

REQUEST FOR PROPOSAL

Architectural/Engineering Consulting Services for the Long Bridge Project in Washington, DC

There will be a Mandatory pre-proposal conference for this solicitation. The pre proposal will be held via a teleconference using the GOTOWebinar service. The mandatory pre-proposal will be June 15, 2020 at 1PM. Step by step instructions on how to attend the meeting will be in an attachment after the RFP as well as in section IX of this RFP.

Notice: The Virginia Department of Rail and Public Transportation (DRPT) is releasing this RFP, but due to passage of HB 1414 by the Virginia General Assembly, a Virginia Passenger Rail Authority (VPRA) will be created as of July 1, 2020. Therefore, this RFP allows for assignability to VPRA at any stage in the procurement process or after award of procurement.

Vendor Registration: In order to receive an award, the firm must be a registered vendor with eVA before the RFP submission due date and time.

Note: This public body does not discriminate against faith based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or 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.



REQUEST FOR PROPOSALS

Issue Date: June 2, 2020

RFP# 505-626

Title: Architectural/Engineering Consulting Services for the Long Bridge Project in Washington, DC

Commodity Code: 918-42 Engineering Consulting

Issuing Agency and Address: Commonwealth of Virginia
Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, Virginia 23219
ATTN: Melissa Myers

Location of Work: Northern Virginia

Period of Contract: Date of award through completion of Project

All inquiries for information should be directed in writing to Melissa Myers, Procurement Officer at melissa.myers@drpt.virginia.gov. All questions must be received no later than June 18, 2020 at 3:30pm

Sealed proposals for furnishing the services described herein will be received until **3:00 p.m. Eastern time on August 4, 2020. All proposals must received via eVA. Instructions on how to do this are included in this RFP**

In compliance with this Request For Proposal (RFP), which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services **described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP.** It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Offeror:

FEI/FIN Number

E-mail

Date

Signature (in Ink)

Printed or Typed Name of Above

Phone

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Note: Electronic copies of A/E Data Forms (AE-1 through AE-6) forms are available for download at: <https://dgs.virginia.gov/search/documents-and-forms/?filter=AE>

I. PURPOSE

The Department of Rail and Public Transportation (DRPT), an agency of the Commonwealth of Virginia, is issuing this request for proposal (RFP) for the purpose of entering into a contract through competitive negotiations for the professional services of an architectural/engineering (A/E) firm with experience in preliminary engineering design and, authorized to do business in the Commonwealth of Virginia and the District of Columbia that will provide preliminary engineering design for the Long Bridge Project in accordance with the Scope of Work contained in Attachment A. The requisite experience must be applicable to preliminary engineering design for freight and passenger rail expansion, including new and replacement rail structures located in a corridor with active freight and passenger rail.

II. BACKGROUND

The existing Long Bridge is a two-track railroad bridge over the Potomac River that was constructed in 1904 and is owned and operated by CSX Transportation (CSXT). The Long Bridge is currently utilized by Amtrak, Virginia Railway Express (VRE), and CSXT freight trains. Norfolk Southern also has access rights over Long Bridge. The Long Bridge is an essential link between the northeast and southeast rail networks along the Eastern Seaboard. As a two-track crossing with three tracks approaching from each end, Long Bridge currently creates a bottleneck for freight and passenger traffic and cannot support the projected increase in rail traffic. Future demand will require expanded infrastructure to provide additional capacity, allowing passenger, commuter, and freight rail services to be improved, facilitating economic growth, and improving mobility throughout the Eastern Seaboard.

The Long Bridge Project addresses the existing bottleneck and includes eight (8) rail bridges and two (2) pedestrian bridges, extending approximately 1.8 miles between Arlington, VA, and Washington, DC.

In 2011, the District Department of Transportation (DDOT) received a High-Speed Intercity Passenger Rail grant from the Federal Railroad Administration (FRA) to complete a two-phase feasibility and planning study of the rehabilitation or replacement of Long Bridge. The Phase I study, completed in 2015 before initiation of the Environmental Impact Statement (EIS) for the project, considered concepts to address the deficiencies of the Long Bridge. Phase II of the Long Bridge Study commenced in Fall 2015 and included development of a long-range service plan based on future demand in the Corridor, further refinement of engineering concepts, and development of draft evaluation criteria to identify and screen concepts carried forward for analysis in the EIS process.

In 2016, FRA awarded DDOT a Transportation Investment Generating Economic Recovery (TIGER) grant for Phase III, which includes the National Environmental Policy Act of 1969 (NEPA) process. The grant funded the development of the EIS, Section 4(f) Evaluation, and Record of Decision (ROD), including conceptual design to support the analysis of alternatives, analysis of environmental impacts, and identification of a Preferred Alternative.

In 2019, FRA, in conjunction with DDOT prepared a Draft EIS (DEIS) to meet the requirements of the National Environmental Policy Act (NEPA) of 1969 (42 USC 4321), the Council on Environmental Quality (CEQ) Implementing Regulations for NEPA, (40 CFR Part 1500-1508), the FRA Procedures for Considering Environmental Impacts (64 FR 28545), and Efficient Environmental Reviews for Project Decision-making (23 USC 139). In addition to this DEIS, FRA is preparing a Draft Section 4(f) Evaluation to comply with Section 4(f) of the United States Department of Transportation Act of 1966 (49 USC 303) and entered into the Section 106 of the National Historic Preservation Act of 1966 (36 CFR 800) and its implementing regulations. The DEIS identifies potential effects of the Long Bridge Project on the human and natural environment and identifies measures to avoid, minimize, or mitigate potential adverse impacts. DDOT is leading the conceptual design of the Long Bridge Project and is transitioning leadership of the project for preliminary engineering to construction to DRPT as part of a broader program geared toward improving service between Northern Virginia and Washington, DC. DDOT will continue to work with its partners to the completion of the environmental clearance (Final Environmental Impact Statement and Record of Decision), which is expected summer 2020.

III. INFORMATION AVAILABLE

The following documents and information are available for download from DRPT's FTP site at the links below. The Offeror's proposal shall conform with the final version of all Long Bridge EIS documentation and commitments.

- CAD files from Conceptual Engineering Plans prepared during the DDOT DEIS Project

Part 1 - <http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/b152063c-29ce-4484-ae0b-13dd80cc6e83/1%20-%20LB%20CAD%20Files%201.zip>

Part 2 - <http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/baa6ed28-ed29-42b9-a70c-fd210515ec93/1%20-%20LB%20CAD%20Files%202.zip>

- Preliminary Geotechnical Engineering Exploration Plan for Long Bridge, the Atlantic Gateway program, Arlington County, VA, and Washington, DC

<http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/723e83b9-f7c2-41e3-a9ea-b9867e18e327/2%20->

[%20Preliminary%20Geotechnical%20Engineering%20Exploration%20Plan%20for%20Long%20Bridge.pdf](#)

- DC to Richmond Preliminary Engineering Plans from Alexandria Interlocking (MP 104.3) to Rosslyn Interlocking (MP 110.1)

[http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/f879bb46-1510-4d01-89fc-453640ff2b60/3%20-%20DC2RVA%20NOV%20AF-RO%20Revised%2030%20PE%20Plans%2007Aug2019.pdf](#)

- Stakeholder comments from Conceptual Engineering Plan Review

[http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/8ef9a5f7-fe2a-41c6-bb50-3dc63e8b29c5/4%20-%20Long%20Bridge%20FRA%20CE%20Plan%20Comments%20\(to%20be%20addressed%20during%20PE\).pdf](#)

- Long Bridge Project permits list

[http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/abb87939-307b-40cc-8609-6e684b4abc22/5%20-%20LB_EIS_2019_1205_Long%20Bridge%20Project%20Permits%20List.pdf](#)

Additional commitments and impact mitigations from the DDOT EIS including the DEIS, Conceptual Engineering Plans, and additional project resources can be found on the Long Bridge website, copied below. To ensure the best proposal, the Offerors shall check this website frequently for updates to the EIS documentation and project commitments.

- [http://longbridgeproject.com/](#)

IV. GENERAL

The Offeror (Offeror) is the firm submitting the proposal and may be referred to as the “prime consultant” and “responding firm” on the attachments.

This RFP does not commit DRPT to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services.

DRPT reserves the right to alter the project delivery method at any time during the contract period. DRPT will notify the Offeror of such decision, revise the scope of services, and negotiate a fair and reasonable fee as appropriate. The change, if necessary, will be implemented utilizing an additional task order or supplemental agreement based on the contract type.

DRPT 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 RFP if it is in the best interest of DRPT to do so.

V. SCOPE

The scope of work shall consist of the items listed in Attachment A – Scope of Services.

VI. CONFLICT OF INTEREST

Each Offeror shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to the procurement. Prior or existing contractual obligations between a company and a federal, state, or local agency relative to the project or DRPT's program may present a conflict of interest or a competitive advantage. If a potential conflict of interest or competitive advantage is identified, the Offeror shall submit in writing the pertinent information to DRPT's point of contact as identified in the solicitation.

DRPT, in its sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. An organization determined to have a conflict of interest or competitive advantage relative to the procurement that cannot be mitigated, shall not be allowed to participate as a team member for the Preliminary Engineering project. Failure to abide by DRPT's determination in this matter may result in a Proposal being declared non-responsive.

Conflicts of interest and a real or perceived competitive advantage are described in state and federal law, and, for example, may include, but are not limited to, the following situations:

1. An organization or individual hired by DRPT to provide assistance in development of instructions to Offerors or evaluation criteria for the project.
2. An organization or individual hired by DRPT to provide assistance in development of instructions to Offerors or evaluation criteria as part of the programmatic guidance or procurement documents for DRPT's program, and as a result has a unique competitive advantage relative to the project.
3. An organization or individual with a present or former contract with DRPT or DDOT to prepare planning, environmental, engineering, or technical work product for the Project, and has a potential competitive advantage because such work product is not available to all potential Offerors in a timely manner prior to the procurement process.
4. An organization or individual with a present or former contract with DRPT to provide assistance in contract administration for the project.

DRPT reserves the right, in its sole discretion, to make determinations relative to potential conflicts of interest on a project specific basis.

DRPT may, in its sole discretion, determine that a conflict of interest or a real or perceived competitive advantage may be mitigated by disclosing all or a portion of the work product produced by the organization or individual subject to review under this section. If documents have been designated as proprietary by Virginia law, the Offeror will be given the opportunity to waive this protection from disclosure. If the Offeror elects not to disclose, the Offeror may be declared non-responsive.

VII. APPLICABILITY OF THE A/E MANUAL

The rights and duties of the Owner and Architect/Engineers (A/E) applicable to State projects are set forth in the Terms and Conditions of the A/E Contract (CO-3a) and the A/E Manual as defined in the current edition of the Construction and Professional Services Manual (CPSM), as amended. The Terms and Conditions are available at:

https://dgs.virginia.gov/globalassets/business-units/bcom/documents/forms/dgs-30-018_05-15_co-3a.pdf

Offeror's attention is directed to Chapter 2, Definitions of the CPSM, for definitions of terms used in this RFP. The terms "Agency" and "DRPT" are used interchangeably in the material referenced in this RFP and mean the Department of Rail and Public Transportation, the public body issuing this solicitation for services and with whom the successful A/E Offeror (Contractor) will enter into an agreement.

VIII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. General Requirements

1. RFP Response

In order to be considered for selection, Offerors must submit a complete sealed electronic response to this RFP. RFP must be submitted electronically using eVA. <https://eva.virginia.gov/index.html> If you are not registered in eVA, you must do so in order to submit a proposal and have a contract with the state of Virginia.

Proposals must be received in eVA by August 4, 2020 by 3pm.

In addition, the Offeror may be required to make a subsequent oral presentation detailing how the Offeror would approach the specific elements outlined in the Scope of Work.

