

# REQUEST FOR PROPOSAL

## Architectural/Engineering Consulting Services for the Franconia-Springfield Bypass Project in Franconia, Virginia

**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 16, 2021 at 12PM. 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 4, 2021

Title: Architectural/Engineering Consulting Services for the Franconia-Springfield Bypass Project in  
Franconia, Virginia

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](mailto:melissa.myers@drpt.virginia.gov). All questions must be received no later than **June 18, 2021 at 3:30pm**

Sealed proposals for furnishing the services described herein will be received until **3:00 p.m. Eastern time on July 7, 2021. All proposals must be 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.

**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=A/E%20firm%20data%20forms>

Name and Address of Offeror:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (in Ink)

\_\_\_\_\_  
Printed or Typed Name of Above

\_\_\_\_\_  
FEI/FIN Number

\_\_\_\_\_  
E-mail

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Phone

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# 1 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 purposes of entering into a contract through competitive negotiations for the professional services of an architectural/engineering ("A/E") firm, authorized to do business in the Commonwealth of Virginia, with experience in preliminary and final design. 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.

## 2 BACKGROUND

Over the next 10 years, Virginia is building 36 miles of track and implementing a series of infrastructure improvements in the Richmond to Washington, DC, corridor (including the Franconia Bypass project). The work described in this scope is assignable to the Virginia Passenger Rail Authority (VPRRA), who will administer the construction of the Project.

The Franconia-Springfield Bypass Project is a proposed, approximately 0.9-mile-long, dedicated passenger rail bridge that will be owned by the Commonwealth and will allow for the unimpeded crossing over of the freight tracks by passenger trains. The Project is located within the Franconia to Lorton Third Track Project limits, which includes the construction of approximately six (6) miles of new third track between Franconia, VA, and Lorton, VA. The Project will allow passenger trains on the west side of the corridor, north of the bridge, to cross over the two (2) CSXT mainline freight tracks to get to the east side of the corridor, south of the bridge, without creating a conflict. The conceptual plan and profile roll plot and enhanced valuation maps showing the project configuration are provided as part of this request for proposals (RFP). It will include the construction of a bridge capable of accommodating two (2) tracks, although only one (1) track will be built on the bypass structure as part of the Project. The current conceptual design of the bridge structure anticipates straddle bents across the two (2) CSXT mainline tracks that will be realigned as part of the Franconia to Lorton Third Track Project, retained fill on either side of the bridge structure, and one (1) track that will tie into the third track construction and existing track modifications associated with the Franconia to Lorton Third Track Project. The signal improvements associated with this project will be designed and constructed by CSXT as part of the Franconia to Lorton Third Track Project.

The Project proposes improvements including, but not limited to:

- Construction of a new dedicated, two-track passenger rail bridge
- Installation of new track and signals to include accommodations for utility conduits or ductbank
- Construction of railroad roadbed, drainage and supporting structures, and new retaining walls

## 3 INFORMATION AVAILABLE

The following documents and information are available for download from DRPT's FTP site at the link below:

- Franconia-Springfield Bypass Enhanced Valuation Maps  
[http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/c382baa7-1a40-4312-b12b-eed81797ce5a/2021\\_03\\_16\\_Design-Franconia-Springfield%20Bypass.pdf](http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/c382baa7-1a40-4312-b12b-eed81797ce5a/2021_03_16_Design-Franconia-Springfield%20Bypass.pdf)
- Franconia-Springfield Bypass Plan and Profile  
[http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/61f87bad-09cf-40e7-8b9c-f0f30fb09c28/2020\\_05\\_09%20Flyover-Rollplot%20Fran%20V2.pdf](http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/61f87bad-09cf-40e7-8b9c-f0f30fb09c28/2020_05_09%20Flyover-Rollplot%20Fran%20V2.pdf)
- Franconia to Lorton Projects – One-Line Diagram  
[http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/f83e3798-5b77-4874-ad84-3a2bbad878d9/2021\\_04\\_06\\_FranconiaToLorton\\_TrackDiagram.pdf](http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/f83e3798-5b77-4874-ad84-3a2bbad878d9/2021_04_06_FranconiaToLorton_TrackDiagram.pdf)
- FHWA Categorical Exclusion – Franconia Third Track  
[http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/a8c9ddb6-ac1a-4c1e-afc8-c2d48be27742/OneDrive\\_1\\_6-4-2021.zip](http://www.drpt.virginia.gov/umbraco/plugins/umbracoContour/files/a8c9ddb6-ac1a-4c1e-afc8-c2d48be27742/OneDrive_1_6-4-2021.zip)

## 4 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.

## 5 SCOPE

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

## 6 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.

## 7 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/search/documents-and-forms/?filter=contract%20terms>

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 will enter into an agreement.

## 8 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 **July 7, 2021 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 ¼" 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. DRPT recognizes that due to the long term nature of the agreement that will be issued as the result of this RFP, Offerors may not be able to guarantee that all of the individuals identified in the proposal will be available for assignment when a specific purchase order request is issued. The Offeror must therefore demonstrate that it has sufficient personnel with the various types of skills needed to perform the work.

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 3: Virginia Department of Small Business and Supplier Diversity (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 4: 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 5: 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.

## 9 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;

- 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.
- Offeror's experience in providing services in conformance to the Commonwealth's construction and capital outlay procedures including codes, standards, accessibility and building efficiency, as applicable.

**Qualifications of Key Staff (30points):**

The expertise, experience, and qualifications of the Offeror's personnel and proposed sub-consultants in each discipline 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 Transforming Rail in Virginia projects will not be considered as a part of the evaluation criteria for this RFP.

## 10 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 (DSBSD) certified Small, Women-owned, and Minority-owned Business ("SWAM") firms are maintained at <https://www.sbsd.virginia.gov/> under the SWAM Vendor Directory link.

## 11 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.

## 12 MANDATORY PRE-PROPOSAL CONFERENCE

There will be a Mandatory pre-proposal conference for this RFP on June 16, 2021 at 12:00pm. 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 **FranconiaBypass PE Design** on **June 16, 2021 12:00 PM EDT** at: <https://attendee.gotowebinar.com/register/7826320883420732944>

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

Call in number is 914-614-3221 Attendee Code is 791-330-731

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.

## 13 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.

## 14 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

Offerors must meet all due dates on all tasks assigned. To provide feedback to DRPT concerning this requirement, the Offeror 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.

## 15 TIME SCHEDULE:

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

Pre-Proposal: June 16, 2021 at 12:00 p.m.  
Questions Due: June 18, 2021 at 3:30 p.m.  
Proposals due: July 7, 2021 at 3 p.m.  
Interviews with top three Offerors: Week of August 2, 2021\*  
Negotiations start: August 16, 2021\*  
Awarded by: End of September 2021\*

## 16 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 Task Orders issued under the Term Contract resulting from this solicitation.

## 17 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.

## 18 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.**

## 19 eVA VENDOR REGISTRATION:

The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://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:

- (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
- (ii) 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](http://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

## 20 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. **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.
3. **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.
4. **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>

- 5. 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.

6. 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.
7. **PATENT RIGHTS:** If any invention, improvement or discovery of the Consultant or any of its Sub consultants 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 Consultant shall immediately notify DRPT and provide a detailed report. The rights and responsibilities of the Consultant, his Sub consultants and the Department with respect to such invention will be determined in accordance with applicable Federal laws, regulations, policies, and waivers thereof.
8. **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 Consultant unless removed from work on the Contract with the consent of the purchasing agency.
9. **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.

