



**Town of Christiansburg
Engineering Department
Request for Proposals**

RFP #21-0004

Construction Engineering and Inspection Services for

Hickok Street Improvements
UPC 113136

July 12, 2020

GENERAL

The Town of Christiansburg is seeking expressions of interest from consulting engineering firms who wish to be considered to provide construction engineering and inspection services for:

Hickok Street Improvements: Construction of storm drainage system to reduce flooding under businesses in downtown. Street improvements include relocation of overhead utilities underground, curb and gutter, and sidewalks.

The Total Project Budget is \$2,987,446

Anticipated Advertisement for Construction in Summer 2021.

The Town of Christiansburg 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 Town of Christiansburg to do so. This Request does not commit the Town of Christiansburg to provide any payment for costs associated with the preparation of proposals submitted in response to this Request for Proposal.

The Town of Christiansburg reserves the right to alter the project delivery method at any time during the contract period. The Town of Christiansburg will notify the consultant of such decision, revise the scope of services and respective man-hours. The change will be implemented utilizing an additional task order or supplemental agreement based on the contract type.

PROCUREMENT SCHEDULE

- Optional Pre-Proposal Conference – July 28, 2020 at 2:00 PM
- RFP Questions Due – August 4, 2020 at 5:00 PM
- Expression of Interest Due Date and Time – August 11, 2020 at 3:00 PM
- Short List or Final Consultant Selection Posted – NLT August 25, 2020
- Optional Interviews/Technical Presentations – NLT September 15, 2020
- Final Consultant Selection – NLT September 22, 2020
- Completed Negotiations Agreement Due – NLT October 20, 2020
- Consultant Contract Signed – NLT November 17, 2020

Questions regarding the RFP should be sent to Sam Holtzscheiter at sholtzscheiter@christiansburg.org by August 4, 2020 at 5:00 PM.

Due to Covid-19 precautions, the pre-proposal conference on July 28, 2020 at 2:00 PM will be held online on the Zoom Meeting platform. Please email Sam Holtzscheiter at sholtzscheiter@christiansburg.org to receive an invitation to the meeting.

SCOPE OF SERVICES

The scope of work shall consist of providing comprehensive construction engineering and inspection services for a Tier 1 transportation project in accordance with VDOT's LAP manual which may include but is not limited to:

- Construction Contract Administration
- Constructability Review
- Project Inspections
- Materials Sampling and Testing
- Project Closeout

Work under this Contract will at a minimum require availability from:

- 1 (one) Construction Manager*,
- 1 (one) Construction Inspector Senior*,
- 2 (two) Construction Inspectors*,
- 1 (one) Responsible Charge Engineer*,
- 1 (one) Project Records Manager,
- 1 (one) Administrative Assistant, and
- Engineering Support (identified by and at the discretion of the Town during the contract period).

*Denotes Key Personnel

Roles may be combined as needed and based on personnel qualifications as well as project needs.

The Town does not require or expect all personnel to be on-site at all times. Only one inspector (or inspector senior) will be needed for the majority of the project. Additional on-site inspectors would only be necessary as the work requires (multiple testing sites at one time, etc.).

Staff Functions, Duties, and Knowledge, Skills, and Abilities

Construction Manager -

Function and Duties: The function of the Construction Manager is to assure the 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 Project Manager. The Construction Manager shall manage assigned project elements which may involve structures, roadways, other transportation facilities and utilities. Duties include: analyzing and interpreting project plans and specifications to ensure project constructability; identifying design errors for the Town; determining impact for both the Town and contractor; interpreting unclear contract language; providing work order time impact analysis, reporting contractor's daily production rates, preparing independent detailed construction estimates; making recommendations for partial and final contractor payments, monitoring project budgets and recommending any needed adjustments to the Project Manager; supervising and managing inspection personnel and making recommendations on project staffing. The Construction Manager shall also conduct pre-construction conferences, utility coordination meetings, construction progress meetings, and other types of conferences; write project management correspondence, and approve or reject recommendations made by project inspectors; recommend resolution of field construction problems and design changes;

perform analysis and prepare work orders, seek input from the project controls group regarding the schedule/cost impact and work with the project design group, materials, environmental, traffic engineering, right of way, the public, and all other parties necessary to meet contract schedules and requirements.