2. Electronic Proposal Preparation

- A. Proposals shall be electronically signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the DRPT requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals, which are substantially incomplete or lack key information, may be rejected by the DRPT at its discretion.
- B. Proposals should be organized in the order in which the requirements are presented and follow the requirements in Section V: Specific Proposal Requirements of this RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- C. Proposals should be prepared simply and economically, providing straightforward concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each tab must be submitted separately as an attachment in eVA. Each attachment can be no more than 60MB. You can submit up to five attachments at a time and as many as necessary. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Proposals should use a font size of 12 (or larger) and have no less than 3/4" margins. **No proposal, in its entirety, should exceed 50 pages one-sided.**

B. SPECIFIC PROPOSAL REQUIREMENTS

Proposals should be as thorough and detailed as possible so that DRPT may properly evaluate the Offerors' capabilities to provide the required services. Offerors are required to submit the following items in order for their proposal to be considered complete.

RFP Cover Sheet – The RFP Cover Sheet (page 2 of this RFP) shall be completely filled out and signed as required.

Tab 1: Introduction and Executive Overview (2 Page Maximum)

The Offeror must concisely highlight the most relevant and noteworthy elements of their proposed approach, experience and qualifications to perform the work outlined in Section IV of this RFP.

Tab 2: Understanding of Work and Plan for Providing Services (10 Page Maximum)

The Offeror must provide a detailed description of its understanding of the services to be provided with descriptions of the approach and procedures employed on similar projects elsewhere. The Offeror must describe the process it will follow to respond to the specific tasks in the attached Scope of Work. The Offeror should also describe the management procedures it will follow to oversee work by its personnel and work by sub-consultants.

Tab 3: Experience and Qualifications (25 Page Maximum)

The Offeror must describe the skills and qualifications it has available to perform the various types of tasks described in the Scope of Work. The key personnel who will be assigned to these various tasks need to be identified. . The Offeror must demonstrate that it has sufficient personnel with the various types of skills needed to perform the work across jurisdictional lines in both Virginia and in the District of Columbia.

The Offeror shall provide all of the following information concerning its company, sub-consultants and personnel qualifications:

- 1) A detailed statement indicating the organizational structure under which the firm proposes to conduct business. If more than one firm is involved in this project, state the type of arrangement between the firms and the percentage of work to be performed by each.
- 2) A list of the key personnel including sub-consultants who could be assigned to the various tasks identified. Give the relevant experience record of each and include resumes and any certifications.
- 3) A list of references to include name, address, telephone number, project, and amount of project.

Tab 4: Virginia Department of Small Business and Supplier Diversity/Small, Women and Minority Owned Businesses (DSBSD/SWAM) Participation

The Offeror shall indicate the percentage of DSBSD/SWAM participation and specify the types of work to be performed by DSBSD/SWAM sub-Consultant. In order to be considered for the selection of this Request for Proposals, the Offeror must submit a copy of the Small Business Subcontracting Plan in the proposal. A blank copy of this document is included as Attachment C.

All DSBSD/SWAM Offerors must be certified with the Virginia Department of Small Business and Supplier Diversity. If the DSBSD/SWAM is not certified they must demonstrate that they are eligible to be certified, and they must receive such certification prior to the solicitation due date. The Virginia Department of Small Business and Supplier Diversity can be contacted at (804) 786-6585. The DSBSD/SWAM goal for this contract is 10%. If the DSBSD/SWAM is the Prime Offeror, the Offeror will receive full credit for planned involvement.

Tab 5: Contact Person

The primary Offeror must identify the name, telephone number and e-mail address for the contact person who will be responsible for coordinating the efforts and personnel of all parties and/or sub-Consultants involved in the proposal.

Tab 6: Staffing Plan

Offerors shall identify all staff positions for the services described in the Detailed Scope of Work and listed pursuant to Tab 2. Final pricing/rates will be addressed in the negotiation phase.

IX. EVALUATION CRITERIA AND CONTRACT AWARD

A. Evaluation Criteria

Proposals shall be evaluated by DRPT using the following criteria:

Offeror's Approach to Performing the Scope of Services (20 points):

- Offeror has a well-developed, pragmatic approach to managing and delivering the scope of services;
- Offeror demonstrates a clear understanding of the scope of services required under the solicitation and demonstrates the ability to deliver those services in the Commonwealth and in the District of Columbia; and
- Offeror clearly outlines how the Offeror will provide QA/QC of their services, including written deliverables, reports, etc.

Offeror's Capability, Past Experience (30 points):

The Offeror's demonstrated track record in providing similar services including:

- Expertise and past experience of the Offeror in providing services on other contracts or on projects of similar size, scope and features as those required for the scope of services on this RFP; and
- Offeror's experience in providing services in conformance to the Commonwealth's and the District of Columbia's construction and capital outlay procedures including codes, standards, accessibility and building efficiency, as applicable.
- Demonstrated experience as the lead consultant entity for design and construction work of major transit and rail transportation infrastructure projects in the Commonwealth and in the District of Columbia.

Qualifications of Key Staff (30 points):

The expertise, experience, and qualifications of the Offeror's personnel and proposed sub-consultants in each discipline and with demonstrated experience with major transportation infrastructure projects in Virginia and the District of Columbia as listed in the Scope of Work.

Small Business Utilization (10 points):

Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.

Quality of Proposal (10 points):

Clear and concise organization of the proposal including completeness, appearance, and quality.

It should be noted that prior knowledge of the Atlantic Gateway or Long Bridge projects will not be considered as a part of the evaluation criteria for this RFP.

X. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses is required with any proposal for A/E services where the total A/E contract amount may exceed \$100,000. Since the potential for Task Orders under the contract exceeds \$100,000, the Offeror must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract.

A list of Virginia Department of Small Business and Supplier Diversity certified SWAM firms are maintained at www.DSBSD.virginia.gov under the SWAM Vendor Directory link.

XI. LICENSE AND REGISTRATION:

All business entities, except for sole proprietorships, are required to register with the State Corporation Commission. 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 proprietorship that does not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Board for Architects, Professional Engineers, Land Surveyors, and Landscape Architects (Board) of the Department of Professional and Occupational Regulation (DPOR). Board regulations require that all branch offices of professional corporations and business entities located in Virginia that offer or render any professional services relating to the professions regulated by the Board be registered as separate branch offices with the Board. All offices, including branches, that offer or render any professional service must have at least one full-time resident professional who is responsible and in charge who is licensed in the profession

offered or rendered at that office. All firms that are to provide professional services must meet these criteria prior to submitting a Proposal to DRPT. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the *Code of Virginia*.

Each business entity (prime and sub-consultants) on the proposed team that 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, must provide evidence in the Proposal, including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, and for appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The Proposal should convey the requested information for each registrant by the use of a concise table or matrix. Full size copies of the State Corporation Commission and DPOR supporting registration will not count towards the page restriction.

- The State Corporation Commission registration detailing the name, registration number, type of corporation and status of the business entity.
- The DPOR registration information for each office practicing or offering to practice any professional services in Virginia, including the business name, address, registration type, registration number, expiration date.
- The DPOR license information for each of the Key Personnel practicing or offering to practice professional services in Virginia, including the name, address, type, registration number, and expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.
- The DPOR license information for those services not regulated by the Board, such as real estate appraisal, including the business name, address, registration type, registration number, and expiration date.

Failure to comply with either state or federal law with regard to requirements in Virginia regarding the Offeror's 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 the Proposal submittal, in the sole and reasonable discretion of the Agency, non-responsive. In that event, the Proposal submittal may be returned without any consideration or evaluation.

XII. MANDATORY PRE-PROPOSAL CONFERENCE

There will be a Mandatory pre-proposal conference for this RFP on June 3, 2020 at 1:00pm. The pre proposal will be held via teleconference using the GOTOWebinar service. The Step by step instructions on how to attend the meeting will be in an attachment after the RFP.

DRPT is requesting only two representatives from each firm be on phone/registered. Please register for **Longbridge PE Design** on **June 15, 2020 1:00 PM EDT** at: <https://attendee.gotowebinar.com/register/7815229002000310031>

After registering, you will receive a confirmation email containing information about joining the webinar

Call in number is 631-992-3221 Attendee Code is 133-031-450

After registering, you will receive a confirmation email containing information about joining the webinar.

Please make sure you are able to log in, register, and are familiar with the gotowebinar service in advance. If you dial in late you will miss important information and DRPT will not go back over what has already gone over.

Any changes resulting from this conference will be issued as a written addendum to the RFP.

XIII. AWARD OF CONTRACT:

For professional services, the public body shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. In addition, Offerors shall be informed of any ranking criteria that will be used by the public body in addition to the review of the professional competence of the Offeror. The Request for Proposal shall not, however, request that Offerors furnish estimates of man-hours or cost for services. At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. In accordance with § 2.2-4342, proprietary information from competing Offerors shall not be disclosed to the public or to competitors. For architectural or engineering services, the public body shall not request or require Offerors to list any exceptions to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or standards developed pursuant to § 2.2-1132, until after the qualified Offerors are ranked for negotiations. At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the public body, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. After a contract has been executed, the Offeror will be known as the Contractor.

XIV. REPORTING AND PERFORMANCE REQUIREMENTS

A. MEETINGS AND REVIEWS

DRPT shall hold an initial conference with the Contractor at a place and time selected by DRPT for the purpose of reviewing the Contractor's schedules, procedures, methods, and to clarify any ambiguities that may then exist. The Contractor's Principal Officer and others requested by DRPT shall attend the conference. DRPT may request additional reviews during the contract period to evaluate vendor performance and provide feedback.

B. PROGRESS REPORTS

Contractors must meet all due dates on all tasks assigned. To provide feedback to DRPT concerning this requirement, the Contractor shall submit monthly progress reports providing detailed information on the status of the work effort on each of the various project tasks. The progress reports shall include total authorized funds and expended funds to date, broken down by task order. The total expended must be broken down by amounts paid to SWAM and non-SWAM businesses each month and paid to date. It shall summarize all work efforts in the reporting period including personnel utilization and hourly rates. It shall also discuss any anticipated difficulties and proposed resolution.

C. SUBMISSION OF SMALL BUSINESS SUBCONTRACTING PLAN, EVIDENCE OF COMPLIANCE WITH SMALL BUSINESS SUBCONTRACTING PLAN, AND SUBCONTRACTOR REPORTING

1. Submission of Small Business Subcontracting Plan: It is the statewide goal of the Commonwealth that 42% of its purchases be made from small businesses certified by DSBSD. This includes discretionary spending in prime contracts and subcontracts. All bidders/offerors are required to submit a Small Business Subcontracting Plan. The contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status when they have also received DSBSD small business certification. Where it is not practicable for any portion of the goods/services to be subcontracted to other suppliers, the bidder/offeror shall note such on the Small Business Subcontracting Plan. No bidder/offeror or subcontractor shall be considered a small

business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals.

2. Evidence of Compliance with Small Business Subcontracting Plan: Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution monthly reports substantiating compliance in accordance with the small business subcontracting plan. If a variance exists, the contractor shall provide a written explanation. A subcontractor shall be considered a Small Business for purposes of a contract if and only if the subcontractor holds a certification as such by the DSBSD. Payment(s) may be withheld until the purchasing agency confirms that the contractor has certified compliance with the contractor's submitted Small Business Subcontracting Plan or is in receipt of a written explanation of the variance. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.

3. Prime Contractor Subcontractor Reporting:

a. Each prime contractor who wins an award greater than \$100,000, shall deliver to the contracting agency or institution on a monthly basis, all applicable information for each subcontractor listed on the Small Business Subcontracting Plan that are DSBSD-certified businesses or Employment Services Organizations (ESOs). The contractor shall furnish the applicable information to the purchasing office via the Subcontractor Payment Reporting tool accessible within the contractor's eVA account.

b. In addition each prime contractor who wins an award greater than \$200,000 shall deliver to the contracting agency or institution on a monthly basis, all applicable information on use of subcontractors that are not DSBSD-certified businesses or Employment Services Organizations. The contractor shall furnish the all applicable information to the purchasing office via the Subcontractor Payment Reporting tool accessible within the contractor's eVA account.

XV. TIME SCHEDULE:

The items that are asterisked below are approximate dates and may be changed.

Pre-Proposal: June 15, 2020 at 1:00 p.m.

Questions Due: June 18, 2020 at 3:30 p.m.

Proposals due: August 4, 2020 at 3 p.m.

