

**CHESAPEAKE BAY BRIDGE and TUNNEL DISTRICT**

REQUEST FOR QUALIFICATIONS

FOR

**Miscellaneous Engineering Services**

PROPOSAL NUMBER: M-23-001

ISSUED: September 14, 2022

**Miscellaneous Engineering Services  
Request for Qualifications  
Chesapeake Bay Bridge and Tunnel District**

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## **1. Introduction**

The Chesapeake Bay Bridge and Tunnel District ("District") issues this request for qualifications for Miscellaneous Engineering Services for the Chesapeake Bay Bridge and Tunnel District. The District is inviting proposals from individual Consulting Engineering Firms or Corporations having a nationwide and favorable reputation for skill and experience to perform the scope of services as further described herein.

## **2. General Description**

The Chesapeake Bay Bridge-Tunnel (CBBT) is a 20-mile-long vehicular toll crossing of the lower Chesapeake Bay. The facility carries US 13, the main north-south highway on Virginia's Eastern Shore, and provides the only direct link between Virginia's Eastern Shore and south Hampton Roads, Virginia. The crossing consists of a series of four-lane low-level trestles and bridges that are connected by two approximately one-mile-long two-lane tunnels beneath Thimble Shoal and Chesapeake navigation channels. The manmade islands, each approximately 5.25 acres in size, are located at each end of the two tunnels. There are also high-level bridges over two other navigation channels: North Channel Bridge and Fisherman Inlet Bridge. Finally, between North Channel and Fisherman Inlet, the facility crosses at-grade over Fisherman Island, a barrier island that includes the Fisherman Island National Wildlife Refuge administered by the U. S. Fish and Wildlife Service. Toll collection facilities are located at each end of the facility.

## **3. Scope of Services**

The original facility was opened to traffic in 1964 and the parallel trestle and bridge spans were opened in 1999. The structures are showing signs of deterioration that would be expected of a 50+ year old facility. The District, using in-house forces and outside services, performs routine maintenance and rehabilitation when required as determined by various inspections. From time to time, the District requires assistance with engineering analysis and design for minor and major rehabilitation projects. The expected scope of services for these Miscellaneous Engineering Services is further described below.

### **3.1. Miscellaneous Services**

The CONSULTANT will provide the District with professional services for minor or major rehabilitation projects when requested by the District and approved as to the terms, costs and conditions. Professional services may include, but are not limited to, the following:

1. Inspection
2. Engineering Evaluation
3. Analysis and Design
4. Preparation of Plans and Specifications
5. Cost Estimate
6. Concept Reports
7. Permitting
8. Construction Services

### **3.2. Reporting and Submittals**

The District may request that completed and signed drafts and/or final plans and other materials developed be submitted in both hard copy format and electronic format for reproduction and distribution. When plans or drawings are submitted for review, all submittals must be in formats as specified by the District (pdf, Word, Excel, AutoCAD, etc.). It shall be the responsibility of the CONSULTANT to perform any and all necessary electronic file conversions before the District will accept any portion of the CONSULTANT's work. Electronic file submissions shall be continuous throughout the project such that the District's files are representative of the current stage of work.

In all cases, the CONSULTANT shall be required to certify the work, which must contain the signature and seal of a Professional Engineer who is registered in the State of Virginia and is a permanent employee of the CONSULTANT.

### **3.3. Safety**

The CONSULTANT shall be responsible for the safety of their employees, contractors and subcontractors and for ensuring compliance with all Federal, State and local laws (OSHA, VOSHA, etc.) while working on the facility.

### **3.4. Contract Term**

This Contract shall be an initial one-year term, with four additional one-year periods upon mutual agreement of both parties.

## **4. Submittal and Evaluation Criteria**

Responses to this Request for Qualifications will be evaluated based on the following:

### **4.1. Organizational Capability (10 Points)**

Provide a description of the firm's, or the team's, organizational capability and the proposed use of sub-consultants. The CONSULTANT is expected to provide a core team with the appropriate mix of management abilities, technical expertise, and experience. The following information will need to be provided in describing the firm's organizational capabilities.