# Attachment A

## Detailed Scope of Work

### ENGINEERING FOR THE FRANCONIA-SPRINGFIELD BYPASS PROJECT – FRANCONIA, 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 "Engineering for the Franconia-Springfield Bypass Project – Franconia, Virginia," whereby the Contractor's contract scope will be referred to as "the Engineering Contract" and the full project including construction is referred to throughout as the "Franconia-Springfield Bypass Project" or "Project." The Engineering Contract is for the development of preliminary engineering (PE) plans with options to complete construction documents and Design-Build bridging documents. DRPT may choose to execute one of these options depending on which project delivery method is chosen.

## Project Location

The Engineering Contract for the Franconia-Springfield Bypass Project, shown in **Figure 1**, consists of the preparation of PE and related documents to support the future phases of design and construction of improvements and related railroad infrastructure for a 0.9-mile-long (approximately) dedicated passenger rail bridge. The Project will be located along the existing RF&P subdivision, owned by the Commonwealth of Virginia (Commonwealth) and CSX Transportation (CSXT) between mileposts CFP 97.3 and CFP 96.4. The signal design will be performed by CSXT and may extend beyond the physical limits of the Project. **Figure 2** below provides an overview of the Franconia to Lorton Projects.

FIGURE 1: PROJECT LOCATION MAP

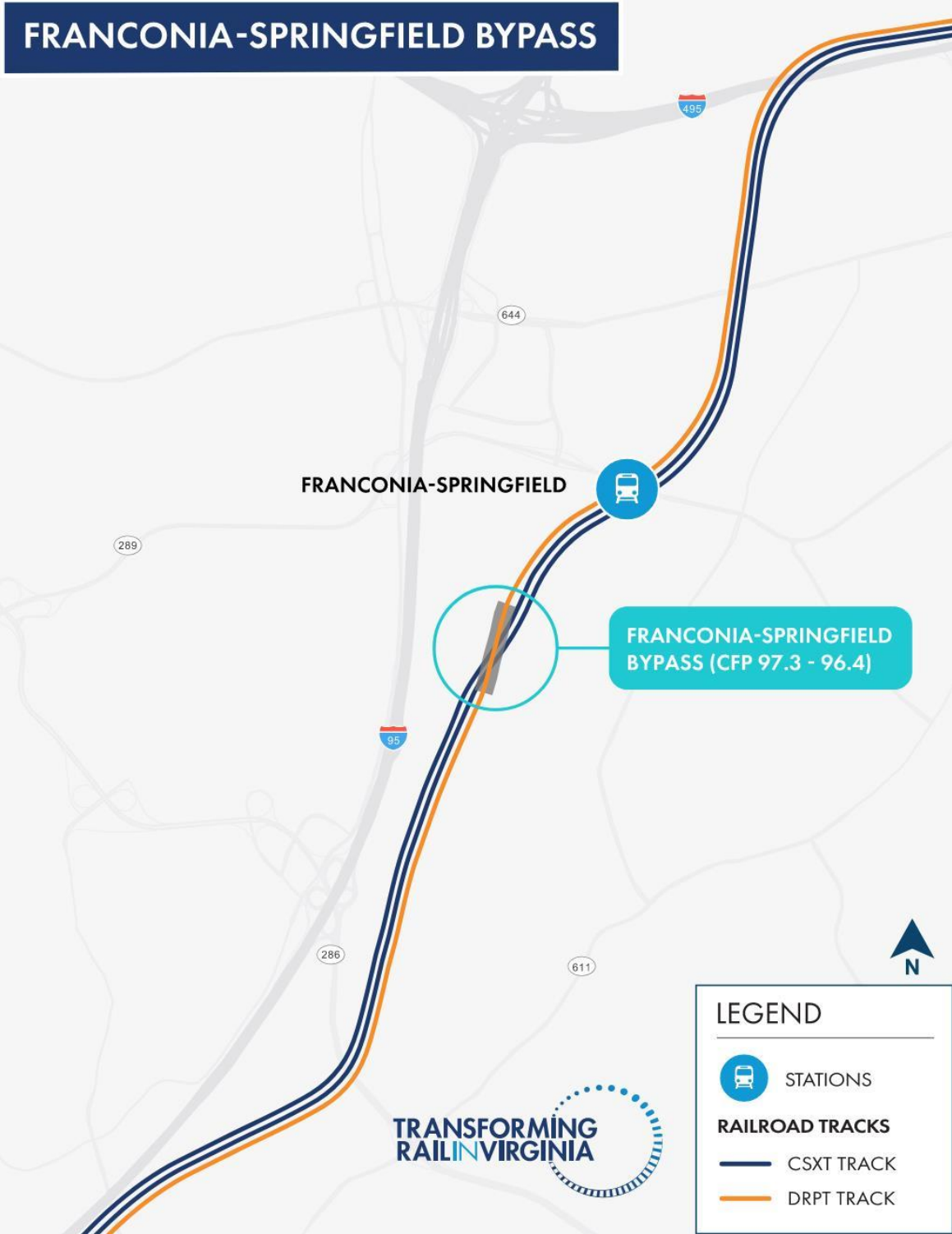
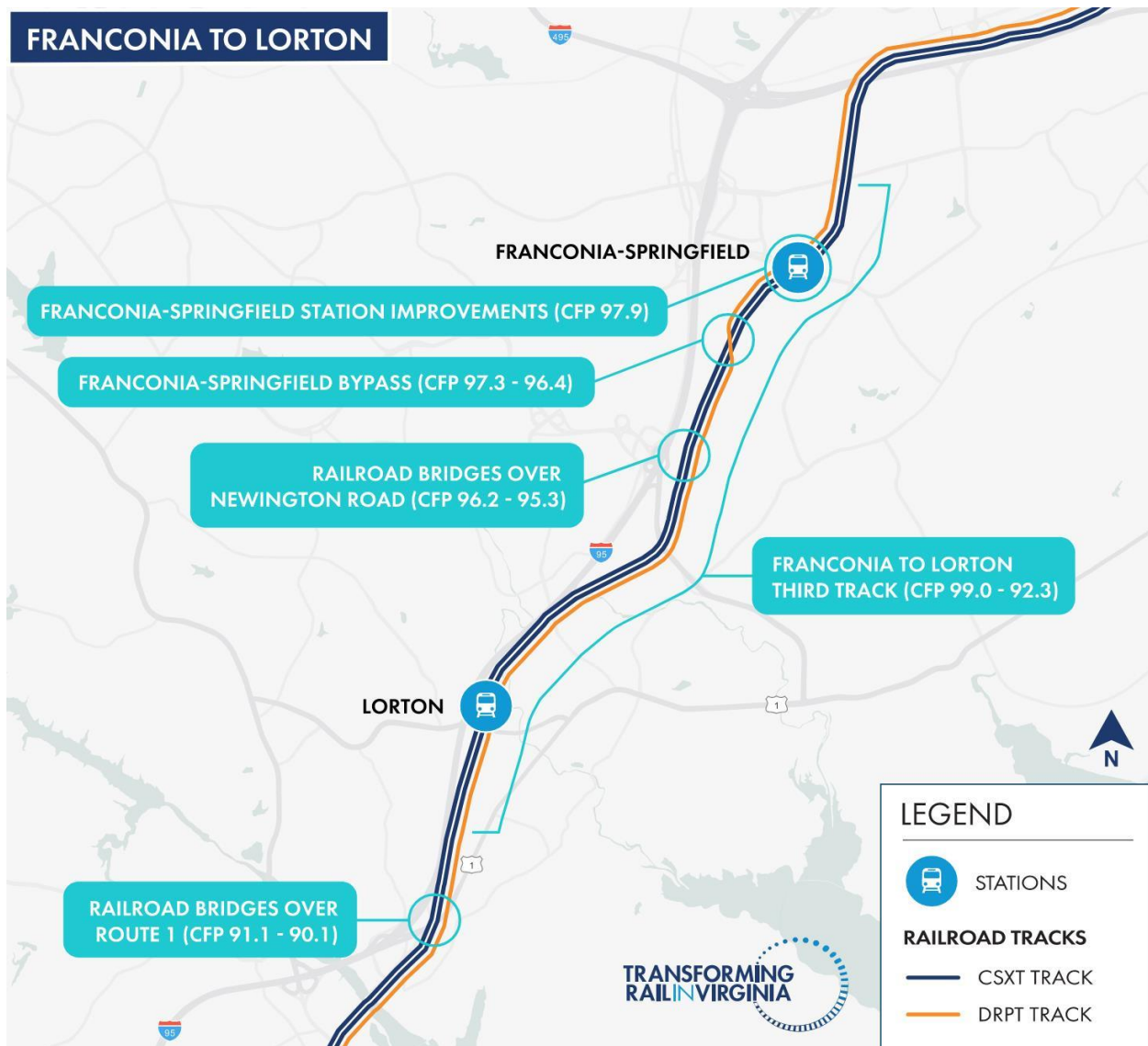


