks methods of construction where specific methods are stated and requires action to correct any variances and methods employed;
- Ensures that highway work zones and traffic control setups are in accordance with current standards;
- Prepares and reviews daily inspector reports for preparation of entries into project diaries, has a working knowledge of SiteManager or other currently utilized project management software and is able to properly document materials in the Materials Notebook as well as other test reports for materials;
- Records or monitors recording material received showing quantities estimated to be required in quantities received, used, and tested;
- Checks materials and material documents to make sure that they have been tested of performs routine physical tests and analyzes sample material on the job site, sends additional samples to the testing laboratory for verification of results in coordination with the VDOT Materials Division Memorandum;
- Assists in constructability and bidability reviews;
- Monitors project budget; and
- Assists in the contractor’s monthly evaluations.

**Construction Inspector (Project Records Manager) Knowledge, Skills and Abilities:**

The inspector project records manager is expected to have five (5) 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 EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Inspectors shall be skilled 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 communicates with the local/state agencies, contractor personnel, and the general public.

It is anticipated that this Project will require Construction Inspector positions with various combinations of the following certifications throughout the life of the contract:

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**Construction Inspector Trainee**

**Inspector Trainee Functions:**

The inspector trainee performs daily assigned inspection tasks in a training capacity preparatory to assuming the duties of an inspector. The assignments follow a plan of on-the-job and classroom training established by the employer for the primary purpose of providing experience to inspection personnel for future highway construction projects. The work includes measuring, testing and checking materials, methods, and installations to ensure conformance by the contractor with the plans, specifications and contract documents. Supervisory control is intensive initially, but progressively decreases as knowledge of work increases.

**Inspector Trainee Features of Work:**

- Inspects excavations, drainage structures, road surfaces, and structures to compare the work performed to plans and specifications, conferring frequently with higher level inspectors or engineering personnel to clarify or interpret details;
- Checks elevations against reference points using levels or other survey equipment. Prepares routine reports and records involving the application of basic geometric and trigonometric principles. Learns the use of level and survey instruments;
- Prepares daily inspector report, which includes the details of the contractor’s work
activities and lists locations of work, materials, equipment and labor forces used;

- Becomes familiar with plans, specifications, standards, and related material when not occupied with regular assignments and whenever so directed by higher level inspectors or supervisory personnel;
- Advises contractors, supervisory personnel of necessary actions to conform to the plans and specifications;
- Assists in preparing project records and forming reports; and
- Ensures self, project staff, and contractor staff operates in a safe and effective manner and is also aware of environmental regulations and provides customer service to the traveling public, adjacent property owners, and other project stakeholders.

Inspector Trainee Knowledge, Skills and Abilities:

Inspector trainee will generally be a high school graduate with proven written, oral, and math skills (algebra and geometry), able to interpret and apply written specifications. Understands the general nature of construction and contracting. Is able to communicate effectively. Has computer skills and is proficient in the use of Microsoft Office applications, email, and internet.

Basic Material Certification:

Inspector trainee initially is not required to have any material certifications; however, in the employer’s training plan, there shall be a two-year program outlined for the inspector trainee to obtain the basic material certifications to include:

- Asphalt Field
- Soils and Aggregate Field
- Nuclear Density
- Safety (OSHA)
- ACI/VDOT Concrete Field
- DCR Erosion and Sediment Control Inspector Level
- Pavement Markings
- Guard Rail Installation (GRIT)
- Flagger Certification
- Work Zone Traffic Control – Intermediate Level

Scheduling Specialist

Scheduling Specialist Function:

To provide support to the project team in the development of Contract Time Determination Reports (CTDR), and review, create and maintain as-built schedules as work progresses. Review of Schedule Impact Analysis (SIA) as submitted by the
Contractor for contract compliance and performing what-if analysis for SIA and Notice-of-Intents (NOI’s). Performs detailed reviews of project schedules submitted by the Contractor for contract compliance.