Interviews with top Offerors: Week ending September 4, 2020*

Negotiations start: September 14, 2020*

Awarded by: September 30, 2020*

XVI. FEES:

The MOU prepared by the Agency will document the negotiated acceptable labor rates for the various A/E classifications/disciplines/skill levels. These rates will be used by the Agency in arriving at any hourly rate work that is authorized by the Agency for the Task Order issued under the Term Contract resulting from this solicitation.

XVII. CONTRACT TERM:

Under this Contract, Task Orders will be issued during the Contract Term, which is the date of award through completion of the Program of Projects.

XVIII. TASK ORDERS:

A single task order may contain multiple tasks and project elements.

Services procured under this contract will be done on a Purchase Order basis. No commitment is made until an eVA Purchase Order is issued.

XIX. eVA VENDOR REGISTRATION:

The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or Offerors must register in eVA and pay the Vendor Transaction Fees specified below. Failure to register will result in the bid/proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows: a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:

1. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
2. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order. b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order. For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes

XX. SPECIAL TERMS AND CONDITIONS:

1. **AUDIT:** The Contractor shall retain all books, records, and other documents relative to this contract for five years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of the materials during this period.
2. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in One purchase order with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

3. **LATE PROPOSALS:** To be considered for selection, the proposal must be received in the issuing office by the designated date and hour. The official time used in the receipt of proposal is the time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The Agency is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intradepartmental Agency mail system. It is the sole responsibility of the Offeror to ensure that its bid reaches the issuing office by the designated date and hour.
4. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
5. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Va. Code Ann. § 2.2-4311.2(B), a bidder or Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50, or

as otherwise required by law, is required to include in its bid or proposal a statement describing why the bidder or Offeror is not required to be so authorized.

For assistance in complying with the above requirement please read the following:

The link below takes you to the State Corporation Commission document which provides information for foreign firms pertaining to exclusions to the requirement to register with the State Corporation Commission. Note that a foreign firm is defined as “*organized or existing under the laws of a state or jurisdiction other than Virginia.*”

<http://www.scc.virginia.gov/clk/befaq/forinva.aspx#a1>

6. **INTELLECTUAL PROPERTY RIGHTS:** The Virginia DRPT shall have exclusive rights to all data and intellectual property generated in the course of the project. Intellectual property, which includes all inventions subject to the U. S. Patent System. This shall be inclusive but not limited to, new processes, materials, compounds and chemicals, and all creations subject to the U. S. Copyright Act of 1976, as amended, including but not limited to printed material, software, drawings, blueprints, and compilations such as electronic databases.) Furthermore, DRPT shall have all rights, title, and interest in or to any invention reduced to practice pursuant to a resulting contract. Proposals should recognize the requirements of public sector agencies and of public policy generally, including the Freedom of Information Act, State statutes and agency rules on release of public records, and data confidentiality.

All copyright material created pursuant to this contract shall be considered work made for hire and shall belong exclusively to DRPT. Neither DRPT nor the Contractor intends that any copyright material created pursuant to the contract, together with any other copyright material with which it may be combined or used, be a “joint work” under the copyright laws. In the case that either whole or part of any such copyright material not be deemed work made for hire, or is deemed a joint work, then Contractor agrees to assign and does hereby irrevocably assign its copyright interest therein to DRPT. DRPT may reasonably request documents required for the purpose of acknowledging or implementing such assignment.

The Contractor warrants that no individual, other than regular employees and subcontractors of the Contractor or DRPT regular employees, agents, or assigns while working within the scope of their employment or contracted duty, shall participate in the creation of any intellectual property pursuant to the contract. If this situation should arise, such individual and his or her employer, if any, must agree in writing to assign the intellectual property rights, as described herein, for work performed under this contract to DRPT either directly or through the Contractor.

DRPT shall have all rights, title and interest in or to any invention reduced to practice pursuant to this contract. The Contractor shall not patent any invention conceived in the course of performing this contract. The Contractor hereby agrees that, notwithstanding anything else in this contract, in the event of any breach of this contract by DRPT, the remedies of the Contractor shall not include any right to rescind or otherwise revoke or

invalidate the provisions of this section. Similarly, no termination of this contract by DRPT shall have the effect of rescinding the provisions of this section.

DRPT is only entitled to the intellectual property rights for deliverables and associated documentation produced by the Contractor for which DRPT has fully paid the Contractor as the contract is completed or as the contract is terminated for any reason.

Copyright or pre-existing work of the Contractor shall remain the property of the Contractor. The Contractor grants to DRPT a perpetual, royalty-free, irrevocable, worldwide, non-exclusive license to use such pre-existing work in connection with exercising the rights of ownership granted to DRPT pursuant to this section.

Notwithstanding anything herein to the contrary, DRPT acknowledges that as part of the Contractor's provision of services hereunder, the Contractor may license third-party software or acquire proprietary works of authorship (collectively referred to as products), which have been developed by third parties. DRPT must approve the third-party license agreements and the acquisition of these third-party products prior to their use by the Contractor and DRPT agrees that these products will remain the sole property of the third party.

The Contractor shall grant DRPT license to use all software developed by the Contractor under this contract in other applications within Virginia as DRPT sees fit. Should the Contractor desire to re-use software developed under this contract for other projects (both DRPT contracts and others), DRPT must be notified in writing 60 days prior to such use. Furthermore, DRPT shall be justly compensated for the re-use of such software. Compensation shall be negotiated and agreed upon prior to DRPT releasing software rights. Typically, DRPT prefers increased software capabilities and/or functionality instead of monetary compensation.

7. DRPT reserves the right to approve any personnel or subcontractors proposed for the work described in this RFP and/or any subsequent contract resulting from this RFP. DRPT will provide written justification to the Contractor when approval is not granted.

8. **IDENTIFICATION OF PROPOSAL/PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____ January 21, 2020 3:00 p.m. _____
Name of Offeror Due Date Time

Street or Box Number

RFP No.

City, State, Zip Code

RFP Title

Name of Contract/Purchase Officer or Buyer Melissa Myers

The envelope should be addressed as directed on Page 2 of the solicitation.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- 9. PATENT RIGHTS:** If any invention, improvement or discovery of the Contractor or any of its Sub contractors is conceived or first actually reduced to practice in the course of or under this Project which invention, improvement or discovery may be patentable under the Patent Laws of the United States of America or any foreign country, the Contractor shall immediately notify DRPT and provide a detailed report. The rights and responsibilities of the Contractor, his Sub contractors and the Department with respect to such invention will be determined in accordance with applicable Federal laws, regulations, policies, and waivers thereof.
- 10. KEY PERSONNEL:** People identified in terms of this RFP as "key personnel" who will work on the service contract, must continue to work on this contract for its duration so long as they continue to be employed by the Contractor unless removed from work on the Contract with the consent of the purchasing agency.
- 11. ASSIGNABILITY:** Neither party may assign its rights or obligations under this Agreement without the prior written consent of the other party. Consent will not be unreasonably withheld or delayed. Notwithstanding this general prohibition against assignment, DRPT may assign any portion of this Agreement to any other state agency, authority or department without offeror consent. All of the terms and conditions of this Agreement shall remain in full force and effect and will be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

Detailed Scope of Work

Preliminary Engineering for the
Long Bridge Project – Washington, DC, to
Arlington, Virginia



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Section I. Overview

Project Name

The project title determined by the Virginia Department of Rail and Public Transportation (DRPT) is “Preliminary Engineering for the Long Bridge Project – Washington, DC, to Arlington, Virginia,” whereby the Contractor’s contract scope will be referred to as “the PE Contract” and the full project including construction is referred to throughout as the “Long Bridge Project.”

Project Location

The PE Contract for the Long Bridge Project, shown in Figure 1, consists of the preparation of preliminary engineering and related documents to support the follow-on advertisement for final design and construction of improvements and related railroad infrastructure on a 1.8-mile segment of new track and the realignment of existing tracks between the Rosslyn (RO) Interlocking near Long Bridge Park in Arlington, Virginia, and the L’Enfant (LE) Interlocking near 10th Street SW in the District of Columbia (District). The proposed new track would run parallel to the existing RF&P Subdivision railroad line, owned by CSX Transportation (CSXT). The purpose of the Long Bridge Project is to increase capacity along this section of track. The physical limits of the PE Contract and Project extend from the Control Point (CFP) at RO interlocking at MP 110.1 to the LE interlocking at MP 111.5, with the exception of the signal design that will be performed by CSXT, which may extend beyond the physical limits of the Long Bridge Project.

Figure 1: Project Location Map



Project Description

The existing bridge, Long Bridge, is a two-track railroad bridge over the Potomac River that was constructed in 1904 and is owned and operated by CSXT. The Long Bridge currently serves CSXT, Amtrak, and Virginia Railway Express (VRE). Norfolk Southern also has access rights over the bridge.

The Long Bridge Project will provide additional capacity between Washington, DC, and Northern Virginia to allow for the connection of the Northeast Corridor and the future Southeast High-Speed Rail Corridor. This additional capacity will allow for the improvement of passenger, commuter, and freight railroad service, facilitating economic growth and improving mobility in both Northern Virginia and Washington, DC. The existing two-track Long Bridge corridor connects to three-track systems on either end and currently creates a bottleneck for freight and passenger rail traffic. Without additional capacity, the Long Bridge Corridor cannot support increased future service demands.

The RO interlocking will be upgraded as part of the Alexandria Fourth Track Project and the LE interlocking will be designed and constructed by others as a part of the L'Enfant Fourth Track and Station Improvement Project. Coordination will be required between the three projects to determine exact limits for each project and to ensure a fully coordinated design. Track tie-ins at the RO and LE interlockings are anticipated to be part of the scope of this project. The Alexandria Fourth Track Project will design and construct 6 miles of fourth track providing a four-track corridor from the RO Interlocking to the Alexandria (AF) Interlocking. The L'Enfant Fourth Track and Station Improvement Project will design and construct a fourth track and platform improvements at the L'Enfant station providing a four-track corridor from the LE Interlocking to Control Point Virginia (VA) where passenger trains diverge from the CSXT corridor to service Washington Union Station.

The Conceptual Engineering Plans along with stakeholder comments for the Long Bridge Project are provided as part of this RFP. However, the District Department of Transportation (DDOT) is still working with stakeholders to complete the Final Conceptual Engineering Plans, which will be made available to the selected Contractor. The Federal Railroad Administration (FRA), in conjunction with DDOT, prepared a Draft EIS (DEIS), Section 4(f) Evaluation in compliance with NEPA, and Conceptual Engineering Plans for the Long Bridge Project. The Offeror's proposal shall conform with the final version of all Long Bridge EIS documentation and commitments. DRPT will be leading the progression of the conceptual design to preliminary engineering (PE) plans for the Long Bridge Project.

The Long Bridge Project proposes improvements along the 1.4-mile Long Bridge Corridor including, but not limited to:

- Construction of new and replacement bridges along the Corridor to achieve four-track capacity (see bulleted lists below for specific bridges)
- Installation of new track and signals and upgrades to existing track and signals
- Construction of railroad roadbed, drainage and supporting structures, including new retaining walls along the corridor, and reinforcement of structural supports for overhead bridges (i.e. crash walls).

The Long Bridge Project includes a total of eight (8) rail bridges:

- New Two-Track Rail Bridge over the George Washington Memorial Parkway
- New Two-Track Rail Bridge over the Potomac River, Mount Vernon Trail, and Ohio Drive SW parallel to the existing Two-Track Rail Bridge at the same location – which is to remain in place as defined by the EIS under Action Alternative A
- New Two-Track Rail Bridge over the Metrorail Yellow Line Tunnel and Tunnel Portal
- New Two-Track Rail Bridge over I-395
- Replace Existing Two-Track Rail Bridge over I-395 with New Two-Track Rail Bridge
- Replace Existing Two-Track Rail Bridge over Ohio Drive SW with New Four-Track Rail Bridge
- Replace Existing Two-Track Rail Bridge over the Washington Channel with New Four-Track Rail Bridge
- Replace Existing Two-Track Rail Bridge over Maine Avenue SW with New Four-Track Rail Bridge

The Long Bridge Project also includes one (1) new bicycle and pedestrian bridge and one (1) pedestrian bridge replacement:

- New Bicycle and Pedestrian Bridge over the George Washington Memorial Parkway, Potomac River, Mount Vernon Trail, and Ohio Drive SW
- Replace Existing Pedestrian Bridge over Maine Avenue SW with New Multimodal (Bicycle and Pedestrian) Bridge

The Long Bridge Project includes work under and adjacent to structures and private property including, but not limited to the following:

- Maryland Avenue over-build and Portals Buildings: Track realignment and crash walls underneath the over-build area of Maryland Avenue Southwest, adjacent to the Portals commercial, residential, and hotel uses.
- Washington Marina: Located in southwest DC adjacent to Maine Avenue Southwest.
- Long Bridge Park and Aquatics Center: Long Bridge Aquatics Center is an active design-build project managed by Arlington County, Virginia

- Department of Defense (DOD) facility and National Park Service (NPS) Buildings in East Potomac Park: These areas are occupied by NPS and DOD staff and are actively used as office space.