- Prime Firm
  - Location of Office that will be responsible for the Contract
  - Year the office was opened
  - Number of employees firm-wide
  - Total years in business
  - Number of employees in Virginia
  - Number of employees in the CBBT region
  - Annual Gross Revenue (most recent year available)
  - Revenue attributed to Transportation

#### **4.1.1. SCC Registration**

Professional corporations 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 must be registered in the Commonwealth of Virginia with the Department of Commerce, State Board of Architects, Professional Engineers, Land Surveyors and Certified Landscape Architects. All firms involved that are to provide professional services must meet this criteria prior to a contract being executed by the District. Proof of this registration shall be submitted with the Statement of Qualification (SOQ), and will not count against the page limitations.

#### **4.2. Firm/Team's Experience Providing Similar Types of Services (30 points)**

Describe the firm/team's cumulative experience, technical expertise, and qualifications in providing services listed below:

- Structural evaluations of bridges, tunnels and vertical structures,
- Underwater structural evaluations related to bridges and waterfront structures,
- Preparation and assistance with testing programs and oversight for bridge preservation program including but not limited to environmental conditions (scour) and concrete degradation,
- Prestressed concrete design
- Prestressed concrete repair
- Carbon fiber design and repairs
- Underwater/marine structural repairs
- Mass concrete repairs
- Preparation of detailed plans for repair and rehabilitation of evaluated structures,
- Load ratings/analysis of evaluated structures,
- Construction observations, and other similar associated work.

Provide a minimum of five (5) and a maximum of ten (10) project examples. At a minimum, provide the following information:

- Project Name
- Project Owner/Client
- Year(s) of the contract
- Description of services provided by the firm
- Contract value
- Point of Contact
- Phone Number for Point of Contact

#### **4.3. Personnel's Experience Providing Similar Type of Services (30 Points)**

Give a description of the Key Personnel's expertise, experience, and qualifications in providing services as related to the Scope of Work. Key Personnel are defined as those to whom the project will be assigned and who will be performing the actual services. Provide a matrix, table or list of relevant project examples where the Key Personnel held leadership positions in providing the noted services and describe the member's involvement in the project.

Provide resumes for each Key Personnel and include a list of relevant projects focused on the Key Personnel's experience, as well as project history.

#### **4.4. Qualifications of Project Manager (30 Points)**

Provide a description of the Project Manager's expertise, experience, and qualifications in providing services, as related to the services described in Section 3.0. Provide a matrix, table or list of relevant project examples where the Project Manager provided the noted services and describe the involvement in the project. The District expects the Project Manager to be hands-on, field experienced, and actively engaged in delivering the services requested.

#### **4.5. Contract Scope, Project Understanding and Project Approach**

A Project Approach, (or similar) is not required to be submitted with the proposal.

### **5. Submittal Requirements**

#### **5.1. Pre-Proposal Conference**

A **non-mandatory** virtual pre-proposal conference will be held via WebEx on September 29, 2022, starting promptly at 10:00 a.m. As there are a limited number of connections that can occur for this type of meeting, the District is limiting one connection per organization. You are free to have as many people at your location participating, but please limit your connection to the WebEx meeting to one per organization.

**To participate by WebEx**, click on the following link:

<https://cbbt.webex.com/cbbt/j.php?MTID=me11dec4b116111d8df7807169b699f4>

**To participate by phone** only, dial: 1-415-655-0002

- Meeting number (access code): 2312 738 0488

#### **5.2. Interpretation of Documents**

Any comments or questions concerning this Request for Qualifications shall be directed to the Point of Contact, and be received at least ten (10) days prior to receipt of proposal. Answers will be provided at least five (5) days prior to the submittal date. The District is not responsible for any explanation, clarification or approval made or given in any manner except by addendum. A copy of each addendum will be posted on the CBBT website ([www.cbbt.com](http://www.cbbt.com)) and it shall be the responsibility of each offeror to verify that all addendums have been received and incorporated into their respective SOQ. Any addenda so issued are to be considered part of the Request for Proposal.

#### **5.3. Submittal Format and Limitations**

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the firm's (or the team's) capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Under no circumstances shall the proposal exceed a total of **fifty (50) pages**.

All pages shall be 8 ½” X 11” and printed on one side, with single-spaced type no smaller than 12 pitch. Graphics, organizational charts and similar material may use 11” X 17” sheets folded to 8 ½” X 11”.

#### 5.4. Submittal Deadline

All information must be submitted with one (1) digital and five (5) paper copies and received no later than October 28, 2022, at 4:00 pm. Responses received after this time will not be considered.