Scheduling Specialist Features of Work:

Provides consultation, investigations, evaluations and written documentation in the areas of, but not limited to schedule review and analysis and notice of intent and claims analysis, as requested by the Construction Manager or the County PM.

Scheduling Specialist Knowledge, Skills and Abilities:

The Scheduling Specialist shall have at least three (3) years of experience in successfully preparing and maintaining Critical Path Method (CPM) schedules using CPM scheduling software Primavera versions P3 or P6. Other scheduling software may be utilized but only if approved in writing by Fairfax County. Core specialty areas of experience should include, but not be limited to, project controls, risk analysis, and claims analysis. Ability to communicate effectively both orally and in writing.

Administrative Assistant

Administrative Assistant Function:

The Administrative Assistant provides administrative support to the County PM, Construction Manager, and members of the Construction Team.

Administrative Assistant Features of Work:

The administrative assistant provides overall management of a timely project filing system to include setup, maintenance, and close-out, receiving, recording and distributing all incoming mail and correspondence, submittals, RFI’s, etc. Prepares reports and other correspondence in an accurate and timely manner. Takes pre-construction meeting minutes and distributes them in a timely manner as well as takes minutes of other project meetings. Assists inspectors with timesheets, construction management computer system, office supplies, and administrative support. Maintains a status log for time sensitive materials assuring that deadlines are met. Manages office to ensure adequate office supplies are in stock, answers phones, and directs calls to the appropriate person.

Administrative Assistant Knowledge, Skills and Abilities:

The Administrative Assistant is expected to have a basic knowledge of the construction submittal process and skill in the use of computers to include word processing, spreadsheet, and construction management software. Ability to keep meeting minutes and action logs, distribute minutes, and request feedback. Ability to track items requiring action and maintain status logs of these items. Ability to multi-task and manage
administrative duties in a professional, timely, and accurate manner.

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

Engineering Support Staff Functions: To provide support to County staff in the analysis and review in the areas of, but not limited to, constructability/bidability review/analysis, shop drawings, schedule review and notice of intent analysis, as requested by the County.

Engineering Support Staff Features of Work: Provides consultation, investigations, evaluations, and written documentation in the areas of, but not limited to, constructability/bidability review, shop drawings, schedule review and notice of intent analysis, as requested by the County.

Engineering Support Staff Knowledge, Skills and Abilities: The Engineering Support Staff shall be under the direct supervision of a Virginia licensed P.E. having ten (10) years of experience in the practice of engineering defined as where the principles and methods of engineering are applied to, but not limited to, consultation, investigation, evaluation, planning and design of public or private utilities, structures, machines, equipment, processes, principles/practices, highway design project management, and highway processes/practices. Experience with the practical application of engineering procedures in roadway design/construction.

MATERIALS SAMPLING AND TESTING

The Consultant firm/team shall provide material testing equipment. The cost of these items shall be included in the overhead cost to the consultant and will not be billable to the County as a direct cost expense. This equipment will remain the property of the Consultant firm/team and shall be removed at completion of the work. The Consultant firm/team will be responsible for obtaining proper licenses for equipment and personnel operating equipment when licenses are required by law. The Consultant firm/team shall make the license and supporting documentation available to the County for verification, upon request. The Consultant firm’s/team’s handling of nuclear gauges shall be in compliance with their license.

The material testing equipment shall include, but not be limited to, soil/aggregate compaction kit, including; speedy moisture kit, one-point proctor mold, hammer, gas stove, pans and spoons, scales, 10’ straight edge, sand cone device; slump cone; air meters, non-contact thermometer, 4’ level; and 4’ “smart” level. Any testing device that will be used for acceptance/rejection of materials will need evidence of calibration as recommended by the manufacturer of the device. All hand tools necessary for inspection services shall also be supplied by the Consultant firm/team.

1.5 Evaluation Team
An Evaluation Team will be appointed by DPWES to rate and score the SOQ’s. In addition to the appointed Team, DPWES may use any appropriate technical resource to provide assistance in evaluating the submittals.