Section II. Description of Work

The description of work provides a description of the design activities required by the PE Contract. As an overview, the Contractor shall implement project controls and coordination with stakeholders to ensure on-time, formal submittals at 15% and Preliminary Engineering Plans for DRPT and Stakeholder review. In addition, these activities will be used to advance permitting and approvals towards project implementation, such that the Contractor shall support DRPT in environmental approvals and clearance, right-of-way (ROW) acquisition, and technical specifications for the next phase of the project.

The Contractor shall coordinate the PE design with adjacent projects including, but not limited to, L'Enfant Fourth Track and Station Improvements and Alexandria Fourth Track. The Contractor is also responsible for meeting the requirements of the action as laid out in the Record of Decision (ROD), the Programmatic Agreement for compliance with Section 106 of the National Historic Preservation Act (NHPA), and Section 4(f) of the US DOT Act, compliant with NEPA.

In addition, the Contractor shall develop a detailed public involvement plan that meets the requirements of the Long Bridge DEIS Agency and Public Coordination Plan, provide materials for the DRPT project website, and support Public Hearings.

See Section III. Deliverables for additional detail on the required submittals and other deliverables.

Task 1.0: Project Management and Coordination

The objective of this task is to support DRPT in the oversight and execution of technical and administrative functions needed to keep the Project on schedule, within budget, and maintain compliance with all applicable requirements. All management, administrative, financial, accounting, and reporting procedures will be in accordance with Virginia law.

1.1 Project Management Plan

Within the first 14 days following notice to proceed (NTP), the Contractor shall submit a detailed Project Management Plan (PMP) for DRPT review and approval. This PMP will describe roles/responsibilities and establish protocols and procedures for internal coordination and external coordination, as well as protocols/procedures/templates for invoicing, progress reporting, administrative record filing (both emails and hard copies), communications, and other management-related operations. The PMP shall follow the guidance from FRA for *Monitoring Procedure 20 - Project Management Plan (PMP) Review* (<https://www.fra.dot.gov/eLib/Details/LI6051>) in terms of structure and content.

The PMP shall include a PE Contract schedule as defined in Task 1.5. The PMP also shall include protocols for design and schedule coordination with ongoing projects within the CSXT corridor including the CSXT signals and communication design, Alexandria Fourth Track Project (AF interlocking to RO interlocking) and the L'Enfant Fourth Track and Station Improvement Project

(LE interlocking to CP VA).

The PMP shall be updated and submitted to DRPT, at a minimum, quarterly.

1.2 Quality Control Plan

The Contractor shall develop a Quality Control Plan (QCP), including detailed quality assurance/quality control procedures, for the Project. The QCP shall define the procedures for providing quality control reviews of all deliverables, providing quality assurance throughout the life of the Project, and maintaining quality records. The QCP shall ensure conformance with all applicable design criteria, standards, and requirements. A process shall be established to ensure non-conforming work, information, and documents are not used. QCP procedures shall also apply to all subconsultants or subcontractors.

1.3 Risk Management

After the 15% Design Submittal has been completed, the Contractor shall prepare and submit to DRPT an initial Risk Register that:

- Identifies potential risks,
- Identifies the entity responsible for each risk,
- Identifies parties other than the risk owner that are affected by each risk, and
- Evaluates each risk based on probability and severity.

The Contractor shall prepare and submit to DRPT a Risk and Contingency Management Plan (RCMP) that consists of the Risk Register and an initial risk management strategy that includes a mitigation plan to manage the impact of each unexpected event should it occur. The Contractor shall incorporate elements from the risk assessment into the design deliverables, where applicable. Prior to the completion of PE, the Contractor shall hold a formal Risk Assessment Workshop with DRPT that the Contractor will use to further inform the RCMP. The workshop will provide a more rigorous probabilistic analysis of the cost and schedule impact and provide additional input to the RCMP. The RCMP and Risk Assessment Workshop shall be used to determine the required amount of cost and schedule contingency necessary at this level of design. The Contractor shall apply the risk contingency to the Construction Cost Estimate and the Construction Schedule. The Risk Register shall be updated and submitted to DRPT at a minimum quarterly.

1.4 Coordination Meetings

This task includes the following meetings throughout the length of the Project:

- One (1) kick-off meeting with DRPT
- Weekly project management coordination meetings with DRPT – These meetings will be a combination of in-person meetings and conference calls.

- Design coordination meetings – discipline-specific meetings with DRPT and other stakeholders as directed by DRPT based on the requirements of the design review process detailed in Task 2.4
- Coordination meetings with adjacent projects – including the CSXT signals and communication design, Alexandria Fourth Track Project, and the L’Enfant Fourth Track and Station Improvements Project.

The Contractor shall develop a coordination meeting schedule ten (10) business days after notice to proceed. The Contractor shall also provide agendas for each meeting (at least three (3) business days in advance of the scheduled meeting), shall facilitate the discussions during the meetings, and shall submit minutes documenting each meeting.

As detailed below in Tasks 2.4 and 2.5, the Contractor shall be responsible for supporting environmental mitigation agreements, transportation analysis, design reviews, and preliminary ROW acquisition documentation with partner NEPA agencies and private parties such as The Portals and the Washington Marina Company. The Contractor shall supply support graphics, designs, and consultant architectural designs necessary to complete the design process detailed in Task 2.4.

See Task 3, Stakeholder and Public Outreach, for additional meeting requirements.

1.5 Project Administration and Management

The Contractor shall submit a detailed Preliminary Engineering design schedule within 14 days of NTP which shall contain all the activities, tasks, events, meetings, reviews, and deliverables for the duration of the project. The schedule shall complete all deliverables for the PE Contract within 24 months from NTP. The schedule shall be reviewed by DRPT. The Contractor shall address the review comments, update the schedule, and resubmit to DRPT. The Contractor shall submit monthly schedule updates with the monthly progress report and invoice. It is the responsibility of the Contractor to propose recovery measures, mitigate delays, and update the sequence and logic of activities to avoid delays to the critical path.

In addition, this task will include:

- Overall technical direction and oversight of the Contractor’s team
- Monthly Progress Reports and Invoicing
- Electronic and paper record keeping for the purposes of maintaining an administrative record, which includes, but is not limited to, electronic copies of all deliverables in native (Word, Excel, CAD, etc...) and PDF format

1.6 CSXT Coordination and Right-of-Way (ROW) Access

The Contractor shall ensure that all activities in the PE Contract and the design prepared for the Long Bridge Project complies with FRA regulatory requirements for safety and security, including

standards, specifications, regulations, design handbooks, safety design checklists, and other sources of design guidance.

The project is located within and adjacent to CSXT ROW. The design shall comply with all FRA regulations and CSXT criteria and standards. If differences exist between the FRA regulations and CSXT criteria and standards, the more stringent of the requirements shall apply. Deviations from those standards shall be addressed by means of a design waiver and submitted to DRPT for approval by CSXT. The Contractor shall prepare design waivers for all exceptions to design criteria including but not limited to the following known deviations included in the conceptual design:

- Track centers under Maryland Avenue SW near 12th Street SW
- Horizontal clearance under Maryland Avenue SW near 12th Street SW
- Vertical clearances for new bridges over I-395 and Maine Avenue SW
 - The Contractor shall also provide documentation to DRPT for obtaining design exceptions for vertical clearances over I-395 and Maine Avenue SW from FHWA and DDOT.

The Contractor shall coordinate with CSXT to obtain a temporary Right of Entry Permit and CSXT flagging services for project activities within CSXT ROW. The Contractor shall coordinate with CSXT on all field reconnaissance, data collection, site assessment, and other necessary tasks, including Property Owner Notifications. Contractor project staff accessing the CSXT ROW shall have federally mandated training including annual CSXT-certified Roadway Worker Protection training consistent with 49 CFR Part 214. Contractor team field personnel shall be equipped with required Personal Protective Equipment in compliance with federal regulations and CSXT requirements. The Contractor shall copy DRPT on all coordination and correspondence with CSXT.

CSXT will be performing all signal and communication design for the Project. The Contractor shall regularly coordinate PE design elements and plans with CSXT to ensure a fully coordinated PE plan set. The Contractor shall include the signal and communication plans designed by CSXT in the PE plans.

Task 2.0: Preliminary Engineering

This task includes PE design for all elements of the Project to be advanced from the conceptual design completed during the Long Bridge Project EIS to Preliminary Engineering level. Preliminary Engineering is generally defined as 30% plans, though some elements of the design must be more advanced than 30% to meet the contract requirements, including acquisition of ROW, and some elements of design may be slightly less than 30%. The PE design shall include detail consistent with Section III. Deliverables to establish a proof of concept that as presented is

constructible given the project constraints and update the footprint and limits of disturbance of the Project to define ROW needs with enough detail to allow the purchase of ROW, probable construction costs, agency permitting and project approvals, and support the preparation of design-build bids. PE design shall adhere to all applicable design criteria including, but not limited to the standards, specifications, and publications outlined in Section II. Description of Work and including any requirements of Authorities Having Jurisdiction (AHJ) (pertaining to the engineering or regulatory requirements of the agency with authority over the resource or land as it relates to project facilities or project elements).

The Contractor shall review the Long Bridge EIS Project *Basis of Design – Technical Criteria for Conceptual Engineering* (Long Bridge BOD) (http://longbridgeproject.com/wp-content/uploads/2019/09/AppendixB2_BasisofDesignReport_LongBridgeDEIS.pdf) to understand the design criteria, standards, agreements between stakeholders, and design approach used during the preparation of the Conceptual Engineering Plans. The Contractor shall use the Long Bridge BOD and Conceptual Engineering Plans as the starting point for the Preliminary Design. The Contractor shall utilize the Long Bridge BOD as the foundation of the Preliminary Engineering Basis of Design (PE BOD) and shall update the PE BOD to document the design approach, codes, technical criteria, specifications, standards, and agreements utilized during the preparation of the PE design. The PE BOD is anticipated to be a living document and the Contractor shall update the document throughout the project to add additional agreements and modify criteria as needed. The PE BOD shall be submitted for review prior to the 15% Design Submittal.

In addition to the FRA and other technical stakeholders, NPS will be engaged in design reviews based on the Final Environmental Impact Statement, Record of Decision, draft Mitigation Agreement and a Section 106 Programmatic Agreement. The Contractor shall be responsible for supporting environmental mitigation agreements, design reviews, transportation analysis (baseline parking counts and traffic counts including bicycle and pedestrian traffic), site planning and preliminary ROW acquisition documentation with partner NEPA agencies and private parties such as The Portals and the Washington Marina Company.

All CAD drawings associated with the preliminary engineering design shall comply with the CSX Transportation's *Standard Specifications for the Design and Construction of Private Sidetracks* supplemented by Section 10: Drafting Standards of the *DDOT Design and Engineering Manual*.