FIGURE 2 – FRANCONIA TO LORTON PROJECTS MAP



## Program Background

Through agreements between CSXT and the Commonwealth, the Commonwealth is acquiring 384 miles of CSXT right-of-way and 223 miles of track in rail corridors paralleling I-95, I-64, and I-85. This is approximately:

- Half of the CSXT-owned railroad right-of-way between Washington, DC, and Petersburg, VA (RF&P)
- All of the CSXT-owned (but out of service) right-of-way between Petersburg, VA, and Ridgeway, NC (S-Line)
- Nearly all of the CSXT-owned right-of-way between Doswell, VA, and Clifton Forge, VA (Buckingham Branch Railroad)
- Track within the right-of-way purchased by the Commonwealth also becomes Commonwealth property



Over the next 10 years, Virginia is building 36 miles of track and implementing a series of infrastructure improvements in the Richmond to Washington, DC, corridor (including the Franconia Bypass project). In addition to doubling Amtrak state-supported service and Virginia Railway Express (VRE) Fredericksburg Line service, expansion of the VRE Manassas Line is feasible subject to an agreement with Norfolk Southern (NS) due to its ownership of a portion of the line's tracks. The work described in this scope is assignable to the Virginia Passenger Rail Authority (VPRRA), who will administer the construction of the Project.

## Project Description

The Franconia-Springfield Bypass Project is a proposed, approximately 0.9-mile-long, dedicated passenger rail bridge that will be owned by the Commonwealth and will allow for the unimpeded crossing over of the freight tracks by passenger trains. The Project is located within the Franconia to Lorton Third Track Project limits, which includes the construction of approximately six (6) miles of new third track between Franconia, VA, and Lorton, VA. The Project will allow passenger trains on the west side of the corridor, north of the bridge, to cross over the two (2) CSXT mainline freight tracks to get to the east side of the corridor, south of the bridge, without creating a conflict. The conceptual plan and profile roll plot and enhanced valuation maps showing the project configuration are provided as part of this request for proposals (RFP). It will include the construction of a bridge capable of accommodating two (2) tracks, although only one (1) track will be built on the bypass structure as part of the Project. The current conceptual design of the bridge structure anticipates straddle bents across the two (2) CSXT mainline tracks that will be realigned as part of the Franconia to Lorton Third Track Project, retained fill on either side of the bridge structure, and one (1) track that will tie into the third track construction and existing track modifications associated with the Franconia to Lorton Third Track Project. The signal improvements associated with this project will be designed and constructed by CSXT as part of the Franconia to Lorton Third Track Project.

On September 24, 2015, the Federal Railroad Administration (FRA) issued a National Environmental Policy Act (NEPA) class of action letter that supported advancing the environmental clearance of the third track between Franconia and Occoquan (CFP 90.1 to CFP 99.0) separately from, but compatible with, DC to Richmond Southeast High-Speed Rail (DC2RVA). FRA determined the NEPA class of action to be a categorical exclusion (CE) with documentation. A draft CE document was prepared and submitted to FRA; however, subsequent discussions between FRA and DRPT regarding funding sources led DRPT to approach the Federal Highways Administration (FHWA) for finalization of the NEPA process. On April 13, 2021, FHWA signed the Franconia Third Track NEPA CE (Franconia Third Track CE) for the Franconia to Occoquan section of the corridor. The Contractor's proposal shall conform with the FHWA-signed version of the Franconia Third Track CE documentation and commitments. DRPT will be leading the progression of the conceptual design to PE plans for the Project.

The Project proposes improvements including, but not limited to:

- Construction of a new dedicated, two-track passenger rail bridge
- Installation of new track and signals to include accommodations for utility conduits or ductbank
- Construction of railroad roadbed, drainage and supporting structures, and new retaining walls

## Section II. Description of Work

The description of work outlines the design activities required by the Engineering Contract. The Contractor shall implement project controls and coordination with subconsultants to ensure on-time, formal submittals at 15% and 30% Preliminary Engineering Plans for DRPT and stakeholder review. In addition, these activities will be used to advance permitting and approvals toward project implementation.

The Contractor shall coordinate the PE design with adjacent projects including, but not limited to, the Franconia to Lorton Third Track. The Contractor also is responsible for meeting the requirements of the action as laid out in the Franconia Third Track CE and the Final Section 106 Memorandum of Agreement (MOA) developed under the DC2RVA Record of Decision (ROD) for compliance with Section 106 of the National Historic Preservation Act (NHPA) and Section 4(f) of the United States Department of Transportation (USDOT) Act.

In addition, the Contractor shall develop a detailed Public Involvement Plan (PIP) consistent with the Transforming Rail in Virginia Communications Plan and Style Guide(s), provide materials for the DRPT project website, and support other DRPT-led community engagement.

Each task and subtask have 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 and 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 WORK PLAN

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DRPT has developed a Program Management Plan (PMP) that establishes the overall management strategies and action plan for implementing the Transforming Rail in Virginia program of projects, including managing the program scope, cost, schedule, quality, and associated risks.

A project-level Project Work Plan (PWP) has been developed by DRPT for the Project, in accordance with the guidance set forth by FRA in *Monitoring Procedure 20 - Project Management Plan (PMP) Review* (<https://www.fra.dot.gov/eLib/Details/L16051>). DRPT will coordinate input from project partners and will provide this information to the Contractor. The PWP will be a living document to be amended and revised as needed over the life of the project and will be the responsibility of the Contractor upon contract award.

DRPT will provide the current PWP to the Contractor, who will be responsible for updating it to describe roles/responsibilities; establish protocols and procedures for internal and external coordination, including invoicing protocols, administrative record filing (both emails and hard copies), communications, and other management-related operations; and provide additional project-level processes and information. This information shall include, but is not limited to, quality management (Section 1.2), safety and security, real estate, and risk management (Section 1.3). The PWP also shall include protocols for design and schedule coordination with ongoing projects within the CSXT corridor including the CSXT signals and communication design and the Franconia to Lorton Third Track Project. DRPT will provide the Contractor sample invoices and progress reports

for use on this project. The Contractor shall provide the draft PWP to DRPT for review and approval within the first 30 days following notice to proceed (NTP).

The PWP shall be coordinated closely with DRPT's PMP and updated and submitted to DRPT, at a minimum, quarterly.

## Project Work Plan Deliverables

- Project Work Plan (updated quarterly)

## 1.2 QUALITY ASSURANCE/QUALITY CONTROL PLAN

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DRPT has developed a program-level Quality Management Plan (QMP) that establishes the overall quality management framework for professional services and associated deliverables related to design and construction contract documents within the Transforming Rail in Virginia program of projects.