DPWES’ sole Point of Contact (POC) for matters related to this RFQ shall be Wayne Kotter, PE, Branch Chief, Utilities Design and Construction Division. All communications regarding the Project or this RFQ shall be in writing and directed as follows:

Wayne Kotter, PE
Branch Chief, UDCD
Fairfax County Dept. of Public Works and Environmental Services
12000 Government Center Parkway, Suite 463
Fairfax, VA 22035
(703) 324-5111
Wayne.Kotter@fairfaxcounty.gov

1.6 RFQ Information Package

An RFQ Information Package is available to interested consultants for review and download on the DPWES public website.

http://www.fairfaxcounty.gov/dpwes/construction/designadvert.htm

To request this information in an alternate format, please contact Tammy Michelli, Utilities Design and Construction Division, Department of Public Works and Environmental Services at 703-324-5672, TTY 711 or email at tammy.michelli@fairfaxcounty.gov.

2. CONTENTS OF STATEMENTS OF QUALIFICATIONS

2.1 General

The RFQ phase of this procurement process is intended to enable interested firms to demonstrate their qualifications to perform the Project, and to enable DPWES to evaluate those qualifications, arriving at a short-list. Interested firms are advised that the SOQ should include specific information that will demonstrate the qualifications and experience required by this RFQ.

Firms shall be aware that DPWES reserves the right to conduct independent investigation of any information, including prior experience, identified in the SOQ by contacting project references, accessing public information, contacting independent
parties, or any other means. DPWES reserves the right to request additional information from an interested Firm during the evaluation of the Firms’ SOQ.

All interested firms are requested to submit eight (8) copies of a GSA Form SF 330 Parts I & II, to the Utilities Design and Construction Division (UDCD) of the Fairfax County Department of Public Works and Environmental Services (DPWES), 12000 Government Center Parkway, Suite 463, Fairfax, Virginia 22035, no later than 4:00 PM local time September 26, 2016.

SOQ’s shall be prepared on 8.5” x 11” white paper, typed on one side only, and separated by numbered/labeled tabs. The tabs shall not count against any page limits noted herein, provided no project specific information is included on them. All printing, except for the front cover of the SOQ should be Times New Roman, with a 12-pont font.

All SOQ’s shall be securely bound and contained in a single volume. **Three ring binders are not permissible.**

The length of all SOQ’s shall be as noted further in this RFQ.

### 2.2 Letter of Submittal

2.2.1 SOQ’s shall include a Letter of Submittal on the Primary Firm’s letter head and identify the full legal name and address of the Firm. The Firm is defined as the legal entity who will execute the Contract with DPWES. The Letter of Submittal shall be signed by an authorized representative of the Primary Firm’s organization. All signatures on the Letter of Submittal shall be original and signed in ink. The Letter of Submittal shall identify the name, address and telephone number of the individual who will serve as the Principal Officer and/or Point of Contact.

2.2.2 The Letter of Submittal shall be no longer than two (2) pages in length, single spaced, 12 point font.

### 2.3 GSA Form 330 Parts I & II

2.3.1 Part I.C - Include all firms that are part of the proposed Team and indicate roles and responsibilities of each Team member. Clearly indicate which firm is the Prime.

2.3.2 Part I.D - Include an organizational chart of the proposed Team. Only include Key Personnel for each type or specialty service to be provided under the contract.

2.3.3 Part I.E - Only include resumes for Key Personnel identified in the organizational chart in Part I.D. Include resumes of any sub-consultants that are designated as Key Personnel. Resumes for individuals who are not identified as Key Personnel
should not be included in the SOQ. With the exception of Construction Inspector Trainees, Key Personnel 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 this contract. Indicate each VDOT Certification, DEQ Certification and any other pertinent certifications and the expiration date of each for all appropriate Key Personnel. Resumes are not required for personnel designated as Inspector Trainees.