2.1 Survey

In order to support the subsequent design-build procurement, the Contractor shall complete survey and mapping collection to a final design level for rail and roadway corridors. The Contractor shall develop the survey and mapping needed to achieve final design level survey for this project including, but not limited to, the following:

- Delineate railroad ROW
- Establish horizontal and vertical control
- Acquire current digital aerial photography to produce aerial mapping
- Develop geo-rectified photogrammetric topographic mapping
- Develop planimetric features from aerial photography, etc.
- Perform conventional topographic surveys for obscured areas
- Determine 100-year floodplain as shown on Federal Emergency Management Agency (FEMA) maps
- Determine top of rail and crosstie elevations
- Perform sanitary and storm sewer surveys
- Perform bridge surveys for existing railroad and highway bridges including clearances, minimum waterway width, and height from the Mean High-Water Level
- Perform hydraulic surveys for railroad bridges over waterways
- Develop survey control sheets
- Compile property ownership information including title searches, existing third-party agreements, and easements for properties adjacent to, or potentially impacted by the planned project work.
- Research existing as-builts, tunnel location, and survey the top of the Washington Metropolitan Area Transit Authority (WMATA) tunnel and, if necessary, the tunnel portal to gather enough information to allow for structural design of the proposed bridge as the proposed alignment crosses the tunnel.

The survey and mapping must comply with Section 11: Control Survey and Topographic Mapping of the *DDOT Design and Engineering Manual*. All survey topographic information must comply with National Map Standards for the scale of mapping (<http://nationalmap.gov/standards/nmas.html>). ROW surveying is to be performed in accordance with the most recent *Manual of Practices for Real Property Surveying* published by the Government of the District of Columbia, Department of Consumer and Regulatory Affairs, Office of the Surveyor for the District of Columbia.

The Contractor shall provide all survey and mapping files in compliance with Section III of this RFP.

The Contractor shall provide traffic and parking counts, including all modes of traffic, surrounding each temporary and permanent impact location for the Long Bridge Project.

2.2 Subsurface Utilities

The objective of this task is to research and designate existing subsurface utilities in the corridor to identify potential underground utility conflicts. The Contractor shall perform utility designation in compliance with Quality Level “B,” as defined in CI/ASCE 38-02, Standard Guideline for the

Collection and Depiction of Existing Subsurface Utility Data. Existing non-tonable utilities, i.e. plastic, asbestos, concrete shall be depicted as Quality Level “C” or “D.” CSXT, utility owners, and other affected stakeholders shall be contacted in order to request and acquire records of the existing underground facilities. Utility record information shall be used as an aid in the identification of the number, identity, size, and material of utilities located in the field. The Contractor’s utility investigation shall comply with Section 9.4 of the *DDOT Design and Engineering Manual*, and Chapter 13 of the *Virginia Department of Transportation (VDOT) Survey Manual*. If differences exist between the above-stated standards, the more stringent of the standards shall apply. The Contractor shall perform the following components:

- Provide the necessary support for locating utilities, underground facilities, and proposed utility relocations along the project area
- Exercise professional judgement to correlate data from different sources and to resolve conflicting information
- Update electronic files, and other associated documents to reflect the integration of Quality Level “B” information
- Recommend follow-up investigations (e.g., additional surveys and/or consultation with utility owners) as may be needed to resolve discrepancies
- As appropriate, amend the indicated quality level of depicted information

The Contractor shall provide the Subsurface Utility File in CADD and GIS format as per Section III of this RFP.

2.3 Geotechnical Exploration and Design

The Long Bridge Project EIS Geotechnical Engineering Report (Conceptual GER) developed during the Long Bridge EIS Project aggregated all available geotechnical information from the site and provided concept-level geotechnical recommendations.

Key geotechnical issues to evaluate during PE include but are not limited to trackbed design, pavement design, foundation support for the bridges and walls, the potential for embankment and trackbed settlement, and whether ground improvements are necessary. A Preliminary Geotechnical Engineering Exploration Plan for Long Bridge (Exploration Plan) was previously prepared by the Atlantic Gateway program to support the advancement to PE by providing a suggested preliminary geotechnical engineering exploration program for informational purposes.

The Contractor shall review the Exploration Plan to confirm its recommendations and provide suggested modifications to the Exploration Plan based on their understanding of what geotechnical exploration and testing will be required to complete PE for the Project. The Contractor shall submit an updated, detailed Preliminary Geotechnical Engineering Exploration Plan to DRPT for review.

After acceptance of the updated Preliminary Geotechnical Engineering Exploration Plan prepared by the Contractor, the Contractor shall execute the approved subsurface exploration plan. The

execution of the subsurface exploration program shall be supervised by a Professional Engineer licensed in the District of Columbia and the Commonwealth of Virginia. The Contractor shall document the findings from the field exploration in a PE Geotechnical Engineering Report.

At a minimum, the exploration plan required for PE shall be designed to collect information to support the evaluation and design of the following project elements during PE:

- Bridge foundations
- Retaining walls
- Ground improvement and/or settlement waiting periods for embankment construction
- Slope stability of existing slopes where tracks will be shifted or constructed
- Embankment slope laybacks
- Reuse of excavated material as backfill
- Proposed track structure
- Proposed pavement design
- Impacts to existing structures

Subsurface exploration requirements shall be developed considering the following publications:

- *DDOT Design and Engineering Manual*, dated January 2019
- *AREMA Manual for Roadway Engineering*, dated April 2018
- *AASHTO LRFD Bridge Design Specifications*, Eighth Edition, 2017

The Exploration Plan for Long Bridge prepared by the Atlantic Gateway program is provided with the information available with the RFP.

2.4 Support for Environmental Permitting, Agency Coordination, and Agreements

As part of the development of the Long Bridge EIS, DDOT and FRA worked with its partner agencies to ensure compliance with its obligations under the National Environmental Policy Act (NEPA). Concurrent with the NEPA process, the Lead Agencies facilitated public and agency participation and coordination in compliance with Section 4(f) of the USDOT Act of 1966 (Draft Section 4(f) Evaluation, Consultation) and Section 106 of the National Historic Preservation Act of 1966 (NHPA). As part of this consultation, the Lead Agencies agreed to a design review process for aspects of the project that introduce new structures and elements in historic districts. The Design Review process is documented in the Section 106 Programmatic Agreement and Mitigation Agreement.

Parties to the Design Review include: DRPT, FRA, DDOT, District of Columbia State Historic Preservation Officer (DC SHPO), Virginia Department of Historic Resources (VDHR), National Capital Planning Commission (NCPC), Commission of Fine Arts (CFA), NPS, and Concurring Parties to the Section 106 Programmatic Agreement.

The Contractor shall work with DRPT to develop and implement a design review process as agreed to by the Parties as part of the Section 106 Programmatic and Mitigation Agreements, and in compliance with the necessary permitting processes.

As part of the Project obligation to the Parties, the consultant shall support DRPT to complete the design through a review process. The review process requires the Contractor to develop aesthetic treatments that are compatible with the character of existing historic properties in the area of potential effects (APE), including developing at least three (3) proposed treatment concepts and a preferred treatment for inclusion in the PE design, unless otherwise dictated by DRPT. PE design shall include consideration of construction controls to mitigate noise, vibration, and visual impacts – including minimizing the footprint of construction staging areas identified in Task 2.6, allowing for aesthetically pleasing construction fencing and screening between construction staging areas and cultural resources, and locating construction staging areas away from sensitive views and viewsheds.

Aside from the processes described above, the Contractor shall include the details regarding process and implementation of the design, construction impacts, and all other mitigations as outlined in the FEIS, ROD, Section 106 Programmatic Agreement, and Mitigation Agreement and assess the implications on the engineering design work and critical path items for the Long Bridge project.

The Contractor shall ensure the design is consistent with and coordinated with all agency approvals as documented in the ROD. For example, environmental clearances for I-395 and Maine Avenue SW; areas of FHWA right-of-way, including the use of airspace over I-395 shall be coordinated with DRPT, FHWA and DDOT.

The Lead Agencies developed the Agency and Public Coordination Plan (Appendix A2 of the Draft EIS http://longbridgeproject.com/wp-content/uploads/2019/09/AppendixA2_AgencyPublicCoordinationPlan_LongBridgeDEIS.pdf), as required by Efficient Environmental Reviews for Project Decision-making, which gives a detailed description of the methods used to engage all stakeholders in the NEPA process and throughout the Project's development. Following completion of the EIS, DRPT will be responsible for continuing agency and public involvement for the Project through the preliminary design, final design, and construction stages and ensuring implementation of all commitments and mitigation measures presented in the environmental document. Therefore, the Contractor shall support these efforts through the advancement of design to PE.

Once available, the Contractor will be responsible for reviewing and understanding the environmental commitments identified in the Long Bridge ROD, Section 106 Programmatic Agreement, and Mitigations documents (draft versions can be made available if not yet, publicly available document) and developing a Mitigation, Monitoring and Reporting Program (MMRP).

The development of the MMRP will include the following deliverables to DRPT:

1. The Contractor shall submit an initial list of the commitments to DRPT for approval. This list shall include the timing of completion required for the commitment, agency or stakeholder coordination needed, preliminary cost estimates, and identification of the AHJ over the resource.
2. As part of the 15% design submittal, the Contractor shall submit to DRPT a plan for implementation of applicable environmental commitments for approval. The implementation plan will build on the preliminary MMRP submittal and include but is not limited to defining the roles and responsibilities required to implement the applicable environmental commitments for the Project.

Environmental commitments include permitting requirements as well as other approvals, tasks, and plans committed as part of the Long Bridge ROD as minimization, avoidance or mitigation for the proposed action. The controlling regulations and permits required at the local, state, and federal level include, but is not limited to, the following:

- Section 401 of the Clean Water Act—Water Quality Certification
- Section 402 of the Clean Water Act—National Pollution Discharge Elimination System
- Section 404 of the Clean Water Act—Dredge and Fill Materials
- Section 408 of the Clean Water Act—USACE permission to alter or occupy civil works projects previously constructed by the Corps such as dams, levees, or flood channels
- Code of Virginia Title 28.2 Chapter 12 Submerged Lands—VMRC
- Code of Virginia Title 28.2 Chapter 13 Wetlands—VMRC and Wetlands Boards
- Code of Virginia Title 62.1 Chapter 3.1 - VPDES Permit Program Regulation
- Code of Virginia Title 62.1 Chapter 3.1 – Virginia Water Protection Permit
- Section 9 of the Rivers and Harbors Act—United States Coast Guard
- Section 10 of the Rivers and Harbors Act—USACE
- MS4 Permit—Small Municipal Separate Storm Sewer Systems
- Title 14 of the Code of Federal Regulations (14 CFR) Part 77- FAA Notice of Proposed Construction or Alteration of Airport Airspace
- Director's Order #53- Department of the Interior, National Park Service, Special Use Permit
- Airspace lease pursuant to D.C. Official Code § 10– 1121.01- § 10–1121.13 (for DDOT airspace approval over Maine Avenue SW)
- 23 CFR 713B for management of airspace on Federal-aid highway systems for nonhighway purposes (for FHWA airspace approval over I-395)

After DRPT acceptance of the MMRP, the Contractor shall coordinate with DRPT to determine the potential use of Nationwide and/or Regional permits. DRPT will conduct a delineation of wetlands/waters of the U.S. (WOUS) within the corridor to confirm the limits of jurisdictional

features. This will be completed via Preliminary Jurisdictional Determination (PJD). A digital file of these features shall be provided to the Contractor.

To assist DRPT in the preparation of the application to obtain water quality permits, the Contractor shall prepare impact exhibits and cross sections in accordance with 9VAC25-210-80 upon completion of the Railroad Design Plans and Mass Grading Plans. The Contractor shall also assist DRPT in the preparation of remaining permit applications by preparing impact exhibits and cross sections in accordance with agency requirements as part of the Preliminary Engineering Plans submittal.

The Contractor will be expected to coordinate with DRPT on any project work that is managed by NPS, and that may impact the 15% and/or Preliminary Engineering design submittals (e.g. underwater archeology investigation). The Contractor shall coordinate any appropriate NPS work with the corresponding design at the appropriate level of design.

The Contractor is responsible for completing the PE design within the limits of disturbance (LOD) and impacts of the National Environmental Policy Act (NEPA) commitments established in the EIS. If the Contractor finds that this is not achievable during PE design, the Contractor shall determine where the impacts exceed the LOD and NEPA commitments, identify specific locations and environmental impacts from the changes to the LOD, and coordinate the findings with DRPT. DRPT will lead the initiation of modifications to the EIS. The Contractor shall provide technical work products to support DRPT with required modifications to the EIS.

