

# REQUEST FOR PROPOSAL

CONSTRUCTION ENGINEERING INSPECTION

SERVICES

FOR

BRISTOL DISTRICT

DISTRICT WIDE CONTRACT III & IV

## GENERAL

The Virginia Department of Transportation is seeking expressions of interest from consulting engineering firms who wish to be considered to provide professional engineering services for:

A Bristol District-Wide Engineering Inspection Contract (Contract III & IV) providing construction engineering inspection services under a Fixed Billable Contract. It is anticipated that two contracts (Contract III and Contract IV) will be awarded under the "Multiple Award" procurement process. Each contract will be for a two (2) year contract period with two (2) optional one-year renewable terms. Each proposed two-year contract will have a maximum compensation not to exceed \$5,000,000.00 and each one-year renewable term will have a maximum compensation not to exceed \$5,000,000.00 per term.

This work is to be accomplished in accordance with the Department's policies and procedures and FHWA guidelines. This Request for Proposal does not commit the Department 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. The Department reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate the terms, conditions, and





suppliers to monitor receipt of materials; with utility companies to coordinate relocation and installation; and with the public to provide information and resolve issues.

Construction Inspector Senior Knowledge, Skills and Abilities

The Construction Inspector Senior is expected to have, at a minimum, six years of experience including knowledge of roadway, structure, and other construction methods, materials, standards and specifications. Working knowledge of state and federal safety, environment, and EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Working skill in operating computer equipment, software programs (including but not limited to working in a Microsoft Windows environment, Microsoft Office, and SiteManager, or other currently utilized project management software) and read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical and engineering principles to determine field adjustments; maintain detailed reports; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public.

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

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

\*Beginning in 2013, VDOT Materials Division will no longer be recognizing MidAtlantic Regional Technician Certification Program (MARTCP) certifications; current VDOT Letters of Reciprocity will remain valid until the expiration of the MARTCP or state DOT certification that the letter is based on. VDOT Materials Division will start recognizing NICET Level II Certifications in Soils and Concrete.

\*\*\* Nuclear Regulatory Commission

Construction Inspector

Construction Inspector Functions

The Highway Construction Inspector inspects all aspects of construction on highway construction and maintenance projects under the supervision of senior inspectors, construction project managers, or other supervisory personnel. The Highway Construction Inspector, on occasion, will also be the inspector in charge of various construction and maintenance contracts. The inspector shall have the

ability to independently inspect routine highway construction phases for maintenance, bridge, and roadway construction projects. Assignments are independent or support nature depending the scope or complexity of the project and are made by the Construction Project Manager or Area Construction Engineer on a case by case basis. The work is distinguished from the trainee level by the requirement to act and make decisions independently for routine project issues and to foster partnering relationships with contractors, the general public, or other project stakeholders. Training and supervision of trainees may also be responsibilities of this position.

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

#### Construction Inspector Features of Work:

Inspects assigned phases of work on a project and make official contact with contractor superintendent and other representatives to ensure conformance to plans, specifications, and other contract documents.

Frequently checks lines, grades, dimensions of roadways and structures with an engineer's level and other survey equipment and advises contractor of any discrepancies.

Checks methods of construction where specific methods are stated and requires action to correct any variances and methods employed.



Becomes familiar with plans, specifications, standards, and related material when not occupied with regular assignments and whenever so directed by higher level inspectors or supervisory personnel.

Advises contractors, supervisory personnel of necessary actions to conform to the plans and specification.

Assist in preparing project records and forming reports

Ensures self, project staff, and contractor operates in a safe and effective manner and is also aware of environmental regulations and provides customer service to the traveling public, adjacent property owners, and other project stakeholders.

### Inspector Trainee Knowledge, Skills and Abilities

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

### Basic Material Certification:

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

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

### Construction Inspector (Project Records Management)

Construction Inspector (Project Records Management) Fundamentals The position will maintain all of the project records which include general correspondence files, monthly pay estimates, request for information logs, submittal logs, meeting minutes, equal employment opportunity records, daily inspection reports, daily diaries, project sketches, etc.