2.3.4 Part I.F – Provide a maximum of ten (10) example projects which best illustrate the proposed Team’s qualifications for this contract. Example projects shall be no more than two pages in length, single sided, single spaced, 12 point font. Clearly indicate all Firms or Team members from Part I.C that were involved with each example project. Include client/owner contact information for past performance checks.

2.3.5 Part I.G – Indicate Key Personnel participation in the example projects. Do not indicate any individuals who are not identified as Key Personnel.

2.3.6 Part I.H – Provide additional information the Team deems relevant to assist DPWES in evaluating the proposed Team’s qualifications and experience to complete the Pre-Advertisement Support and CEI Services for the Project. This section shall be limited to no more than five (5) pages, single sided, single spaced, 12 point font. A project approach discussion is neither required nor desired for this project.

2.3.7 Part II - Indicate in item 5b if the firm is a VDOT certified DBE Firm and include VDOT DBE certification number. Provide one copy of Part II for all firms included in the proposed Team.

2.4 Additional Data to be Included

2.4.1 Firm Data Sheet

The Prime consultant shall prepare and submit a Firm Data Sheet (Attachment B) with each copy of the SOQ.

2.4.2 Debarment Form

The proposed Team shall execute and return the attached Certification Regarding Debarment Form(s) Primary Covered Transactions (Attachment C.1) and Certification Regarding Debarment Form(s) Lower Tier Covered Transactions (Attachment C.2) for the Prime and any sub-consultant, or any other person or entity on the Teams’ organizational chart included in the SOQ. Debarment Forms shall be included in each copy of the SOQ. The Debarment Form(s) included in
the SOQ labeled “Original”, as noted in section 2.1, shall contain original signatures.

If a Prime or any sub-consultant, or any other person or entity is unable to execute the certification, then prospective participant shall attach an explanation to its Certification Regarding Debarment Form. Failure to execute the certification will not necessarily result in denial of award, but will be considered in determining the Teams’ responsibility. Providing false information may result in federal criminal prosecution or administrative sanctions.

### 2.4.3 Current and Projected Workload

The Prime shall prepare and submit a spreadsheet tabulating current and projected CEI Services workload for any applicable contracts. The spreadsheet shall include all active and pending contract awards. Do not include design or pre-construction support services contracts.

The spreadsheet shall include the project number, project name, total original or current approved maximum contract amount/value for which the Prime consultant is directly responsible, percent complete, and remaining value for each active contract. Provide separate subtotals for VDOT or other contracts, and a grand total for all contracts.

Estimated pending contract values shall be clearly noted. Only include those pending contracts where the Prime has been officially selected and project scoping and fee negotiations are underway or pending. Only include the amounts for which the Prime consultant is directly responsible. Include Construction Management-At Risk (CM) or Construction Engineering and Inspection (CEI) contracts. Design-Build (D-B) contracts shall be included, but only that portion of the D-B contract which is the direct responsibility of the Prime consultant shall be noted. Costs of managing sub-consultant work shall also be included in contract values provided.

For Basic Ordering Agreement (BOA) or On-Call contracts, include active and pending task orders as noted above. Clearly indicate which projects are related to a BOA contract.

Current and Projected Workload spreadsheets are not required for sub-consultants.

### 3. EVALUATION CRITERIA

#### 3.1 Evaluation factors to be utilized by the Selection Committee in determining the Team(s) deemed to be the most qualified to perform the required services include:

- The ability and relevant experience of firm/team to deliver work as
described;
• Personnel qualifications and experience;
• Past performance history;
• Recent, current, and projected workload;
• Presentation quality of submission and SF 330, and;
• Ability to respond to project sites and facilities throughout Fairfax County.

3.2 The Evaluation Team will rate and score each SOQ based upon the above criteria. The Evaluation Team will select a short-list Firms whose SOQ’s were deemed most qualified to perform the services required for the Project. The short-listed Firms will be notified in writing and will be scheduled for an interview at a later date.