The Contractor shall develop a project-level quality assurance/quality control plan (QA/QC Plan), including detailed QA/QC procedures that are consistent with the framework outlined in the QMP. The QA/QC Plan shall define the procedures for providing QC reviews of all deliverables, providing QA throughout the life of the Project, and maintaining quality records. The QA/QC Plan shall ensure conformance with all applicable design criteria, standards, and requirements. A process shall be established to ensure nonconforming work, information, and documents are not used. QA/QC Plan procedures also shall apply to all subconsultants or subcontractors.

It is assumed that work under this section will consist of:

1. Preparation and submission of the project QA/QC Plan, as described above, for approval including updates as required throughout the Engineering Contract
2. QA reviews of project deliverables by the project QC Administrator, for adherence to QA/QC Plan procedures, including documentation
3. Scheduling and facilitating two (2) independent QC audits by the project QC Administrator at appropriate intervals during the PE phase

## Quality Assurance/Quality Control Plan Deliverables

- Quality Assurance/Quality Control Plan

## 1.3 RISK MANAGEMENT

---

Upon NTP, DRPT will provide the Contractor with a standard risk and contingency management plan (RCMP) outline and a prepopulated draft risk register for the project. Utilizing these materials, the Contractor shall prepare and submit to DRPT a draft RCMP that describes how risks will be identified, analyzed, assessed, and monitored during the project. The RCMP outline and risk register provided are based on the general procedures outlined in the Federal Transit Administration's (FTA's) "Oversight Procedure 40c – Risk and Contingency Review – Full" and FRA's "MP 40a – Risk and Contingency Review." The Contractor will base the completed RCMP and risk workshops (see below) on these procedures. DRPT will review the draft RCMP and provide any feedback required for finalizing the document. DRPT will approve the final RCMP as an attachment to the PWP.

After the 15% Design Submittal has been completed, the Contractor shall update the draft risk register (utilizing the initial draft register provided) and submit to DRPT for review. The risk register will identify any new risks and evaluate each risk based on probability and severity levels included in the register.

The risk register also will:

- Identify the entity responsible for each risk
- Identify parties other than the risk owner that are affected by each risk
- Describe mitigations and control activities that are either in process or planned

The Contractor shall provide quarterly updates to the risk register as design progresses and will submit to DRPT for review at each update. If there are "Significant" or "Very High" risks associated with the project, the Contractor will report those risks to DRPT immediately upon completion of the risk assessments and updates for inclusion in the programmatic risk register.

Prior to the completion of PE, the Contractor shall hold a formal risk assessment workshop including key Project staff, DRPT, major stakeholders, and other subject matter experts (SMEs). The workshop will provide a more rigorous probabilistic analysis of the cost and schedule impact according to the procedures under FTA's MP 40c and FRA's MP 40a. 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. It is anticipated that the duration of the workshop will be one (1) day.

The Contractor shall incorporate elements from the risk assessment and risk register into the design deliverables, where applicable.

The Contractor shall issue a final risk management report including updated risk register, narrative description of major cost and schedule risks, and recommended contingencies for use in development of future design (60% and beyond) cost and schedule estimates.

## Risk Management Deliverables

- Initial Risk Register
- Quarterly Updates to Risk Register
- Risk and Contingency Management Plan
- Cost and Schedule Risk Assessment Workshop
- Final Risk Management Report

## 1.4 COORDINATION MEETINGS

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

- One (1) kick-off meeting with DRPT within three (3) weeks of NTP
- Project management coordination meetings with DRPT held weekly until every-other-week meetings are required; 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

- Coordination meetings with adjacent projects – including the CSXT signals and communication design and Franconia to Lorton Third Track Project

The Contractor shall develop a coordination meeting schedule 30 days after NTP. The items included in the coordination meeting schedule shall be included in the PE design schedule described in **Task 1.5**. The Contractor shall provide agendas for each meeting (at least three [3] business days in advance of the scheduled meeting), shall facilitate the discussion during the meetings, and shall submit minutes documenting each meeting within three (3) business days after the meeting.

The Contractor shall be responsible for supporting meetings detailed in **Task 2, Preliminary Engineering**.

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

## Coordination Meetings Deliverables

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

## 1.5 PROJECT ADMINISTRATION AND MANAGEMENT

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The Contractor shall submit a detailed PE design schedule within 30 calendar days of NTP or by the Project kick-off meeting. The schedule shall contain all the activities, tasks, events, meetings, reviews, and deliverables for the duration of the Project. The Contractor shall complete all deliverables for the Engineering Contract within 180 calendar days 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 a 90-day lookahead schedule every other month and update the overall schedule 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 and maintain the schedule.

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

## 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 RIGHT-OF-WAY (ROW) ACCESS

This section only relates to accessing CSXT ROW. See **Task 2.5** for additional ROW requirements. The Contractor shall ensure that all activities in the Engineering Contract and the design prepared for the Franconia-Springfield Bypass 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 CSXT ROW. For Commonwealth owned infrastructure, the design shall follow the American Railway Engineering and Maintenance-of-Way Association's (AREMA) most current recommended practices. The Contractor shall compare the design against the CSXT Design and Construction Standards to ensure the design accommodates freight interoperability for the Project. The design shall comply with all FRA regulations Where the CSXT Design and Construction Standards are the governing criteria, the Contractor shall prepare and submit Standards Deviation Requests for any design elements that do not meet the CSXT Design and Construction Standards.

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 coordinate the PE design elements and plans with CSXT and the CSXT-led Franconia to Lorton Third Track Project throughout the life of the Project, and at submittal levels outlined in **Task 2.0** to ensure a fully coordinated PE plan set. The Contractor shall include the signal and communication plans designed by CSXT in the PE plans.

### CSXT Coordination and ROW Access Deliverables

- CSXT Temporary Right of Entry Permit
- CSXT Standards Deviations Request (as applicable)

## Task 2.0: Preliminary Engineering

This task includes advancing the existing conceptual level design, completed as part of the Transforming Rail in Virginia transaction with CSXT, to a 15% progress set level for agency review and, ultimately, PE design for all elements of the Project. The PE design shall be coordinated with applicable design elements associated with (i) the VRE Franconia-Springfield station design and (ii) the CSXT Franconia to Lorton Third Track Project. PE is generally defined as 30% plans, though some elements of the design must be more advanced than 30% to meet the contract requirements. The PE design shall include detail and deliverables consistent with standard industry practice, the Project description of work, and the list below.

Project deliverables will establish:



- A proof of concept that, as presented, is constructible given the project constraints, and shall be sufficient to be included in bridging documents should DRPT choose a Design-Build delivery method for this project.
- A PE design shall establish the project horizontal track alignment, vertical track profile, and the type, size, and location of the bridge elements and ancillary structures so that the Franconia to Lorton Third Track Project at-grade track alignments can be set and that design and construction of that project can proceed in advance of the Franconia-Springfield Bypass Project.
- An update to the project footprint and limits of disturbance to ensure that the design remains within the impacts of the Franconia Third Track CE as described in **Task 2.4**.
- A PE design that shall adhere to all applicable design criteria including, but not limited to, the standards, specifications, and publications outlined in the description of work.
- A Description of Work, 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).
- Develop a Preliminary Engineering Basis of Design (PE BOD) to document the design approach, codes, technical criteria, specifications, standards, CAD 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 within 60 days of NTP.
- CAD drawings. All CAD associated with the PE design shall be completed in Bentley MicroStation and shall comply with CSXT's *CADD Manual*, issued September 28, 2015, supplemented by the Virginia Department of Transportation's (VDOT's) *CADD Manual: Location and Design Division*, Rev. August 2018.