All questions, correspondence and submittals shall be directed to:

Point of Contact: Michael T. Crist, P. E.  
 Deputy Executive Director, Infrastructure  
 Chesapeake Bay Bridge and Tunnel District  
 32386 Lankford Highway  
 Cape Charles, Virginia 23310  
 (757) 331-2960  
[mcrist@cbbt.com](mailto:mcrist@cbbt.com)

#### 6. Schedule

Item	Description	Date
1	Issue Request for Qualifications	September 14, 2022
2	Non-Mandatory Pre-proposal Conference	September 29, 2022
3	Submittal of Questions	October 17, 2022
4	Issuance of Answers/Addendum(s)	October 21, 2022
5	Submittal of Qualifications	October 28, 2022
6	Notification to Short-Listed Firms	November 18, 2022
7	Short-List Interviews	December 15, 2022
8	Recommendation to Commission	January 10, 2023

*Table 1 – Schedule*

#### 7. Selection and Award of Contract

The District will evaluate SOQs in accordance with the criteria outlined in Section 4.0 and short-list the most qualified firms for interviews. At a minimum, short listed firms will be expected to have the proposed Project Manager present at the interview. The District will provide guidance to the interview requirements at the time of short-list notification. Interviews may be conducted remotely via Web-Ex. Based on the interviews, the District will select the best firm (or team) to provide the services outlined in the RFQ and will conduct negotiations with that firm for award of a contract.

## 8. Payment for Services

Services under this contract will be paid for on a cost plus net fee basis. The net fee shall be limited to 10% for each supplemental agreement and shall be determined as follows:

The District strives to operate an efficient and cost effective entity. The CONSULTANT will be held accountable to provide services under this contract that meet the objectives of the District. These services will be evaluated for each supplemental agreement and the net fee will be adjusted in accordance with the following scale:

Score	Fee
91% - 100%	10%
81% - 90%	9%
71% - 80%	8%
61% - 70%	7%
51% - 60%	6%
<50%	0%

Table 2 - Net Fee Calculation

Scoring criteria and allocation for each category will be developed prior to award of the supplemental agreement. The evaluation categories will be based on:

1. Scoping
2. Quality
3. Competence of Technical Personnel
4. Communication
5. Continuity of Project Personnel
6. Responsiveness
7. Project Management
8. Project Cost Control

## 9. Insurance Requirements

- a. The CONSULTANT shall provide the District Certificates of Insurance providing the following:
  - i. Certification of insurance for a general liability policy, including products liability on an occurrence basis:
    - Combined Single Limit           \$1,000,000
    - General Aggregate Limit       \$2,000,000
  - ii. Certification of insurance for a Worker's Compensation Insurance policy, meeting the requirements of the Worker's Compensation Laws of the Commonwealth of Virginia.
  - iii. Errors and Omissions liability policy
    - Single Limit                         \$5,000,000
    - General Aggregate Limit       \$5,000,000



- iv. Certification of Insurance for an automobile liability policy for vehicles used by the Contractor in connection with the said Contract.
  - Combined Single Limit \$1,000,000
  - General Aggregate Limit \$2,000,000

## 10. Miscellaneous Provisions

### 10.1. Non-Discrimination

During the performance of this Contract, CONSULTANT agrees as follows:

- a. CONSULTANT will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except when religion, sex, or national origin in a bona fide occupational qualification reasonably necessary to the normal operation of the CONSULTANT. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.
- b. The CONSULTANT, in all solicitations or advertisements for employees placed by or on behalf of the Firm, will state that such Firm is an equal opportunity employer.
- c. Notices, advertisements, and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The CONSULTANT shall include the provisions of the foregoing Paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor vendor.

### 10.2. Drug-Free Workplace

The following shall apply for every Contract over \$10,000 in value:

- a. During the performance of this Contract, CONSULTANT agrees to (i) provide a drug-free workplace for the Firm's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Firm's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT that CONSULTANT maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Sub-consultant or Vendor.
- b. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific Contract awarded to CONSULTANT in accordance with these General Provisions, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

### **10.3. Employee Identification**

All employees that are required to access sensitive areas shall be required to sign a blanket release form provided by the District authorizing the District to conduct an in-depth background investigation on all personnel working on the project. Additionally, a photo ID and a social security card or proper immigration identification, as appropriate, shall be provided by all employees for examination upon request by the District.