4. ADMINISTRATIVE REQUIREMENTS

In addition to the specific submittal requirements set forth above, all SOQs’ and Teams shall comply with the following:

4.1 All Teams and Submittals must at the time of their SOQ submittal comply with the law and nothing herein is intended to contradict, nor supersede, any applicable Local, State and Federal laws and regulations. All Teams shall be eligible at the time of their SOQ submittal, under the law and relevant regulations, to offer and to provide all services proposed and related to the Project. All SOQ Teams shall satisfy at the time of their SOQ submittal all commercial and professional registration requirements, including, but not limited to the requirements of the State Corporation Commission and the Department of Professional and Occupational Regulations.

4.2 DPWES will not consider for award any Submittal by a Team and will not consent to subcontracting any portions of the proposed Contract to any sub-consultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

4.3 All SOQ Teams must have internal control systems in place that meet federal requirements for accounting. These systems must comply with requirements of 48 CFR 31, “Federal Acquisition Regulations, Contract Cost Principles and Procedures,” and 23 CR 172, “Administration of Engineering and Design Related Service Contracts.”

4.4 Fairfax County is committed to paying a living wage to all qualified County employees and encourages consultants and sub-consultants involved in all County programs, services and activities to pay a living wage to their employees.

4.5 Each business entity (prime and subconsultant) 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 copies of appropriate commercial professional registrations and
licenses for all main and branch offices proposed for this Project, as well as providing copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The RFQ should convey the requested information for each regulant by the use of a concise table or matrix. (Copies of State Corporation Commission (SCC), Fairfax County Business Professional and Occupational Licenses (BPOL) (if required), and Department of Professional and Occupational Regulation (DPOR) supporting registration documents may be included in the RFQ as an appendix and will not be counted towards the page restrictions.)

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

4.5.2 For this Project/Contract, the DPOR registration information for each office practicing of offering the practice any professional services in Virginia; provide the business name, address, registration type, registration number, and expiration date.

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

4.5.4 For this Contract, the BPOL registration/license information for each office practicing or offering to practice any professional services in Fairfax County, Virginia; provide business name and address, registration/license type, number and expiration date.

4.6 Failure to comply with the law with regard to those requirements in Virginia (whether federal, state or local) 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 RFQ submittal(s), in the sole and reasonable discretion of the County, non-responsive and in that event your RFQ submittal(s) may be returned without further consideration or evaluation.

5. MISCELLANEOUS

5.1. Requirement to Keep Team Intact

The proposed Team included in the SOQ, including but not limited to the Organizational structure, sub-consultants and other individuals identified as Key Personnel, shall remain on the Team for the duration of the procurement process and, if the Team is awarded the Contract, the duration of the Contract. If extraordinary circumstances require a change, it must be submitted in writing to DPWES’s POC, who,
in his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Team at any time during the procurement process may result in the elimination of the Team from further consideration.

6. ATTACHMENTS

The following attachments are specifically made a part of, and incorporated by reference into the RFQ:

Attachment A: Letter of Commitment
Attachment B: Firm Data Sheet
Attachment C.1: Certificate Regarding Debarment (Primary Covered Transactions)
Attachment C.2: Certificate Regarding Debarment (Lower Tier Covered Transactions)
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 pre-construction support and construction engineering and inspection services with the County of Fairfax, Virginia, I will be available to begin employment upon execution of the referenced construction engineering and inspection services contract.

____________________________________  ____________________
Signed                                      Date

Printed Name
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.

<table>
<thead>
<tr>
<th>Firm’s Name and Address</th>
<th>Firm’s DBE/SWAM Status *</th>
<th>Firm’s Age</th>
<th>Firm’s Annual Gross Receipts</th>
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* YD = DBE Firm Certified by DMBE  
  N  = DBE/SWAM Firm Not Certified by DMBE  
  NA = Firm Not Claiming DBE/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: _________________________________________

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                                           Title

___________________________
Date

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

Project: ________________________________

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           Title

_______________________
Date

_______________________
Name of Firm