#### Submittal Process:

The Contractor shall submit the PE BOD to DRPT within 60 days of NTP 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% Plans, Draft Preliminary Engineering Plans, and Final Preliminary Engineering Plans. All plan submittals must go through the Project's established QA/QC process prior to submission. The following process, a similar process using Bluebeam, or a Contractor-proposed electronic comment-resolution process 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 one (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.

## 2.1 Survey

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The CSXT contractor is responsible for acquiring and delivering the final design-level survey design on behalf of the Project as part of the Franconia to Lorton Third Track Project. CSXT will make available to the Contractor all survey information related to the Franconia to Lorton Third Track Project. The Contractor is responsible for any additional survey required including, but not limited to, geotechnical borings or utility test pits needed for the design of the Project.

All survey and mapping shall comply with VDOT's *Survey Manual, Rev. August 2019*. All survey topographic information must comply with National Map Standards for the scale of mapping (<http://nationalmap.gov/standards/nmas.html>).

## Survey Deliverables

- Survey Master File
- Survey Control File
- Survey Points and Break Lines File
- Survey Contour File
- Base Topographic Survey
- Digital Terrain Models (DTM) Surface and Survey Baseline

## 2.2 SUBSURFACE UTILITIES

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The CSXT contractor is responsible for acquiring and delivering subsurface utility exploration and investigation on behalf of the Project as part of the Franconia to Lorton Third Track Project. CSXT will make available to the Contractor all survey information related to the Franconia to Lorton Third



Track Project. The Contractor is responsible for the utility test pits identified as necessary for design of the Project.

## Subsurface Utilities Deliverables

- Subsurface Utility File in CADD and GIS Format

## 2.3 GEOTECHNICAL EXPLORATION AND DESIGN

CSXT will make available to the Contractor all geotechnical information related to the Franconia to Lorton Third Track Project. After reviewing the available information, the Contractor shall prepare a detailed Preliminary Geotechnical Engineering Exploration Plan for the Project. The Preliminary Geotechnical Engineering Exploration Plan shall be sent to DRPT for review and approval prior to proceeding to field work. Key geotechnical issues to evaluate during PE include, but are not limited to, trackbed design, foundation support for the bridges and walls, the potential for embankment and trackbed settlement, and whether ground improvements are necessary.

After DRPT approves the Preliminary Geotechnical Engineering Exploration Plan prepared by the Contractor, the Contractor shall execute the approved subsurface exploration plan including, but not limited to, field work, lab analysis, and preparing foundation recommendations for the items listed below. The execution of the subsurface exploration program shall be supervised by a Professional Engineer licensed in 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, only if it is tested and determined to be suitable
- Proposed track structure
- Impacts to existing structures

Subsurface exploration requirements shall be developed considering the following publications. Where requirements conflict with each other, the Contractor shall coordinate with DRPT to confirm the stricter requirements are desired:

- *VDOT Materials Division Manual of Instructions*, dated January 2021
- *AREMA Manual for Railway Engineering*, dated April 2021
- *AASHTO LRFD Bridge Design Specifications*, Ninth Edition, 2020

## Geotechnical Exploration and Design Deliverables

- Preliminary Geotechnical Engineering Exploration Plan
- PE Geotechnical Engineering Report

## 2.4 SUPPORT FOR ENVIRONMENTAL PERMITTING, AGENCY COORDINATION, AND AGREEMENTS

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As part of the development of the Franconia Third Track CE, DRPT and FHWA worked with FRA and other agencies to ensure compliance with its obligations under NEPA. Concurrent with the NEPA process, the Lead Agencies facilitated 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 NHPA. DRPT is leading development of an amendment to the DC2RVA MOA and the required Section 106 mitigation. The Contractor shall provide current plans to DRPT during the Section 106 mitigation process.

The Contractor will be responsible for providing design files, exhibits and cross sections, impact calculations, and material reviews for environmental permits and commitments related to the Franconia-Springfield Bypass Project. A detailed list of environmental permits and commitments will be provided prior to negotiations. Environmental permits and commitments include permitting requirements as well as other environmental approvals, tasks, and plans related to the Project that were committed as part of the Franconia Third Track CE as minimization, avoidance, or mitigation for the proposed action or that will be required by local, state, or federal agencies.

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

- Design Files, Exhibits, and Cross Sections; Impact Calculations; and Material Reviews for Environmental Permits and Commitments as Detailed in the Permit Matrix

## 2.5 ROW ACQUISITION AND RELOCATION DOCUMENTATION

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During this task, the Contractor shall identify ROW impacts based on the PE design and 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 Contractor will follow VDOT acquisition procedures for private property acquisition, and local and federal ROW considerations and processes for acquisition, where appropriate.

### ROW Acquisition and Relocation Documentation Deliverables

- ROW Acquisition Plan Sheets

## 2.6 RAILROAD DESIGN

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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. For Commonwealth owned infrastructure, analysis and design shall follow AREMA's most current recommended practices. The Contractor shall compare the design against the CSXT Design and Construction Standards to ensure the design accommodates freight interoperability for the Project. The design shall comply with all FRA regulations.

The Contractor shall develop a railroad design that provides an alignment and profile that more accurately informs the other critical design elements that depend on the track alignment such as the bridge designs, critical horizontal and vertical clearances including the interaction with the proposed track improvements in CSXT's Franconia to Lorton Third Track Project, staging, environmental, and ROW constraints. The Contractor also shall include future fourth track horizontal and vertical alignments that prove the viability of a two-track bypass structure. The railroad design shall include, but not be limited to, the following elements:

- Horizontal alignments
- Vertical profiles
- Track geometry
- Horizontal and vertical clearances to obstructions
- Typical sections
- Cross sections (at 50-foot increments)
- Cross-drainage structures
- Retaining wall locations
- Special trackwork (such as turnouts, crossovers, 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 for the Project and adjacent projects

## Railroad Design Deliverables

- Track Geometry Data Sheets
  - Alignments with stations, tangent bearings, and curve data (chord definition) including the future fourth track
- Railroad Plan and Profile Sheets
  - Alignments with stations, tangent bearings, and curve data (chord definition) including the future fourth track
  - Profiles with stations, proposed grades, and curve data
  - Horizontal and vertical clearances
  - 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
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- Typical Sections Plan Sheets
  - Cross-Section Sheets
  - Track Charts
  - Construction Phasing Plans including interim and future four track build out conditions
  - Permanent Access Roads
  - Temporary Access Roads and Staging Areas for Contractor
  - Design Coordination with Adjacent Projects Including Track Alignment and Interlocking Modifications

## 2.7 STRUCTURAL DESIGN

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This task will define the structural requirements for the Engineering Contract. The Contractor shall prepare a Bridge Type, Size, and Location (TS&L) Report, along with bridge plans for the Engineering Contract. The TS&L documentation shall include a full description of all feasible alternatives for substructure and superstructure design that incorporates assumptions, design calculations, unique structural issues, advantages, disadvantages, and a detailed structure cost. A discussion of structure types that are not considered as part of the design also should be included. The plans shall allow for the establishment of pier locations for the bypass structure that allows the CSXT-led Franconia to Lorton Third Track Project to be progressed through final design and construction in advance of the bypass structure design. To avoid violating CSXT horizontal offset design criteria, the pier locations, once set, cannot be modified.