Knowledge, Skills, and Abilities: The Construction Manager is expected to have ten (10) years of experience in the management of highway and/or utility 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; and knowledge in the use of electronic data processing equipment and contract management software is required. The Construction Manager must also be skilled in the use of survey, nuclear density, and materials testing equipment. He or she must also possess the ability to supervise and manage employee work groups; interpret roadway, bridge and utility plans, specifications, and contracts; prepare technical, financial, administrative, and explanatory correspondence. **Preference will be given to Construction Managers that hold a Certified Construction Manager (CCM) Certificate**

Construction Inspector Senior -

Function and Duties: The Construction Inspector Senior's function is to monitor the work of contractors to ensure quality control and contract compliance for utility, roadway, structure, and bridge construction projects of moderate to considerable complexity. In addition to inspection responsibilities, the Inspector Senior may be required to provide inspection/project management, under the direction of a Construction Project Manager or designee. In addition to the duties noted below 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 to the public, environmentally challenging, or require significant project coordination with property owners, utility companies, or local/federal government representatives. The Inspector Senior will verify lines, grades dimensions, and elevations using survey and field engineering equipment; Coordinate and schedule various phases of construction with the prime contractor and agency personnel; review and monitor contractors' plan of operation; and advise contractors of violations and recommend adjustments to operations. The Inspector Senior also recommends changes to construction plans to meet field condition; makes field measurements of pay items and conducts materials testing; checks equipment; prepares and maintains comprehensive project records including daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, work orders, and monthly estimates; aids in the development of work orders, investigations and analysis of Notices of Intent; evaluates and monitors progress schedules, and performs work order analysis; 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.

Knowledge, Skills, and Abilities: The Construction Inspector Senior is expected to have six (6) years of inspection experience including a working knowledge of roadway, structure, bridge and utility construction methods, materials, standards and specifications; working knowledge of the VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Inspector Manual;

and knowledge in the use of contract management software compatible with the Town’s project management software or as approved by the Town. The Inspector Senior must also have a working knowledge of state and federal safety, environment, and EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry; skill in operating computer equipment, software programs, and field inspection equipment; the 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.

It is the sole responsibility of the Consultant Engineering Firm to provide certified personnel when requested and/or assigned to project by the Town.

It is anticipated that the Town will require Inspector Senior positions with various combinations of the following certifications throughout the life of this contract. The specific certifications required for a given task will be identified by the Town at the time the task assigned.

Certification	Issuing Agency
Soil and Aggregate Compaction	VDOT or NICET LEVEL II*
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Slurry Surfacing	VDOT
Surface Treatment	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Virginia DEQ
Stormwater Management (Inspector) Certification***	Virginia DEQ
Nuclear Gauge Safety Training	NRC**Recognized Provider
Intermediate Work Zone Traffic Control	VDOT Approved Provider
10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT

*Certification requirements shall be in accordance with current VDOT regulations.

Certifications in Soils and Concrete.

**Nuclear Regulatory Commission

***Obtained prior to installation of stormwater items

Construction Inspector -

Function and Duties: The Constructor Inspector’s Function is to monitor the work of contractors to ensure quality control and contract compliance for roadway, structure, bridge and utility construction projects of routine to moderate complexity, under the direction of a Construction Manager or their designee. The Inspector oversees, inspects, and monitors contractual field work which includes, but is not necessarily

limited to, excavations, drainage facilities, road surfaces, structures, and utilities; 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 highways work zones, traffic control devices, and utilities. The Inspector also recommends changes to construction plans to meet field conditions or provide project cost savings; maintains project records, including daily diaries, materials notebooks, as-built plans, pay quantity records, and monthly estimates; monitors Equal Employment Opportunity/Disadvantaged Business Enterprise (DBE) documentation and compliance with Federal labor requirements/ regulations, ensuring contractor compliance with program requirements.

Knowledge, Skills, and Abilities: The Construction Inspector is expected to have three (3) years of inspection experience including a working knowledge of roadway, structure, bridge, and utility 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 knowledge of the VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Inspector Manual; knowledge in the use of contract management software; working skill in operating computer equipment, software programs and field inspection equipment including project management software compatible with the Town's project management software. The Inspector must also have the ability to read and interpret roadway, structure, bridge and utility 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 with the agency and contractor personnel and the general public.

It is the sole responsibility of the CEI firm to provide certified personnel when requested and/or assigned to projects by the Town.

It is anticipated that the Town will require Construction Inspector positions with various combinations of the following certifications throughout the life of this contract. The specific certifications required for a given task will be identified by the Town at the time the task assigned.

Certification	Issuing Agency
Soil and Aggregate Compaction	VDOT or NICET LEVEL II*
Asphalt Field Level I & II	VDOT
Hydraulic Cement Concrete Field	VDOT or NICET LEVEL II*
Pavement Marking	VDOT
Slurry Surfacing	VDOT
Surface Treatment	VDOT
Flagger Certification	VDOT
Certification for Erosion and Sediment Control Inspection	Virginia DEQ
Nuclear Gauge Safety Training	NRC**Recognized Provider
Stormwater Management (Inspector) Certification***	Virginia DEQ
Intermediate Work Zone Traffic Control	Town Approved Provider

10 Hour OSHA Safety Training	OSHA
GRIT (Guardrail Certification)	VDOT

*Certification requirements shall be in accordance with current VDOT regulations.