Construction Inspector (Project Records Management) Features of Work The position will maintain the overall project records and closely monitor the project schedule as it relates to the project's critical path schedule and related earnings. In addition, the position will monitor and maintain issue files that have the potential to, or have become, formal notices of intent to file claims against the Department and ensure that the records are complete, factual, and that the project timeline of each issue is included. Also, when necessary, the position will analyze submissions or work orders or claims for impacts to the project



Construction Inspector (Project Records Management) Knowledge Skills and Abilities  
 The Construction Inspector Project Records Manager is expected to have 5 years of project records management experience with working knowledge of roadway, structure and bridge construction methods, materials, standards and specifications; working knowledge of the VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Access Manual; and knowledge in the use of contract management software. Working knowledge of state and federal safety, environment, and EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Knowledge of Federal and State Labor Relations include the Davis Bacon Act. Working skill in operating computer equipment, software programs and field inspection equipment. Ability to provide technical supervision, leadership and training to inspectors; read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed records; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public. The inspector is expected to be currently VDOT certified or NICET Level II certified in the following disciplines.

**Expected VDOT Certifications**

- o Soil and Aggregate Field Compaction
- o Asphalt Field
- o Hydraulic Cement Concrete Field
- o Pavement Marking
- o Flagger Certification

It is also expected, that each inspector be certified in the following disciplines.

**Additional Expected Certifications**

- o Department of Conservation and Recreation (DCR) Certification for Erosion and Sediment Control Inspection
- o Nuclear Gauge Safety Training
- o Intermediate Work Zone Traffic Control
- o 10 Hour OSHA Safety Training

In addition, those inspectors that are assigned to inspect guardrail work will be GRIT (Guardrail Certification) certified.

**Scheduling Specialist**

Scheduling Specialist Function To provide support to the Department staff in the development of Contract Time Determination Reviews (CTDR), review Create and maintain as as-built schedule as work progresses. Reviewing of Schedule Impact Analysis (SIA) as submitted by the Contractor for contract compliance and performing what-if analysis for SIA and Notice-of-Intents (NOIs). Perform detailed reviewing of project schedules submitted by the Contractor for contract compliance.

Scheduling Specialist Features of Work Provides consultation, investigations, evaluations and written documentation in the areas of, but not limited to schedule review and analysis and notice of intent and claims analysis, as requested by the Area Construction Engineer.

Scheduling Specialist Knowledge Skills and Abilities The Scheduling Specialist shall have at least three (3) years of experience in successfully preparing and maintaining critical path method (CPM) schedules on Category III and Category IV projects. Core specialty areas of experience should include, but not limited to, project controls, risk analysis and claims analysis.

## Construction Inspector (Environmental)

Construction Inspector (Environmental) Function The position will perform and document environmental reviews on highway construction and maintenance projects and provide support to the construction management staff in identifying and correcting issues pertaining to erosion and sedimentation control methods used on the projects.

Construction Inspector (Environmental) Features of Work This position will perform and document environmental reviews on highway construction and maintenance projects to insure compliance with erosion and sedimentation control laws, permit requirements, and contract documents. In addition, the position will provide assistance to project staff in correcting any deficiencies found during the reviews. These functions will be performed in collaboration with the project staff and the Construction Project Manager. Other responsibilities may include training and coaching of inspector personnel, performing inspection duties and assisting the Construction Project Manager and the Area Construction Engineer as required.

Construction Inspector (Environmental) Knowledge Skills and Abilities The Construction Inspector (Environmental) is expected to have 5 years of experience in the inspection of environmental erosion and sedimentation controls on highway construction and maintenance projects. A thorough working knowledge of Erosion and Sedimentation Control laws and regulations. A working knowledge of roadway, structure and bridge construction methods, materials, standards and specifications; working knowledge of the VDOT Road and Bridge Specifications, Road and Bridge Standards, Construction Manual, and Inspector Manual; and knowledge in the use of contract management software. Working knowledge of state and federal safety, environmental, EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Working skill in operating computer equipment, software programs and field inspection equipment. Ability to provide technical supervision, leadership and training to other inspectors; read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed records; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public. The inspector is expected to be currently VDOT certified or Mid Atlantic Regional Technician Program (MARTCP) certified in the following disciplines.

### Expected VDOT Certifications

- o Soil and Aggregate Field Compaction
- o Asphalt Field
- o Hydraulic Cement Concrete Field
- o Pavement Marking
- o Flagger Certification

It is also expected, that each inspector be certified in the following disciplines.

### Additional Expected Certifications

- o Department of Conservation and Recreation (DCR) Certification for Erosion and Sediment Control Inspection
- o Nuclear Gauge Safety Training
- o Intermediate Work Zone Traffic Control
- o 10 Hour OSHA Safety Training

In addition, those inspectors that are assigned to inspect guardrail work will be GRIT (Guardrail

Certification) certified.