During the refinement of the conceptual alignment and development of the preliminary alignment, the Contractor shall identify and mitigate factors that impact the structure. The Contractor shall determine the best structural solution based on the site conditions and provide a written description identifying the limiting factors to structure-impact mitigations. 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 determine locations and shall design required crash walls based on AREMA, CSXT, FRA, and VDOT 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 typical 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)
- Soil and foundation type considerations

- Retaining walls (location, type, and height)
- Railings
- Bridge drainage
- ROW impacts
- Utility conflicts/relocations
- Phasing to maintain operations during construction

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

- *VDOT Manual of the Structure and Bridge Division*, dated October 2020
- *AREMA Manual for Railway Engineering*, dated April 2021
- *AASHTO LRFD Bridge Design Specifications*, Ninth Edition, 2020
- *CSXT Design and Construction Standard Specifications*

## Structural Design Deliverables

- Preliminary Bridge Plans
  - Bridge TS&L Report
  - Bridge Plan and Elevation
  - Bridge Deck and Approach Slabs Plan
  - Bridge Transverse Section (Existing and 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

## 2.8 CIVIL ENGINEERING

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Proper drainage from railroads 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. All designs shall consider the commitments in the Franconia Third Track CE, the DC2RVA Section 106 MOA and Mitigation Agreements, environmental concerns, floodplain impacts, erosion and sediment control measures, and the protection of structures.

All current federal, state, and Commonwealth of Virginia 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 Franconia Third Track CE. 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 Design and Construction Standard Specifications*, and the *Virginia Stormwater Management Handbook*. If differences exist between the above-stated regulations, the more stringent of the regulations shall apply. The Virginia

Department of Environmental Quality (DEQ) considers railroad ballasted roadbed as impervious. The Contractor should use that assumption for all calculations for this Project.

In conjunction with the development of the track plans, 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 and Hydraulics Report. The Contractor also shall prepare a Soil Erosion and Sediment Control Plan 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 Franconia Third Track CE and follow the current *Virginia Department of Environmental Quality Erosion and Sediment Control Handbook*.

The Contractor shall prepare all maintenance of traffic plans necessary for access to the project site for the duration of construction. These plans shall ensure access to all properties is maintained during construction.

## Civil Engineering Deliverables

- Grading Plans
- Hydrology and Hydraulics Report
- Soil Erosion and Sediment Control Plan
- Maintenance of Traffic Plans

## 2.9 UTILITY DESIGN

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The Contractor shall be responsible for the preliminary design of water and sanitary sewer utility relocations required by the Project and the preparation of 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 from CSXT's subsurface utility exploration during the Franconia to Lorton Third Track Project and through **Task 2.2** 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 including planned utility projects near the corridor to minimize or eliminate potential future conflicts.

The Contractor shall develop a matrix of potential impacts to all utilities to determine a preliminary cost and impacts to construction schedule.

## Utility Design Deliverables

- Preliminary Utility Relocation Plans
- Potential Utility Impact Matrix

## 2.10 CONSTRUCTION COST ESTIMATE

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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 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.

The Contractor shall coordinate with DRPT for guidance on and establishment of third-party costs (i.e., inspection, agency oversight, flagmen and watchmen rates, and utility force account review).

During 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 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.

## Construction Cost Estimate Deliverables

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

## 2.11 CONSTRUCTION SCHEDULE

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The Contractor shall develop a milestone critical path method schedule for construction of the Project. This schedule shall illustrate how the construction of bridge and associated track and signal work will be phased to achieve the full construction of the project with minimal impacts to railroad operations. The construction schedule must be coordinated with the CSXT-led Franconia to Lorton Third Track Project construction.

The project-level construction schedule shall be coordinated with the master program schedule to confirm delivery of the project before the end of 2026. The construction schedule also shall follow the structure developed for the master program schedule to include four major phases: development, property acquisition, engineering, and construction.



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

## Construction Schedule Deliverables

- Milestone Critical Path Method Construction Schedule

## 2.12 TECHNICAL SPECIFICATIONS

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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, respectively.

## Technical Specifications Deliverables

- Specification Matrix

## Task 3.0: Stakeholder and Public Outreach

The Contractor shall follow guidance established in the Transforming Rail in Virginia Communications Plan and Style Guide(s), in addition to prevailing state and local legal requirements for public information:

- DRPT Public Participation Plan – <http://www.drpt.virginia.gov/media/2880/va-drpt-ppp-fy2019-2021.pdf>

## 3.1 PUBLIC INVOLVEMENT PLAN (PIP)

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DRPT and/or its designated agent will serve as the primary point of contact for coordination for the public 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 is consistent with the direction and outline provided in the Transforming Rail in Virginia Communications Plan which 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:



- Preparing an outline for the PIP elements and approach
- Submitting a draft PIP, based on the outlined PIP and meeting with DRPT to discuss revisions and additions to PIP
- Completing one round of revisions based on consolidated and reconciled comments provided by DRPT
- Preparing the final PIP as a PDF and Word document
- Performing minor updates to the PIP to address ongoing Project process-related changes

## Public Involvement Plan Deliverables

- Public Involvement Plan

### 3.2 STAKEHOLDER OUTREACH

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Stakeholders for this project will include, at a minimum, VRE, Amtrak, CSXT, FRA, FHWA, and Fairfax County. Additional stakeholders will be identified in coordination with DRPT and in preparation of the high-level Interagency Coordination Plan (ICP). The Contractor shall develop the ICP, which will identify stakeholders and contact information as well as outline their involvement, roles, and responsibilities throughout the Project. Development of the ICP 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
- Identifying relevant agency stakeholders
- Establishing an agency coordination meeting timeline and/or establishing milestones for coordination

The Contractor shall support quarterly stakeholder coordination meetings led by DRPT, which are anticipated for the duration of the project. 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 schedule meetings, prepare meeting agendas and materials, and generate meeting minutes for individual stakeholder meetings. The Contractor will keep a record of the meeting occurrences as an Appendix to the ICP and maintain all meeting summary document in an electronic format.

The Contractor shall develop a Stakeholder Issues Matrix for tracking issues that are identified during coordination meetings and correspondence with stakeholders. The Stakeholder Issues Matrix will be updated quarterly. The Contractor shall create a Stakeholder Coordination Report at the close out of the project documenting all public stakeholder coordination efforts throughout the project.

## Stakeholder Outreach Deliverables

- Interagency Coordination Plan
- Stakeholder Issues Matrix

## 3.3 PUBLIC OUTREACH

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### Website and E-Blasts

The Contractor shall provide information for the Transforming Rail in Virginia program website. The website provides an opportunity to share project information and updates with the public and receive continuous public comment. The Contractor will provide materials, up to quarterly and/or at major project milestones, including a project description, project schedule information, frequently asked questions (FAQs), event information and all materials developed for public meetings, and brief public meeting summaries. The Contractor shall be responsible for developing a brief project update for a program e-blast quarterly or content for e-blasts in coordination with major project milestones. The e-blasts will be distributed by DRPT.

### Mailing List

The Contractor will make available a signup sheet at all in-person meetings and will provide attendee contact information to DRPT to be added to the program mailing list. The mailing list will be maintained by DRPT.

### Public Meeting

The Contractor shall schedule one (1) public meeting at key milestones aligned with PE. The meeting is intended to present project design plans and receive public comment. The Contractor shall follow guidance provided in the *VDOT Public Involvement Manual, Policy Manual for Public Participation in Transportation Projects, Location and Design Division* (revised July 2020). The Contractor shall secure meeting locations, provide materials, and provide project information to support DRPT's public notification process. 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 prepared by the Contractor will be available to meeting participants. The Contractor shall apply Transforming Rail in Virginia Brand Standards on all outreach material.

The Contractor will coordinate with DRPT to publicize all public meetings. DRPT will utilize the Project website, newspaper advertisements, press releases, email lists, local distribution of meeting flyers (nearby public facilities, community groups), and social media to publicize all public meetings. The public meetings will be accessible to persons with disabilities and persons with Limited English Proficiency (LEP). Special services, such as an interpreter or sign language services, will be made available upon request. DRPT's public notices announcing these meetings will provide instructions for requesting these services. The Contractor will be responsible for providing project- and event-specific content to DRPT to be incorporated into meeting promotional materials.