Included as information is the Long Bridge Project permits list compiled during the Draft EIS phase. This list is not exhaustive, and the permits list is provided as a basis for identifying key permits and jurisdictional bodies. The Contractor shall coordinate necessary permitting with these entities and any others which may be deemed necessary, as applicable. The Contractor shall also update this list of permits as needed throughout the PE Contract.

2.5 ROW Acquisition and Relocation Documentation

During this task, the Contractor shall identify ROW impacts based on the PE design. The Contractor will follow VDOT acquisition procedures for private property acquisition, and local, federal and District of Columbia right of way considerations and processes for acquisition, where appropriate. VDOT, on behalf of DRPT, will be performing all ROW transactions for the Long Bridge Project, unless otherwise directed by DRPT.

The Contractor shall perform all necessary work to support the ROW acquisition process. Property acquisition may be necessary for structures, grading, access roads, roadways, or stormwater management facilities. Information available to date shall be reviewed, supplemented, and modified as necessary to support the design. The Contractor shall identify parcels for which early access may be required and for which acquisition should be given early attention.

The Contractor shall prepare the ROW Acquisition Plans for all properties with a ROW impact. A ROW impact is described as a parcel where land acquisition, temporary easement, or permanent easement is required. These easements shall include utility easements as well as access, construction, and maintenance easements. The Contractor shall identify temporary easements as part of the PE design, and make every effort to minimize all property easements, including temporary construction easements. The ROW Acquisition Plans will be used by DRPT to purchase property identified during PE.

The Contractor shall be responsible for supporting the development of ROW acquisition documentation with partner NEPA agencies and private parties.

2.6 Railroad Design

Railroad design work shall include horizontal and vertical track alignments that maximize operating speeds, efficiency, maintainability, and safety while minimizing impacts on the environment, third parties, ROW requirements, existing railroad operations during construction, and costs. The Contractor shall conduct analysis and provide design of the railroad roadbed for the optimal alignment configuration and special trackwork considerations. Analysis and design will be accomplished using American Railway Engineering and Maintenance-of-Way Association (AREMA) recommended practices, Long Bridge BOD, and CSXT standards, coupled with FRA regulatory requirements. If differences are identified between the applicable criteria and standards, the more stringent of the regulations shall apply.

The Contractor shall develop railroad design that includes but is not limited to the following elements:

- Horizontal alignments
- Vertical profiles
- Track geometry
- Typical sections
- Cross sections (at 50-foot increments)
- Cross-drainage structures
- Retaining walls
- Special trackwork (such as crossovers, interlockings, etc.)
- Track charts (design speeds, curvature, and grades)
- ROW Impacts
- Utility conflicts/relocations
- Construction limits
- Preliminary Construction Phasing Plans (to maintain uninterrupted service)
- Permanent access roads
- Temporary access roads and staging areas for construction

- Design Coordination with CSXT signals and communication design, Alexandria Fourth Track Projects and L'Enfant Fourth Track and Station Improvements Projects and including but not limited to track alignment, grading limits, and interlocking modifications

The Contractor shall submit the railroad design deliverables as defined in Section III of this RFP.

2.7 Maintenance of Traffic

Temporary vehicular lane closures and temporary detours will be required as a result of soil boring work and project construction. It is anticipated that the proposed work may affect, but is not limited to, the following areas:

- George Washington Memorial Parkway
- Mount Vernon Trail
- Ohio Drive SW (two crossings)
- National Park Service (NPS) parking lots
- I-395 North
- I-395 South
- Maine Avenue SW
- Maiden Lane SW
- 14th Street SW (Route 1)

The Contractor shall develop maintenance of traffic plans consistent with the Long Bridge ROD commitments and the Section 106 Programmatic and Mitigation Agreements as part of this task. Standard maintenance of traffic and detour design will be based upon standard procedures outlined in the *DC Temporary Traffic Control Manual* and the *Manual on Uniform Traffic Control Devices* (MUTCD).

The Contractor shall also develop maintenance of traffic plans for navigable waterways for the Potomac River and Washington Channel. These plans shall be prepared for review by the United States Coast Guard (USCG) as part of the USCG Bridge Permit process, and for use in discussions with the District of Columbia Council members and the public.

2.8 Structural Design

This task will define the structural requirements at grade separations, drainage, and waterway crossings. The Contractor shall prepare a Bridge TS&L Report, along with bridge plans for PE. There are eight (8) proposed grade-separated railroad crossings and two (2) proposed bicycle and pedestrian bridges. During the refinement of the conceptual alignment and development of the preliminary alignment, the Contractor shall identify and mitigate, to the extent possible, factors that impact the structures. The Contractor shall analyze each structure location for the best structural solution. Live loads for steel structures shall consider both the Cooper E-90 loading and

the Alternate Live Load with full diesel impact; whichever produces the greater stress. Live loads for concrete structures shall consider Cooper E-90 loading with full diesel impact. Loads resulting from proposed bridges shall not be allowed to impart additional loads or increase the loading on existing structures that are adjacent to the proposed structure. The Contractor shall ensure that the PE design complies with the clearances established in the Preliminary USCG Navigation Clearance Determination.

The Contractor shall determine locations and shall design required crash walls based on CSXT and FRA requirements. The Contractor shall prepare crash wall plans and details.

Structural design shall be developed to provide the following bridge plan information:

- General Plan, Elevation and Transverse Section
- Proposed superstructure including type, number of girders, and structure depth
- Proposed substructure including a typical plan and elevation view for abutment and piers
- Horizontal alignments
- Vertical profiles
- Minimum vertical and horizontal clearances (existing and proposed)
- Minimum waterway width and height from the Mean High-Water Level
- Typical sections
- Soil and foundation type considerations
- Retaining walls (location, type, and height)
- ROW Impacts
- Utility conflicts/relocations
- Phasing to maintain operations during construction including any temporary structures

The structural design shall be documented in the PE BOD and consider the following publications:

- *DDOT Design and Engineering Manual*, dated January 2019
- *AREMA Manual for Railway Engineering*, dated April 2018
- *AASHTO LRFD Bridge Design Specifications*, Eighth Edition, 2017
- *AASHTO LRFD Guide Specifications for the Design of Pedestrian Bridges*, dated December 2009
- *CSXT Design & Construction Standard Specifications*
- *CSXT Public Project Information For Construction and Improvement Projects That May Involve the Railroad*, dated July 2017
- *Washington Metropolitan Area Transit Authority (WMATA) Adjacent Construction Project Manual*, dated September 2015
- USCG Design & Engineering Standards
- NPS Structural Engineering Standards

2.9 Civil Engineering

Roadway, Bicycle, and Pedestrian Facilities

The Contractor shall prepare Roadway Improvement Plans and Bicycle and Pedestrian Facility Improvement Plans consistent with the Long Bridge ROD commitments, the Section 106 Programmatic and Mitigation Agreements, and roadway, parking lot, and bicycle and pedestrian facility impacts identified during the PE Contract. The PE design shall consider the latest edition of the following:

- *DDOT Design and Engineering Manual*
- *AASHTO, A Policy on Geometric Design of Highways and Streets*
- *National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide*
- *NPS Active Transportation Guidebook*

Other considerations should include the DC Bicycle Master Plan and Arlington Master Transportation Plan, as well as the interconnectivity with existing trails in the region, including but not limited to, Rock Creek Trail and Mt. Vernon Trail.

Site Grading/Drainage/Erosion and Sediment Control

Proper drainage from railroads, roadways, and bridges is critical to providing safe conditions and maintaining transportation infrastructure. The Contractor shall adequately design drainage and stormwater management structures to adequately convey design flows while meeting the needs of multimodal transportation users. All designs shall consider the Long Bridge ROD commitments, the Section 106 Programmatic and Mitigation Agreements, environmental concerns, floodplain impacts, erosion and sediment control measures, and the protection of structures.

All current federal, state, and District of Columbia regulations pertinent to the design of drainage and stormwater management shall be adhered to, which may include Best Management Practices (BMPs) or alternative requirements from the Long Bridge ROD. Additionally, within the CSXT ROW, special attention shall be paid to the surface drainage, grading, and stormwater management best practices and standards found within the latest editions of the *AREMA Manual for Railway Engineering*, *CSXT Public Project Information For Construction and Improvement Projects That May Involve the Railroad*, *CSXT Design & Construction Standard Specifications*, *Virginia Stormwater Management Handbook*, and the *DOEE Stormwater Management Guidebook*. If differences exist between the above-stated regulations, the more stringent of the regulations shall apply.

In conjunction with the development of the track plans and related roadway improvements, grading plans shall be prepared. The Contractor shall document hydrologic and hydraulic analysis illustrating the existing and proposed capacity of hydraulic structures and establishing the need for

improvements, if any, in a Hydrology & Hydraulics Report. The Contractor shall conduct scour analysis and a detailed flood hazard analysis to demonstrate adequacy of proposed structures. The Contractor also shall prepare a Soil Erosion and Sediment Control Plans showing the site's existing topography, indicating how it will be altered, identifying the control measures that will be installed, and describing how and when these controls will be implemented and maintained. All erosion and sediment control measures shall be consistent with the requirements of the Long Bridge ROD and follow the current *DC Department of Energy and Environment Soil Erosion and Sediment Control Handbook* and *Virginia Department of Environmental Quality Erosion and Sediment Control Handbook*.

Landscaping

The Contractor shall develop landscaping plans where temporary and permanent impacts are present that meet the requirements of the Long Bridge ROD commitments, the Section 106 Programmatic and Mitigation Agreements, and the MMRP described in Task 2.4 above. These plans shall include, but are not limited to:

- Appropriate measures to protect mature trees along the limits of disturbance; and
- Mitigation measures such as planting of trees or other vegetation to offset permanent impacts to existing vegetation buffers in coordination with NPS and other property owners.

Landscaping plans shall incorporate any relevant drainage and stormwater management designs, such as BMP and revegetation to mitigate erosion and project impacts.

2.10 Utility Design

The Contractor shall be responsible for the preliminary design of water and sanitary sewer utility relocation and the preparation of Preliminary Utility Relocation Plans. Proposed relocations of water and/ or sanitary sewer facilities shall be designed in accordance with the utility owner's requirements and standards. The approximate horizontal location of proposed water and sanitary sewer lines shall be coordinated with the utility owner during PE. Approximate easements required and preliminary horizontal alignments for water or sanitary sewer shall be shown on the Preliminary Utility Relocation Plans. All utility information obtained through Task 2.2 Subsurface Utilities shall be shown on the Preliminary Utility Relocation Plans. The Contractor is responsible for coordinating the relocation of all utilities other than water and sanitary sewer.

The Contractor shall develop a matrix of potential impacts to all utilities in order to determine a preliminary cost and impacts to construction schedule. The Contractor shall research and determine if there are any prior rights for Private Utilities with CSXT or the local government.

2.11 Construction Cost Estimate

The Contractor shall use the FRA Standard Cost Category Worksheet to prepare a Construction Cost Estimate based on quantities from each design submittal. The cost estimate should be

supplemented with estimated quantities for major categories not included in the PE design and percentage costs for quantity categories that are indeterminate based on the level of design. The cost estimate shall include but is not limited to all engineering, ROW acquisition, utility relocation, construction, construction engineering support, construction inspection, agency oversight, and contingency reserves. Emphasis should be placed on identifying any high-risk items and applying a contingency which shall be appropriate for the level of design at each submission. The construction cost should include, but not be limited to, major items such as new bridges, railroad, retaining walls, major drainage, environmental mitigation, utilities, and hazardous waste remediation. Additionally, the Contractor shall consider costs commonly associated with railroad-specific work including flagmen, watchmen, force account reviews, prevailing wage, Buy America, and the impacts on productivity when working on an active railroad.

During the course of the Project, the Contractor shall coordinate to determine what components of the Project will be constructed by CSXT. For those elements of the project that CSXT will construct, the Contractor shall use CSXT estimated costs.