### Responsible Charge Engineer

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

Responsible Charge Engineer Features of Work Manages a wide range of construction projects of varying complexity related to roadways, structures, and drainage, and also manages environmental issues. Responsible for management of all aspects of construction/maintenance contracts which are in compliance with safety standards, built with quality in a cost effective and timely manner and in compliance with state and federal standards.

Responsible Charge Engineer Knowledge Skills and Abilities The Responsible Charge Engineer shall be a Virginia licensed P.E. having a minimum of 10 years of direct experience in managing complex construction projects. Requires comprehensive knowledge of transportation engineering construction principles/practices; quality assurance and control methods; civil engineering and regulatory/legal constraints. Must have demonstrated skill in delivering complex transportation projects in a transportation engineering/construction industry; communicate effectively both orally/writing with various stakeholders/constituents; leading construction/engineering staff; and implementing change management. Ability to apply advance engineering planning and project scheduling principles to a variety of complex projects; conduct constructability reviews and demonstrated skill in performing cost analysis and in timely resolution of field issues by partnering to achieve cost effective solutions; develop contract language to meet customer needs; oversee multiple projects; interpret contracts, plans and specs and resolve disputes in a timely manner; and research, identify and implement solutions for construction problems on program wide basis.

### Engineering Support

Engineering Support Staff Function To provide support to the Department staff in the analysis and review in the areas of, but not limited to, constructability/bidability review, shop drawings, schedule review and notice of intent analysis, as requested by the Area Construction Engineer.

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

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

## MATERIALS SAMPLING AND TESTING

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

The material testing equipment shall include but be limited to; soil/aggregate compaction kit, including: speedy moisture kit, one-point proctor, rammer, gas stove, pans and spoons, scales, 10' straight edge, sand cone device; slump cone; air, non-contact thermometer and 4' level. Any testing device that will be used for acceptance/reject materials will need evidence of calibration as recommended by the manufacturer. All hand tools ~~used~~ for inspection services shall also be supplied by the consultant.

## EXPRESSION OF INTEREST (EOI)

1. The Expression of Interest shall be organized in the following order:

Transmittal letter

Table of Contents

Understanding of Scope of Work

Response to RFP Expression of Interest Items 2-15

Present Workload with Department form

Team Organization Chart

GSA Form 255 – one combined for the project team

GSA Form 254 – one for each firm

A table or matrix containing the requested information in item 15

Full size copies of SCC and DPOR supporting registration/licensing documentation for each

locations at which the work will be performed. A page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included.

4. With the exception of Construction Inspector trainees, indicate in Section 7 of GSA Form 255, personnel who will be assigned to this project, their proposed assignment and give the experience record of each. Team members who are not currently employed by the firm under which they are proposed shall have a signed commitment letter (Attachment "A") attached to their resume, demonstrating their commitment to the firm under which they are proposed should the team be awarded the inspection contract. Indicate each person's VDOT Certification, DCR Certification, and the expiration date of each. Other pertinent certifications should also be listed. Each Resume shall be limited to one page per person with a font no less than 10 point. For evaluation purposes, one resume must be submitted equal to 50% of the number of inspectors requested per classification by the Scope of Services, excluding trainees. In Section 10 of GSA Form 255 the consultant should detail his plan to assure the Department that the inspection staff submitted for evaluation will be available for the inspection services requested by the RFP. This information should be provided in the introduction or opening information found on the first page of Section 10. In addition resumes must be provided for each additional position and engineering function requested, unless the consultant proposes that one engineer provides multiple engineering functions.

Furthermore, all individuals identified as Key Personnel in the EOI shall remain on the Consultant's Team for the duration of the procurement process. If the consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to the Department's Project Manager, who, at his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in disqualification of the Consultant's Team from further consideration.

5. Section 10 of GSA Form 255 is limited to a maximum of ten pages. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Score Sheet that will be used to evaluate your submission. This is the ONLY section of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project.

6. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26.121 have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms is maintained on their web site (<http://www.dmb.e.state.va.us>) under the DBE Directory of Certified Vendors. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBE firms as potential subconsultants. The consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. The Department believes that these services support 10% DBE participation.