Certifications in Soils and Concrete.

**Nuclear Regulatory Commission

***Obtained prior to installation of stormwater items

Responsible Charge Engineer -

Function and Duties: The function of the Responsible Charge Engineer is to lead and guide Construction Managers, Inspection staff, and Contract consultants in administering construction and maintenance contracts and managing projects in the transportation and utility construction engineering industry. The Responsible Charge Engineer shall not function in a dual role as the Construction Inspector Coordinator or Construction Manager.

The Responsible Charge Engineer manages a wide range of construction projects of varying complexity related to roadways, structures, drainage and utilities, and also manages environmental issues. He or she is responsible for the 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.

Knowledge, Skills, and Abilities: The Responsible Charge Engineer shall be a Virginia licensed P.E. having 10 years of direct experience in managing complex construction projects. This position requires comprehensive knowledge of transportation and utility engineering construction principles/practices; quality assurance and control methods; civil engineering; and regulatory/legal constraints. He or she must have demonstrated skill in delivering complex transportation projects in a transportation engineering/construction industry; be able to communicate effectively both orally/writing with various stakeholders/constituents; lead construction/ engineering staff; and implement change management. The Responsible Charge Engineer must possess the 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.

Project Records Manager -

Functions and Duties: The function of the Project Records Manager is to maintain construction project records and process related paperwork; review and update documents; monitor records for compliance with state and federal regulations and verify contractor pay estimates. Documents to be maintained include, but are not limited to, materials notebook, 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. The Project Records Manager sets up,

processes, and tracks construction related project documents utilizing project management software compatible with the Town's or as approved by the Town. Documents include but are not limited to, materials notebook, detailed daily work records and diaries, work orders, request for information, supplemental agreements, contractor pay estimates, general correspondence, and other documents as necessary. He or she shall review monthly and final estimates; check calculations against work log and contractors pay estimate to verify work is complete prior to payment; document daily occurrences, meetings, and communications; issue monthly CPEs for prime and subcontractors; assist in project close-out, and maintain as-built drawings. The Project Records Manager monitors contractor compliance with state and federal requirements related to Equal Employment Opportunity and wages; monitors and maintains issue files that have the potential to, or have become, formal Notices of Intent to file claims against the Town, and ensure that the records are complete, factual, and that a project timeline of each issue is included.

Knowledge, Skills, and Abilities: The Project Records Manager is expected to have five (5) years of full time project records management. Working knowledge of Federal and State Labor Regulations to including the Davis Bacon Act; Town of Christiansburg procedures, bid items, plans and specifications. He or she must be able to demonstrate an ability to input and modify data, prepare and verify daily work records, and generate reports using project management software compatible with the Town's project management software or as approved by the Town; utilize Microsoft Office software; and communicate effectively both orally and in writing with contractors, political entities and the general public.

Administrative Assistant -

Functions and Duties: The Administrative Assistant provides administrative support to the members of the Construction Team. The Administrative Assistant's duties include the 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; Prepare reports and other correspondence in an accurate and timely manner; takes pre-construction meeting minutes and distribute them in a timely manner as well as takes minutes of other project meetings; assist Inspectors with timesheets, construction management computer systems, office supplies and administrative support; maintain a status log for time sensitive materials assuring that deadlines are met; manage the office to ensure adequate office supplies are in stock, answers phones, and directs calls to the appropriate person; assists with invoice preparation and assembly; and be responsible for processing C-31s (Sublet Requests).

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. He or she must possess the ability to keep meeting minutes and action logs, distribute minutes, and request feedback; track items requiring action and maintain status logs of these items; multitask and manage administrative duties in a professional, timely and accurate manner.

Engineering Support Staff -

Function and Duties: Engineering Support Staff serve to provide support to the Town staff in the analysis and review in the areas of, but not limited to, constructability/bid-ability review/analysis, shop drawings,

schedule review, and notice of intent and claims analysis, as requested by the Area Construction Engineer or Project Manager. Support Staff provides consultation, investigations, evaluations, and written documentation in the areas of, but not limited to, constructability/bid-ability review, shop drawings, schedule review and notice of intent analysis, as requested by the Area Construction Engineer or Project Manager.

Knowledge, Skills, and Abilities: The Engineering Support Staff shall be under the supervision of 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 not necessary 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. Engineering Support Staff shall have experience with the practical application of engineering procedures in roadway and utility design/construction.

It is the sole responsibility of the Consultant Engineering Firm to have tasks performed by certified and/or licensed Engineering Support Staff for the requested assigned tasks by the Town.