The Contractor shall prepare the cost estimate based on linear segments broken at logical points along the alignment to allow for future flexibility in implementation of the project. The Contractor shall submit the Construction Cost Estimate with the linear segmented costs and provide an aggregate project cost that rolls up from the segmented costs in a worksheet. The cost estimate shall be presented in the Standard Cost Category (SCC) format as defined in FRA's Capital Cost Estimating Guidance, August 30, 2016 (<https://www.fra.dot.gov/eLib/Details/L17452>); and Monitoring Procedure 33, SCC Worksheets reference (<https://www.fra.dot.gov/eLib/details/L16055>). Using the FRA Standard Cost Category Worksheet, the Contractor shall report the cost in Year of Expenditure dollars.

The Contractor shall develop a Cost Estimate and Unit Cost Methodology Memorandum documenting background for costing assumptions, unit costs, contingency, risk-based unit prices, etc. in accordance with FRA's Cost Estimating Guidance for Capital Projects.

The Contractor shall submit an updated Construction Cost Estimate and Cost Estimate and Unit Cost Methodology Memorandum with each design submittal.

2.12 Construction Schedule

The Contractor shall develop a milestone schedule for construction of the Long Bridge Project. This schedule shall indicate an individual schedule for the construction of each of the eight (8) proposed rail bridges and two (2) proposed bicycle and pedestrian bridges. These schedules shall be combined into a master schedule displaying how the construction of bridges and other track work will be phased to achieve the full construction of the project with minimal impacts to railroad operations.

The Contractor shall submit an updated construction schedule with each design submittal.

2.13 Technical Specifications

As part of each design submission, the Contractor shall submit a matrix of all Standard Technical Specifications and Project Specific Performance Specifications that are proposed for the project. The Contractor shall indicate each specification as Invoke, Delete, or Modify to signify which specs are required for the project, not necessary for the project, or need modification to be applicable to the project.

The Contractor shall prepare all project specific performance specifications necessary to define the requirements of the project to allow bids to be prepared by a design-build contractor. The project specific performance specifications shall be submitted for review at each design submission.

Task 3.0: Stakeholder and Public Outreach

3.1 Public Involvement Plan (PIP)

DRPT and/or its designated agent will serve as the primary point of contact for coordination among stakeholders including general coordination, meeting setup, and official communications unless otherwise directed by DRPT's Project Manager. The Contractor shall develop a detailed PIP for the Project that includes, but is not limited to:

- Title VI compliance and reporting
- Monitoring metrics for engagement
- Roles and responsibilities of all parties involved in the project
- Public meeting timeline
- Communication strategies
- Contact information
- Media relations plans
- Types and numbers of meetings
- Key community stakeholders
- Engagement expectations
- Public meeting tracking template
- Schedule for well-planned outreach

Development of the PIP also includes but is not limited to:

- Meeting with DRPT to discuss revisions and additions to PIP
- Completing two rounds of revisions based on consolidated and reconciled comments provided by DRPT
- Preparing the final PIP as a PDF document and providing two (2) bound hard copies

- Performing two (2) rounds of revision to the PIP to address ongoing process-related changes

3.2 Stakeholder Outreach

Stakeholders for this project will include at a minimum: DDOT, VRE, NPS, all signatories of the Programmatic Agreement for the FEIS, Arlington County, private property owners impacted by the engineering design, Amtrak, CSXT, FRA, FHWA, and WMATA. Additional stakeholders will be identified in coordination with DRPT and in preparation of the Interagency Coordination Plan. The Contractor shall develop the Interagency Coordination Plan, which will identify stakeholders and contact information as well as outline their involvement, roles, and responsibilities throughout the Project. Development of this plan will include, but is not limited to:

- Meeting with DRPT to discuss interagency coordination strategy, attendees, meeting types and timeframes, goals, objectives, and roles and responsibilities
- Providing input to address roles and responsibilities of each agency
- Providing input to the narrative for the draft plan

The Contractor shall support monthly stakeholder coordination meetings, which are anticipated for the duration of the project. The Contractor shall schedule meetings, prepare meeting agendas and materials, and generate meeting minutes for these stakeholder meetings. DRPT and/or its designated agent will serve as the primary point of contact for coordination among stakeholders including general coordination and official communications unless the Contractor is otherwise directed by DRPT's Project Manager.

The Contractor shall develop a Stakeholder Issues Matrix to aid in tracking issues that are identified during coordination meetings and document correspondence with stakeholders.

3.3 Public Outreach

Public Meetings

Three (3) public meetings will be scheduled throughout the project at key milestones as agreed to by DRPT and included in the PIP. Public meetings shall be coordinated with the DDOT EIS project meeting schedule. Public meetings shall be consistent with public outreach commitments identified in the Long Bridge ROD.

The Contractor shall schedule all public meetings, secure locations, provide materials, and support the public notification process as described in the PIP. The public information meeting format may include display boards, presentations, and informal discussions between project team members and meeting attendees. Information packets containing meeting handouts/fact sheets, maps, and/or comment forms will be available to meeting participants.

The Project website, newspaper advertisements, press releases, email blasts, local distribution of meeting flyers (nearby public facilities, community groups), and social media will be used to publicize all public meetings. Experience with the District of Columbia Title VI process and the Commonwealth of Virginia's requirements for accessibility for disabilities and persons with Limited English Proficiency (LEP) for public meeting materials and public meetings is expected. The public meetings will be accessible to persons with disabilities and persons with LEP. Language interpretation services, such as an interpreter or sign language services, will be made available when needed and public notices announcing these meetings will provide instructions for requesting these services. All questions and comments received during the public meetings will be summarized for the record in public meeting reports. All written comments, including correspondence and comment sheets, will be scanned and filed in accordance with the Project's PMP procedures for record filing (see Task 1.1). The Contractor shall create a Public Engagement Report at the close out of the project documenting all public engagement efforts throughout the project.

Other Community Outreach

Throughout the study process, it is anticipated that requests will be made for presentations to local community groups, Chambers of Commerce, or other special interests along the corridor. If requested, the Contractor shall prepare for and attend such presentations as needed. In addition, the Contractor shall develop an electronic "Meeting in a Bag" concept to provide to metropolitan planning organizations (MPOs), Chambers, universities, large employers, Title VI groups, and other standing meeting organizations with study information in a PowerPoint format along with handouts and comment forms.

Website

The above referenced website has been developed for the Project: www.longbridgeproject.com. This website includes the Project description, Project schedule, public involvement, related studies and resources, and contact information. DDOT will maintain the project website through the conclusion of the EIS Project. At the conclusion of the EIS Project, ownership of the website will be transferred to DRPT. The Contractor shall provide DRPT materials to allow DDOT and DRPT to make routine updates to the project website. The website allows visitors to sign up for the mailing list (to be included in future email blasts and meeting notifications) and will include a web form for visitors to submit comments and questions electronically.

Mailing List

At the conclusion of the EIS Project, DRPT will obtain the latest mailing list from DDOT and provide to the Contractor. The Contractor shall maintain the electronic mailing list of elected officials, public agency contacts, property owners adjacent to the study area, stakeholders and community groups, and members of the public with an interest in the Project. The mailing list will be used to distribute meeting announcements and information about the Project. The mailing list

shall be updated throughout the life of the Project to include new contacts obtained from meetings and from the Project website.

Task 4.0: Design-Build Technical Requirements

4.1 Design-Build Technical Requirements

The Contractor shall define all requirements necessary in terms of plans, performance specifications, and any other technical requirements that will guide the development of a future design-build RFP – referred to holistically as the Project Technical Requirements (PTR). The Contractor shall format and organize the PTR which will establish the requirements that the design-build team will be required to meet or exceed in their subsequent offer. This shall include a list of references, information, and special provisions of applicable federal, state, and local laws, CSXT, and FRA Standards. The PTR's shall identify cases where requirements exceed the minimum design standards. The Contractor shall identify all standing agreements, permits, design exemptions, and special design aspects to which the design-builder must adhere.

The Contractor shall structure the PTR document by the following outline:

- Project references and description
- Requirements for all the design subtasks listed in Task 2 of this RFP

The Contractor's services will not include preparation of procurement documents, procurement process management, procurement coordination, preparation of Requests for Qualifications (RFQs) or Request for Proposals (RFPs) for the solicitation of Design-Build Contractors, or other related functions.

Task 5.0: Scope of Optional Services

The Contractor shall not perform any of the Optional Services unless scope and fee have been negotiated and authorization in writing has been issued by DRPT. In addition to demonstrating technical qualifications and expertise for the tasks described in this document, the Contractor shall also demonstrate the technical qualifications and expertise to complete the potential additional services outlined in this section.

5.1 Action Alternative B (Optional)

If DRPT requires design development of Action Alternative B, as defined in the Long Bridge DEIS, DRPT reserves the right to have the Contractor prepare a scope and fee for the advancement of the design of Action Alternative B to PE. PE shall consider all applicable tasks as outlined in this document, including:

- Section II: Description of Work
 - Task 1.0 Project Management and Coordination

- Task 2.0 Preliminary Engineering
- Task 4.0 Design-Build Technical Requirements
- Section III: Deliverables
 - Task 1.0 Project Management and Coordination
 - Task 2.0 Preliminary Engineering
 - Task 4.0 Design-Build Technical Requirements

5.2 Signals and Communication (Optional)

The existing CSXT tracks have interlockings at LE (L'Enfant) to the north and at RO (Rosslyn) to the south. Signaling stakeholders include CSXT, Amtrak, and VRE. Train operation is per Rule 261 (bi-directional signaling) with cab signals and IETMS Positive Train Control. There are no highway or pedestrian crossings within this territory.

The scope of signal design work shall include the development of preliminary (30%) designs defining the signal and communications requirements to support all phases of construction as well as the final system configuration. Analysis and design will be accomplished using AREMA recommended practices and CSXT standards, coupled with FRA regulatory requirements.

Signal and Communication design shall be developed for the following:

- Signals
- Communications
- Utilities for signals
- Utility Relocations due to signal and communication infrastructure (to be shown on Preliminary Utility Relocation Plans)
- Track charts
- Interlockings
- Phasing to maintain operations during construction

5.3 Project Phasing (Optional)

Due to the scale and complexity of the Project, DRPT may require the Project to be phased into logical construction packages. The Contractor shall study and prepare a report to recommend a preferred phasing of the Project that would allow DRPT to issue multiple design-build or construction procurement packages. The Contractor shall update the cost estimate per the recommended project phasing and create a construction schedule for each phase. The Contractor shall incorporate the phasing into the plans and technical requirements.

Section III. Deliverables

Task 1.0: Project Management and Coordination

1.1 Project Management Plan Deliverables

- Project Management Plan

1.2 Quality Control Plan Deliverables

- Quality Control Plan

1.3 Risk Management Deliverables

- Risk Register
- Risk and Contingency Management Plan
- Risk Assessment Workshop

1.4 Coordination Meetings Deliverables

- Coordination Meeting Schedule
- Meeting Agendas and Materials
- Meeting Minutes

1.5 Project Administration and Management Deliverables

- Preliminary Engineering Design Schedule
- Monthly Progress Reports and Invoices
- Electronic Records of all Deliverables – Native and PDF

1.6 CSXT Coordination and ROW Access Deliverables

- Design Waiver(s) Agreement
- CSXT temporary right of entry agreement
- CSXT flagging services agreement

Task 2.0: Preliminary Engineering

Submittal Process:

The Contractor shall submit the PE BOD to DRPT prior to the 15% Design Submittal for one (1) round of comments. If necessary, the Contractor shall conduct a comment resolution meeting with DRPT and project stakeholders to discuss comments and responses. The approved comments shall be incorporated into the PE BOD.

Basis of Design Deliverable:

- Preliminary Engineering Basis of Design

Submittal Process:

The Contractor shall provide three (3) design submissions; 15%, Draft Preliminary Engineering Plans and Final Preliminary Engineering Plans. The following process for comment resolution shall be followed for the 15% and the Draft Preliminary Engineering Plans:

- DRPT will compile all comments from stakeholders and provide a comment matrix to the Contractor after each review has been completed.
- The Contractor shall respond to the comments using the DRPT provided comment matrix and submit to DRPT for use during the comment resolution meeting.
- The Contractor shall conduct a comment resolution meeting with DRPT and project stakeholders to discuss comments and responses, gather additional background to better understand comments, and provide backup to responses as necessary to reach agreement on the path forward for the submittal comments.
- The Contractor shall submit the updated comment resolution matrix to document all agreed to comment responses.
- The agreed to comments shall be incorporated into the subsequent submittal.