### **10.4. Cost Proposals Not Accepted**

The District will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any sub-consultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

### **10.5. Accounting Controls to Meet FAR Audit Requirements**

All firm's proposals must reference internal accounting systems that meet any applicable Federal requirements, including a transparent overhead calculation and acceptance of any required Federal audit requests.

### **10.6. Civil Rights Acts Compliance – Title VI**

The District assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all sub-consultants selected for this project will be required to submit a Title VI Evaluation Report within ten (10) work days of notification of selection when requested by the District. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000. The District's Title VI Implementation Plan, and forms, can be found on the District's website: [www.cbbt.com/title-vi/](http://www.cbbt.com/title-vi/)

### **10.7. Discrimination Disclaimer**

The District does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

### **10.8. Lobbying**

All firm's/team's proposals must acknowledge Federal lobbying restrictions in PL 101-121, Section 319, and associated laws and regulations.

### **10.9. Critical Infrastructure Information/Sensitive Security Information (CII/SSI):**

1. Contract documents or project material containing CII/SSI in whole or in part are subject to the terms of this Section and comply with the requirements of CII/SSI Guide. This guide can be located at; <http://www.virginiadot.org/business/const/CII-CriticalStructureInformation.asp>.
2. CONSULTANT shall be responsible for safeguarding Critical Infrastructure/Sensitive Security Information (CII/SSI) (as defined in the VDOT CII/SSI Policy) in their custody or under their control. Individuals are responsible for safeguarding CII/SSI entrusted to them. The extent of protection afforded CII/SSI shall be sufficient to reasonably foreclose the possibility of its loss or compromise.

3. CONSULTANT shall ensure that all employees using this information are aware of the prohibition against disclosing CII/SSI in any manner (written, verbal, graphic, electronic, etc.) that permits interception by unauthorized persons.
4. CONSULTANT shall protect CII/SSI at all times, either by appropriate storage or having it under the personal observation and control of a person authorized to receive it. Each person who works with protected CII/SSI is personally responsible for taking proper precautions to ensure that unauthorized persons do not gain access to it.
5. The use and storage of CII/SSI shall conform to the following guidelines: During working hours, reasonable steps shall be taken to minimize the risks of access to CII/SSI by unauthorized personnel. After working hours, CII/SSI shall be secured in a secure container, such as a locked desk, file cabinet or facility where contract security is provided.
6. The reproduction of CII/SSI documents or material containing CII/SSI shall be kept to the minimum extent necessary consistent with the need to carry out official duties. The reproduced CII/SSI material shall be marked and protected in the same manner as the original material.
7. Material containing CII/SSI shall be disposed of by any method that prevents unauthorized retrieval. (e.g. shredding, burning, returning to original source, etc.)
8. CII/SSI shall be transmitted only by US first class, express (US Postal, FedEx, UPS, etc.), certified or registered mail, or through secure electronic means.
9. The portions of the documents that are marked as CII/SSI are not subject to disclosure under Code of Virginia §2.2-3705.2, and may not be released except with written permission from the District. Unauthorized release or reproduction of these documents may result in civil penalty or other legal action.
10. By copying, downloading, or receiving a copy of any documentation containing CII/SSI, or any part thereof, the CM or any other recipient acknowledges and agrees to the terms of this Section and will advise any individual using these documents, or any part thereof, that they, too, shall be responsible for safeguarding the CII/SSI in their custody or under their control. All costs associated with performing these CII/SSI requirements are the responsibility of the prime CONSULTANT.
11. In the event of loss, suspected loss or compromise of any District CII/SSI material, the CONSULTANT having possession of the said CII/SSI material will immediately upon having knowledge of the loss, suspected loss or compromise of any District CII/SSI material, notify the District. If the loss is a result of a theft or suspected theft, of either the actual CII/SSI material or any device containing or storing CII/SSI material, the CONSULTANT will immediately file a report with a law enforcement agency having jurisdiction and forward a copy of the report to the District.)
12. CONSULTANT shall include the terms of this Section and comply with the CII/SSI Guide, in any further dissemination of any contract documents or project materials containing CII/SSI in whole or in part, and in all subcontracts awarded under this contract.