EXPRESSION OF INTEREST (EOI)

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 5-12
 - **Standard Form (SF) 330 Part I (Sections A-I)** – one combined for the project team (reference Expression of Interest Items 1-4)
 - **Standard Form (SF) 330 Part II** – one for each firm
 - Firm Data Sheet
 - Certification Regarding Debarment forms
 - A table or matrix containing the requested information in Expression of Interest Item 12
 - Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
 - Full size copies of Commonwealth of Virginia DPOR registration certificate for the Key Personnel
1. Indicate KEY PERSONNEL ONLY resumes in SF 330 Part I, Section E (Resumes of Key Personnel Proposed for This Contract). Key personnel are defined as those to whom the contract will be assigned and who will be performing the actual management of the work and be responsible for inspection, administrative and design services. Each resume shall be limited to one page per person with a font no less than 10 point.

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 Town of Christiansburg's Project Manager for approval, 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.

2. In SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract), limit example projects to no more than five (5). This and Section H are the ONLY sections of the submission which may include pictures or graphics
3. In SF 330 Part I, Section G (Key Personnel Participation in Example Projects), limit example projects to no more than five (5). The example projects listed in Section G (#29) should match the example project list provided in Section F.
4. In SF 330 Part I, Section H (Additional Information), the consultant should detail the plan to assure the Town of Christiansburg that the staff submitted for evaluation will be available for the services requested by the RFP. Section H of SF 330 Part I is limited to a maximum of five (5) pages with a font no less than 10 point. 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 and Section F are the ONLY sections of the submission which may include pictures or graphics (included in the five page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this Town of Christiansburg project.
5. In 2 pages or less, please emphasize your qualifications in the following areas:
 - Construction engineering and inspection services for large storm drainage projects in urban settings.
6. In 1 page, provide information that will indicate your firm's current workload and your firm's ability to meet the time schedule for this project.
7. 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.dmbv.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.

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 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.

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.

8. Provide a list of 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.
 - A firm (prime) shall not submit more than one Expression of Interest (EOI) in response to this Request for Proposals (RFP). If more than one EOI is submitted by an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or any party of a Joint Venture shall be disqualified. If more than one EOIs are submitted by an affiliate, or subsidiary company of an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or Joint Venture shall be disqualified.
9. 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 judgment 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.

10. 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. Clearly indicate these services in the EOI.

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

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

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

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

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

12. In addition to the page restrictions listed above, a maximum of 2 additional pages may be included in the Expression of Interest.

Failure to comply with the law with regard to those requirements in Virginia (whether federal or state) at the time of the EOI submittal 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 Town, non-responsive and in that event your EOI submittal(s) may be returned without any consideration or evaluation.

ADMINISTRATIVE

1. Prior to the time of submittal of the EOI, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission. Information about entity formation can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation <http://www.dpor.virginia.gov/>, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting an Expression of Interest to the Town of Christiansburg. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.
2. The Town 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 lump sum/actual costs for each project assignment based on fixed billable rates. For purpose of determining the lump sum fee/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.
4. Electronic EOI submittals are encouraged for this EOI, with the entire submittal in a single cohesive PDF file. 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 SF 330 Part I and Part II elsewhere in the submittal. **All information may be submitted either electronically by email to the Purchasing Coordinator (mhamric@christiansburg.org) listed below or by mail (one hard copy) and received no later than 3:00 PM (local time prevailing) on August 11, 2020. Responses received after this time will not be considered. An offeror choosing to submit the EOI through hard copy delivery must include one electronic file storage medium containing the entire submittal in a single cohesive PDF file.** All text in the PDF file shall be searchable using Adobe Acrobat software except within illustrations and scanned registration documents.

All hard-copy deliveries shall be made to the following Town of Christiansburg address:

Town of Christiansburg
Attn: Mark Hamric, Purchasing Coordinator
100 East Main Street
Christiansburg, VA 24073

7. The Town of Christiansburg 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.
8. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Town no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Town's website.

FIRM DATA SHEET

Funding: S (S=State F=Federal)
 Project Name: Hickok Street Improvements

Project No.: PN#02098, UPC 113136
 Division: Engineering Department
 EOI Due Date: August 11, 2020

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 may 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 Small Business and Supplier Diversity

CERTIFICATION REGARDING DEBARMENT

PRIMARY COVERED TRANSACTIONS

(To be completed by a Prime Consultant)

Project: Hickok Street Improvements (UPC 113136)

- 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 judgment 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: Hickok Street Improvements (UPC 113136)

- 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
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Name of Firm

CONSULTANT ENGINEERING FIRMS SHORT LIST SCORE SHEET – STATE FUNDED PROJECT
 (FOR PROFESSIONAL SERVICES)

DIVISION: _____

EOI NO.: _____

PROJECT: _____

FIRM: _____

DESCRIPTION: _____

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 PROJECT MANAGER (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 sub-consultants) (1=least, 10=most)	1-10					20%	
PRESENT WORKLOAD (Firm's capacity and availability)	1-10					10%	
						TOTAL	