The Contractor shall follow guidelines for Title VI and Environmental Justice Public Involvement as described in the *DRPT Public Participation Plan* (October 1, 2018). The Contractor shall determine whether 5% or 1,000 persons, whichever is less, of the total population within ¼-mile of the project limits identify as a LEP language group. If so, the Contractor will work with DRPT to translate key public outreach material for the identified language(s).

The Contractor shall summarize all questions and comments received during the public meetings for the record in public meeting reports. All written comments, including correspondence and comment sheets, shall be scanned and filed in accordance with the Project's procedures for record filing as defined in the PWP. 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

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Throughout the design process, it is anticipated that requests will be made for presentations to local community groups, Chambers of Commerce, or other special interests in the Project area. If requested, the Contractor shall prepare for and attend up to four (4) such presentations. Materials should consist of an updated PowerPoint presentation along with handouts, comment forms, and meeting summaries produced on provided Transforming Rail in Virginia program templates.

### Public Outreach Deliverables

- Website and E-Blast Materials
- Contact Information of In-Person Meeting Attendees
- Design Public Hearing Materials
- Public Engagement Report
- Community Outreach Meeting Materials

## Task 4.0 Scope of Optional Services

The Contractor shall not perform any of the following 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 also shall demonstrate the technical qualifications and expertise to complete the potential additional services outlined in this section.

### 4.1 FINAL DESIGN (OPTIONAL)

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The Contractor shall progress the design from PE through final design/construction documents. The purpose of detailed engineering is to further advance the preliminary engineering and to develop environmental permits and biddable documents to acquire reasonable pricing for the work and award construction contracts. The scope of the final design work includes progressing all tasks described in **Task 1.0, Task 2.0, and Task 3.0**.

### Final Design Activities Related to Task 1.0

- The Contractor shall prepare updates to the Project Work Plan quarterly
- The Contractor shall prepare updates to the Risk Register quarterly
- Coordination Meetings
  - Project management coordination meetings with DRPT held every-other-week; 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
  - Coordination meetings with adjacent projects – including the CSXT signals and communication design and Franconia to Lorton Third Track Project

- Project Administration and Management
  - The Contractor shall prepare a design schedule for the final design efforts and provide updates to DRPT monthly.
  - 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
- CSXT Coordination
  - The Contractor shall coordinate the design elements and plans with CSXT and the CSXT-led Franconia to Lorton Third Track Project throughout the life of the Project to ensure a fully coordinated PE plan set. The Contractor shall include the signal and communication plans designed by CSXT in the final signed and sealed plans.

## Final Design Activities Related to Task 2.0

- Progress all design elements described in **Task 2.0** to 100% signed and sealed construction documents with milestone submittals at 60%, 90%, and 100% signed and sealed construction documents.
- Prepare all technical specifications necessary for construction including disposal of solid waste, hazardous waste, and hazardous materials generated during construction.
- Prepare all environmental permit documentation for DRPT to submit to applicable agencies
- 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. 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 all documents necessary for the acquisition of ROW in accordance with VDOT acquisition procedures for private property acquisition.
- Update construction cost estimate and unit cost methodology memorandum at each milestone submittal
- Update construction schedule at each milestone submittal
- Prepare signed and sealed technical specifications

## Final Design Activities Related to Task 3.0

- Update Public Involvement Plan to cover the final design phase of the project
- Continue stakeholder coordination and meetings
- Continue to provide quarterly updates of project information the website and E-blasts
- Schedule one (1) public meeting during final design. The meeting is intended to present project design plans and receive public comment.

## Final Design Deliverables (Optional)

- PWP updates quarterly
- Risk register updates quarterly
- Design schedule updates monthly
- Monthly progress reports and invoices
- 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
- Final design plans at 60%, 90%, and 100%
- Environmental permit documentation
- ROW acquisition plans
- Construction cost estimate and unit cost methodology memorandum at each milestone submittal
- Construction schedule at each milestone submittal
- Technical Specifications
- Update to PIP
- Website and E-Blast information
- One public meeting

## 4.2 DESIGN-BUILD TECHNICAL REQUIREMENTS (OPTIONAL)

The Contractor shall define all requirements necessary in terms of plans, performance specifications, technical 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 an order of precedence for the design requirements, list of references, information, and special provisions of applicable federal, state, and local laws as well as CSXT and FRA standards. The PTR 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.

Prior to finalizing the Project Technical Requirements document, the Contractor shall assemble design-build subject matter experts to review and comment on the PTR document. The subject matter expert's questions, comments, and suggestions will form the basis for any final revisions before finalizing the documents and submitting to DPRT. The structure of the PTR document will follow 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 RFPs for the solicitation of Design-Build Contractors, or other related functions, as it will be the sole responsibility of DRPT.

## Design-Build Technical Requirements Deliverables (Optional)

- Design-Build Project Technical Requirements

### 4.3 SIGNALS AND COMMUNICATION (OPTIONAL)

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Signaling stakeholders include CSXT, Amtrak, and VRE. Train operation is per Rule 261 (bidirectional signaling) with cab signals and IETMS Positive Train Control. There are no highway or pedestrian crossings within the limits of this Project.

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 Design and Construction 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

### Signal and Communication Deliverables (Optional)

- Signal System Single Line Plans
- Track and Cable Plans
- Identification of Positive Train Control (PTC) Requirements
- Signal Plans to Support Construction Phasing

### 4.4 FRANCONIA TO LORTON PERMIT COORDINATION (OPTIONAL)

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The Contractor shall provide design files, exhibits and cross sections, impact calculations, and material reviews for environmental permits and commitments for the projects included in the Franconia Third Track CE that are adjacent to the Franconia-Springfield Bypass Project (Franconia to Lorton Third Track, Railroad Bridges over Route 1, and Railroad Bridges over Newton Road). Environmental permits and commitments include permitting requirements as well as other environmental approvals, tasks, and plans related to these projects that were committed as part of the Franconia Third Track CE as minimization, avoidance, or mitigation for the proposed action, or that will be required by local, state, or federal agencies.

### Franconia to Lorton Permit Coordination Deliverables (Optional)

- Environmental Permits and Commitments

# Attachment B

## AE Forms



AE-1

<b>DGS-30-004</b> (Rev. 10/10)	<b>ARCHITECTURAL / ENGINEERING FIRM DATA</b> SYNOPSIS OF RESPONDING FIRM	RFP # _____																																																																																										
Submitted By (Firm Name): _____ Submittal For (Project Title): _____																																																																																												
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <b>1) FIRM NAME AND ADDRESS: (office where work will be done)</b>          _____          _____          _____  <b>TELEPHONE:</b> _____ <b>FAX:</b> _____  <b>FEIN / SSN:</b> _____  <b>State Corporation Commission ID Number / Partnership Name:</b> _____       </div> <div style="width: 48%;"> <b>2) YEARS IN BUSINESS</b>          a) Years under present name..... _____          b) List other names and years:          _____          _____          _____       </div> </div>																																																																																												
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AE-1A