After incorporating the comments from the Draft Preliminary Engineering Plans, the Contractor shall submit the Final Preliminary Engineering Plans to DRPT. DRPT will confirm that all comments were properly incorporated as agreed to during the comment resolution meeting and documented in the updated comment resolution matrix. The Contractor is responsible for updates to the Final Preliminary Engineering Plans to incorporate any previous comments that were not incorporated but no new comments will be issued during the check of the Final Preliminary Engineering Plans.

Submittal Quantities:

The Contractor shall provide DRPT with five (5) 22x34 printed copies of the drawings, five (5) 11x17 printed copies of the drawings, five (5) printed copies of the cost estimate, schedule, and specification deliverables and (1) electronic PDF copy of the plans, cost estimate, schedule, and specification deliverables at each submission. The Contractor shall provide all CAD files with each submission.

Task 2 Deliverables:

2.1 Survey Deliverables

- Survey master file
- Survey control file
- Survey sanitary and storm sewer file

- Survey boundary file (ROW and property lines)
- Survey property owner file, including title searches
- Survey points and break lines file
- Survey contour file
- Digital Terrain Models (DTM) surface and survey baseline
- Traffic and parking counts – including bike and pedestrian counts

2.2 Subsurface Utilities Deliverables

- Subsurface Utility File in CADD and GIS format

2.3 Geotechnical Exploration and Design Deliverables

- Preliminary Geotechnical Engineering Exploration Plan
- PE Geotechnical Engineering Report

2.4 Support for Environmental Permitting, Agency Coordination, and Agreements Deliverables

- Aesthetic Treatment Concepts
- MMRP
- Wetland Impact Exhibits and Cross Sections

2.5 ROW Acquisition and Relocation Documentation Deliverables

- ROW Acquisition Plan Sheets

2.6 Railroad Design Deliverables

- Track Geometry data sheets
 - Alignments with stations, tangent bearings, and curve data (chord definition)
- Railroad plan and profile sheets
 - Alignments with stations, tangent bearings, and curve data (chord definition)
 - Profiles with stations, proposed grades, and curve data
 - Existing survey and aerial feature lines gray-scaled in the background on the plan view
 - Cut/fill limits with transitions identified
 - Major cross-drainage structures with stations, descriptions, and inverts
 - Major retaining walls with stations and descriptions
 - ROW Impacts
 - Utility conflicts/relocations with type, station, and offset
 - Existing survey and aerial feature lines gray-scaled in the background
- Typical sections plan sheets
- Cross-section sheets

- Track Charts
- Track Geometry Sheets
- Construction Phasing Plans
- Permanent Access Roads
- Temporary Access Roads and Staging Areas for Contractor
- Design Coordination with L'Enfant Fourth Track and Alexandria Fourth Track Projects including track alignment and interlocking modifications

2.7 Maintenance of Traffic Deliverables

- Maintenance of Traffic Plans
- Maintenance of Traffic Plans for Navigable Waterways

2.8 Structural Design Deliverables

- Preliminary Bridge Plans
 - Bridge Type, Size, and Location Report
 - Bridge Plan and Elevation
 - Bridge Deck and Approach Slabs Plan
 - Bridge Transverse Section (Existing & Proposed)
 - Bridge Substructure Plans
 - Foundation Detail Plans
 - Bridge Demolition Plans
 - Bridge Framing Plan
 - Bridge Detail Sheets
 - Retaining Wall Plan, Elevation, and Sections
 - Bridge Construction Phasing Plan
- Crash Wall Plans and Details

2.9 Civil Engineering Deliverables

- Roadway Improvement Plans
- Design Waivers or Modifications
- Bicycle and Pedestrian Facility Improvement Plans
- Grading Plans
- Hydrology and Hydraulics Report
- Soil Erosion and Sediment Control Plans
- Preliminary Landscape Plans

2.10 Utility Design Deliverables

- Preliminary Utility Relocation Plans

- Potential Utility Impact Matrix

2.11 Construction Cost Estimate Deliverables

- Preliminary Construction Cost Estimate
- Cost Estimate and Unit Cost Methodology Memorandum

2.12 Construction Schedule Deliverables

- Milestone Construction Schedule

2.13 Technical Specifications

- Specification Matrix
- Project Specific Technical Performance Specifications

Task 3.0: Stakeholder and Public Outreach

3.1 Public Involvement Plan Deliverables

- Public Involvement Plan

3.2 Stakeholder Outreach Deliverables

- Interagency Coordination Plan
- Stakeholder Issues Matrix

3.3 Public Outreach Deliverables

- Public and Community Outreach meeting materials
- Public Engagement Report
- Website materials
- Mailing list materials
- Final mailing list

Task 4.0: Design-Build Technical Requirements

Submittal Process:

The Contractor shall provide the preliminary Design-Build Technical Requirements. DRPT will compile all comments from stakeholders and provide a comment matrix to the Contractor. The Contractor shall incorporate the accepted comments and submit the final Design-Build Technical Requirements.

Task 4 Deliverables:

4.1 Design-Build Technical Requirements Deliverables

- Design-Build Project Technical Requirements (PTR)

Task 5.0: Scope of Optional Services

5.1 Action Alternative B Deliverables (Optional)

- Action Alternative B PE Plans

5.2 Signal and Communication Deliverables (Optional)

- Signal system single line plans
- Track and cable plans
- Identification of PTC requirements
- Signal plans to support construction phasing

5.3 Project Phasing Deliverables (Optional)

- Phasing Recommendation Report

**Attachment B – Small Businesses and Businesses Owned by Women and Minorities Data
Form**

**Form DGS-30-360
Instructions**

Form DGS-30-360 is a format for use in reporting participation in State procurement transactions by small businesses and businesses owned by women and minorities.

Note: An electronic version of this form is available for download on BCOM's website at <https://dgs.virginia.gov/search/documents-and-forms/?filter=BCOM>

"Part I" on page 28: View definitions and other general information before completing the remaining parts of this form.

"Part II" on page 31: Enter data on the firm submitting the proposal.

"Part III" on page 32: Enter data on past utilization of disadvantaged businesses by the Offeror. Submission of Past Utilization Reports for multiple projects is encouraged. Submit separate "Part III" forms for each past project.

"Part IV" on page 33: Enter data on disadvantaged businesses proposed for utilization on this Project.

When complete, print out the "Definitions" sheet and "Parts I, II, and III" and submit all sheets as part of the proposal.

FORMAT FOR DATA ON
PARTICIPATION IN STATE PROCUREMENT TRANSACTIONS
BY
SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

The Offeror is required to provide responses to the following inquiries concerning its status regarding SWAM Business certification and also the status of the subcontractors, suppliers, consultants and vendors which have been used on past projects and those proposed for use on this Project. Complete the information required for each of the three categories of businesses contained in this form: (1) participation by small businesses; (2) participation by businesses owned by women; and (3) participation by businesses owned by minorities. Failure to complete and return this form with the RFP response will require the firm to be considered "Non-responsive."

Certification of SWAM vendors is necessary in order to obtain accurate and easily accessible data on SWAM Procurement and to assure a consistent and appropriate approach to compliance issues. In the past, many SWAM vendors saw no benefit in becoming certified so failed to do so. These new programs will provide important incentives to SWAM vendors to encourage them to become certified.

PART I. DEFINITIONS

Definitions. The definitions set forth below shall be applicable to SWAM vendors doing business with the Commonwealth, although federal definitions shall govern with respect to meeting federally funded highway construction and other applicable federally financed programs goals. They shall also apply if the Governor proposes legislation to codify these definitions for the purpose of this SWAM procurement program.

Certified Vendors: Beginning October 1, 2004, for the purposes of state procurement rules, no vendor shall be considered a Small Business Enterprise, a Minority Owned Business Enterprise or a Women-Owned Business Enterprise, or be entitled to the benefits of the state SWAM procurement opportunities, unless certified as such by the Commonwealth. All certified SWAM vendors shall be assigned a specific identification number and, through that process, standardized reports will be able to be generated from CARS, eVA and other state reporting systems. No vendor shall be required to certify under this program and no vendor shall be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM vendor. However, a qualified vendor who fails to certify shall be disqualified for participation in the applicable SWAM procurement programs.

Minority-Owned Business Enterprise: A business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company

or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

Minority Individual: "Minority" means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

"Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marianas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.

"African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.

"Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.

"Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.

"Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

Small Business Enterprise: "Small business enterprise" shall mean an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Nothing in this provision prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or a federal guideline to be in compliance with a federal grant or program.

Woman-Owned Business Enterprise: A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.

Disadvantaged Business Enterprise: A small business concern which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Period: The specified 12-month period for which the information provided in this list is applicable and valid. The period will be specified as month and year.

Firm Name, Address and Phone Number: The name, address and business phone number of the small business, women-owned business or minority-owned business with which the Offeror has contracted or done business over the specified period or plans to involve on this contract, as applicable.

Contact Person: The name of the individual in the specified small business, women-owned business or minority-owned business who would have knowledge of the specified contracting and would be able to validate the information provided in this list.

Type of Goods or Services: The specific goods or services the Offeror has contracted for from the specified small, women-owned or minority-owned business over the specified period of time or plans to use in the performance of this contract, as applicable. **The Offeror will asterisk (*) those goods and services that are in the Offeror's primary business or industry.**

Percent of Total Contract: Calculated by dividing the estimated dollars planned for the indicated firm on this contract by the total Offeror estimated price of this contract or by a similar calculation involving work distribution.

**PART II
DATA ON FIRM SUBMITTING PROPOSAL****PROPOSER:**Firm Name: Contact Person: Phone Number: DPOR Registration # : **PARTICIPATION STATUS:****DMBE Certificate #**

Is the Proposer a "Small Business Enterprise" as defined in Part I ?

☐

Is the Proposer a "Woman-Owned Business Enterprise" as defined in Part I ?

☐

Is the Proposer a "Minority-Owned Business Enterprise" as defined in Part I ?

☐**PROPOSAL FOR:**Agency: Project: Sub-Project: **REMARKS / COMMENTS:**

PART III
LISTING OF PAST UTILIZATION OF DISADVANTAGED BUSINESSES BY
OFFEROR

OFFEROR:

Firm Name:

Contact Person:

Phone Number:

Date Form Completed:

PROJECT UTILIZATION REPORT FOR PAST PROJECT:

Agency:

Project:

Sub-Project:

List small businesses, businesses owned by women, and businesses owned by minorities with which the Offeror has contracted or done business with on the project noted above.

Also list the dollar amount spent with each of these businesses. Offerors are encouraged to provide additional information and expand upon the following format.

Firm Name	Firm Address	Contact Person/ Phone Number	DPOR Registration # (if applicable)	DMBE Certificate #	Services or Materials Provided	Contract Amount	% Of Total Contract

Firm Type		
Small Business	Minority-Owned Business	Woman-Owned Business

PART IV

LISTING OF DISADVANTAGED BUSINESSES PROPOSED FOR THIS PROJECT

OFFEROR:

Firm Name: _____
 Contact Person: _____
 Phone Number: _____

Date Form Completed: _____

PROPOSAL FOR
PROJECT:

Agency: _____
 Project: _____
 Sub-Project: _____

List Offeror's plans to involve small businesses, businesses owned by women, and businesses owned by minorities in the performance of this contract either as part of a joint venture, as a partnership, as subcontractors, as consultant, or as suppliers. Offerors are encouraged to provide additional information and expand upon the following format.

Firm Name	Firm Address	Contact Person/ Phone Number	DPOR Registration # (if applicable)	DMBE Certificate #	Services or Materials Provided	Estimated Contract Amount or % of Total Contract
						N/A	
						N/A	
						N/A	
						N/A	

Firm Type		
Small Business	Minority-Owned Business	Woman-Owned Business

Attachment C

State Corporation Commission Form

STATE CORPORATION COMMISSION FORM: Required of all bidders pursuant to Title 13.1 or Title 50 (See Appendix B, Section II, 64.). Include SCC Form, Annex 6-J, in Invitation for Bids.

Virginia State Corporation Commission (SCC) registration information. The bidder:

☐ is a corporation or other business entity with the following SCC identification number:

-OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☒ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