In accordance with the Governor's Executive Order No. 33, the Virginia Department of Transportation also requires a utilization of Small Women and Minority (SWaM) Businesses to

participate in the performance of state funded construction contracts. A list of Virginia Department of Minority Business Enterprise (DMBE) certified SWaM firms is maintained on the DMBE web site (<http://www.dmbes.state.va.us>) under the SWaM Vendor Directory link. Consultants are encouraged to take all necessary and reasonable steps to ensure that SWaM firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider SWaM firms as potential subconsultants. The consultant is encouraged to contact SWaM firms to solicit their interest, capability and qualifications. Any agreement between a consultant and a SWaM firm whereby the SWaM firm promises not to provide services to other consultants is prohibited.

49 CFR Part 26 requires VDOT to collect certain data about firms attempting

tasks orders executed or under negotiation. Also, include your estimated fees for pending supplemental agreements and any projects for which the firms have been selected, but have not executed an agreement. Work of affiliated and subsidiary companies is to be included. The outstanding workload of any Virginia Department of Transportation Minority Business Enterprise certified DBE or SWaM prime or subconsultant is not to be included. When a DBE or SWaM firm graduates from the program, their workload incurred while a DBE or SWaM will be exempted for the next three years. Any workload obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only Category C work will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with Department form. Please carefully read the instructions on the Present Workload with Department form.

8. Give names and detailed addresses of all affiliate and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, a doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or control both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above criteria and do not have interlocking directorships or joint officers serving are not considered affiliates.

9. In 2 page(s) or less, provide information that indicate your firm's ability to respond quickly to task assignments, be able to handle multiple tasks concurrently, and be able to complete task on accelerated schedules. The schedule will be identified when the task is assigned.
10. In 2 page(s) or less, please emphasize your qualifications in the following areas: Construction Engineering Inspection Services.
11. A project approach discussion is neither required nor desired for this project.
12. In addition to the page restrictions listed above, a maximum of 5 additional pages may be included in the Expression of Interest. All pages are 8.5 x 11 inches.

tasking by 7:00 AM on 11/15/18. All questions should be directed to the Department of Transportation, Office of Construction Services, at (804) 635-1125.

Does have a proposed debarment pending; or been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

14. If the prime consultant or subconsultants do not have the in-house capability to provide non-professional services, each with an estimated cost of \$5,000 or greater, such as diving services, soil drilling, sampling services or laboratory testing, these services must be subcontracted in accordance with State procurement procedures once a contract is executed, with no DBE or SWaM credit in the selection of the most qualified firm or team. Clearly indicate these services in the EOI.

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

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

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

.3 For this Project/Contract, the DPOR title, a6tiating







completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required or desired. Please do

11. The required services will involve the handling of Critical Infrastructure Information/Sensitive Security Information (CII/SSI) material. Firm(s) handling CII/SSI material will be required to sign non-disclosure agreements. Individuals with firm(s) that handle CII/SSI material will be required to sign non-disclosure agreements. Once negotiations have been completed and prior to executing a contract, personnel handling CII/SSI material, visiting Critical Infrastructure (CI) facilities or performing bridge/tunnel inspections may be required to pass a fingerprint-based Criminal History Background Check (CHBC). An individual employee's failure to successfully pass the fingerprint-based CHBC will not negate selection and offerors will be allowed to replace those individuals. However, if key personnel fail the fingerprint-based CHBC, the selection may be cancelled and negotiations begun with the next ranked offeror. VDOT reserves the right to conduct fingerprint-based CHBC on all employees of the prime consultant, on any employees of subconsultants or on any proposed replacements throughout the term of the contract who will be involved in this project. All costs associated with the fingerprint-based CHBC are the responsibility of the prime consultant. A VDOT issued photo-identification badge is required for each employee of the prime consultant or any subconsultant who will need access to VDOT CI facilities or who will be performing bridge/tunnel inspections. Based upon the results of the fingerprint-based CHBC, VDOT reserves the right to deny issuance of a VDOT security clearance or a VDOT issued photo-identification badge.





CERTIFICATION REGARDING DEBARMENT  
PRIMARY COVERED TRANSACTIONS  
(To be completed by a Prime Consultant)

Project: \_\_\_\_\_

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

Project: \_\_\_\_\_

- 1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm





ATTACHMENT "A"  
Employment Commitment Letter

Date:

To:  
Firm Name:  
Address:

Reference – Employment Commitment For

This letter is my commitment to your firm that should your firm become successful in obtaining a contract for construction inspection with the Virginia Department of Transportation I will be available to begin employment upon execution of the referenced inspection services contract.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_