<b>DGS-30-004</b> (Rev. 10/10)	<b>ARCHITECTURAL / ENGINEERING FIRM DATA</b> SYNOPSIS OF RESPONDING FIRM (continued)	<u>RFP #</u>
Submitted By (Firm Name):		
8) LIST PROFESSIONAL LIABILITY INSURANCE CARRIER, LIMITS OF LIABILITY, AND DEDUCTIBLE:		
9) DESCRIBE PROPOSED PARTICIPATION OF SBE, MBE, & WBE BUSINESSES: (Function and % of fee involved)		
10a) LIST STATE AGENCIES FOR WHICH THE FIRM HAS HAD A PRIME CONTRACT: (within the last five years)		
<u>AGENCY</u>	<u>PROJECT</u>	
10b)		
11) LIST NOT MORE THAN FIVE PROJECTS DESIGNED WITHIN THE LAST FIVE YEARS WHICH HAVE SIMILAR SCOPES OR FEATURES TO THIS PROJECT. ATTACH A REPRESENTATIVE PROJECT FORM AE-5 FOR EACH.		
<u>PROJECT</u>	<u>LOCATION</u>	
The foregoing is a statement of fact.		
Typed Name:	Signature:	
Title:	Date:	

AE-2

<b>DGS-30-004</b> (Rev. 10/10)	<b>ARCHITECTURAL / ENGINEERING FIRM DATA</b> CONSULTANT / OTHER OFFICE	RFP # _____																																																																																										
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<b>7) FUNCTIONS OR SERVICES TO BE PROVIDED:</b> _____ <b>8) N/A</b> <b>9) ON HOW MANY PROJECTS HAS THE CONSULTANT WORKED WITH THE PROPOSER IN THE LAST FIVE YEARS?</b> _____ <b>10) LIMITS OF PROFESSIONAL LIABILITY INSURANCE AND DEDUCTIBLE:</b> _____ _____ _____																																																																																												
The foregoing is a statement of fact.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Typed Name: _____             Title: _____         </div> <div style="width: 45%;">           Signature: _____             Date: _____         </div> </div>																																																																																												

AE-3

<b>DGS-30-004</b> (Rev. 10/10)	<b>ARCHITECTURAL / ENGINEERING FIRM DATA</b> PROJECT STAFFING ORGANIZATION	RFP # _____	
Submitted By (Firm Name): _____			
Submittal For (Project Title): _____			
<b>1) KEY PERSONNEL DESIGNATED FOR THIS PROJECT: (Include Form AE-4 for Each)</b>			
<b><u>Function</u></b>	<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Firm / Office</u></b>
Project Manager			
Architect			
Structural Engineer			
Mechanical Engineer			
Electrical Engineer			
Civil Engineer			
<b>2) DESCRIBE AVAILABILITY OF STAFF AND CONSULTANTS TO WORK ON THIS PROJECT:</b>			
<b>3) DESCRIBE PROJECT METHODOLOGY, I.E., HOW WILL THE WORK FUNCTIONS, RESPONSIBILITIES AND COORDINATION BE PERFORMED?</b>			
<b>4) DESCRIBE THE METHOD OF QUALITY ASSURANCE YOU WILL USE FOR THE DOCUMENTS FOR THIS PROJECT.</b>			
<b>The foregoing is a statement of fact.</b>			
Typed Name: _____		Signature: _____	
Title: _____		Date: _____	

AE-4

<b>DGS-30-004</b> (Rev. 10/10)	<b>ARCHITECTURAL / ENGINEERING FIRM DATA</b> PERSONNEL QUALIFICATIONS	RFP # _____												
Submitted By (Firm Name): _____ Submittal For (Project Title): _____														
<b>BRIEF RESUME OF KEY INDIVIDUAL PROPOSED FOR THIS PROJECT. PROVIDE ONE FORM FOR EACH PERSON.</b>														
1) NAME: _____ TITLE: _____ TYPICAL DUTY OR ASSIGNMENT: _____														
2) ASSIGNMENT FOR THIS PROJECT: _____  % OF TYPICAL 40 HOUR WORKWEEK THIS PERSON WOULD SPEND ON THIS PROJECT: _____ PERCENT														
3) EMPLOYEE OF: _____														
4) YEARS OF EXPERIENCE: _____ YEARS TOTAL EXPERIENCE _____ YEARS WITH THIS FIRM														
5) EDUCATION: COLLEGE / DEGREE(S) / YEAR / SPECIALIZATION: _____														
6) ACTIVE REGISTRATION: Year first registered / State / Discipline or Type _____ COMMONWEALTH OF VIRGINIA 6-DIGIT REGISTRATION / CERTIFICATE / LICENSE NUMBER: ARCHITECT # _____ or ENGINEER # _____														
7) EXPERIENCE AND / OR QUALIFICATIONS RELEVANT TO THIS PROJECT: ( List up to six (6) relevant projects and indicate your role and responsibility for each. )														
<div style="display: flex; justify-content: space-around;"> <span><b>Project</b></span> <span><b>Role / Responsibility</b></span> </div>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </table>														
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AE-5

<b>DGS-30-004</b> (Rev. 10/10)	<b>ARCHITECTURAL / ENGINEERING FIRM DATA</b> REPRESENTATIVE PROJECT DATA	RFP # <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Submitted By (Firm Name): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Submittal For (Project Title): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<b>1) PROJECT NAME:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
PROJECT TYPE: <div style="border: 1px solid black; height: 20px; width: 45%;"></div> LOCATION: <div style="border: 1px solid black; height: 20px; width: 55%;"></div>			
<b>2) OWNER:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Project Administrator: <div style="border: 1px solid black; height: 20px; width: 45%;"></div> Title: <div style="border: 1px solid black; height: 20px; width: 55%;"></div>			
Address: <div style="border: 1px solid black; height: 20px; width: 45%;"></div> Phone Number: <div style="border: 1px solid black; height: 20px; width: 55%;"></div>			
<div style="border: 1px solid black; height: 20px; width: 45%;"></div> FAX Number: <div style="border: 1px solid black; height: 20px; width: 55%;"></div>			
<b>3) PRIME CONTRACTOR:</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
(if applicable) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Project Manager: <div style="border: 1px solid black; height: 20px; width: 45%;"></div> Phone Number: <div style="border: 1px solid black; height: 20px; width: 55%;"></div>			
Superintendent: <div style="border: 1px solid black; height: 20px; width: 45%;"></div> FAX Number: <div style="border: 1px solid black; height: 20px; width: 55%;"></div>			
<b>4) NAMES OF KEY DESIGNERS/PROJECT MANAGERS STILL WITH THE FIRM AND THEIR SPECIFIC PROJECT RESPONSIBILITIES:</b>			
<u>Discipline</u>	<u>Firm / Employer</u>	<u>Individual</u>	<u>Assignment on Project</u>
Prime A/E	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Architectural	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Structural	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Mechanical	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Electrical	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Civil	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>5) NAMES OF APPLICABLE CODES:</b> (Place "X" in all codes that applied to this project)			
<input type="checkbox"/> VUSBC	<input type="checkbox"/> BOCA	<input type="checkbox"/> IBC	<input type="checkbox"/> SOUTHERN
<input type="checkbox"/> LIFE SAFETY	<input type="checkbox"/> UFAS	<input type="checkbox"/> ADAAG	Other (describe) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>6) DESCRIPTION OF RELEVANT PROJECT FEATURES:</b>			
<b>8) DESCRIBE ANY SBE, MBE, AND WBE PARTICIPATION ON THE DESIGN PHASE (Firm, Function, and Percentage of fee).</b>			
The foregoing is statement of fact.			
Typed Name: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Signature: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Title: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Date: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

		<b>AE-6</b>
<b>DGS-30-004</b> (Rev. 10/10)	<b>ARCHITECTURAL / ENGINEERING FIRM DATA</b>	RFP #
	SUPPLEMENTAL INFORMATION	
<b>Submitted By (Firm Name):</b> _____		
<b>Submittal For (Project Title):</b> _____		
<b>The foregoing is a statement of fact.</b>		
Typed Name: _____		Signature: _____
Title: _____		Date: _____



# Attachment C

## 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=small%20business%20and%20diverse%20businesses>

# Attachment D

## SCC Form

## 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): ☐