

REQUEST FOR PROPOSAL

There will be a Mandatory pre-proposal conference for this solicitation at the Main Street Center Building, 600 E. Main Street, 12th Floor, North Conference Room, Richmond, Virginia on October 21, 2015 at 1:30 p.m.

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. See section XIII page 12 - eVA Vendor Registration Requirements.



REQUEST FOR PROPOSALS

Issue Date: October 9, 2015

RFP# 505-16-RR0001

Title: Project Management Oversight (PMO) for the Virginia Beach Light Rail Extension

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: Virginia Beach, VA

Period of Contract: Date of award through completion of Project

All inquiries for information should be directed in writing to Melissa Myers, Procurement Officer at melissa.myers@drpt.virginia.gov. All questions must be received no later than 10/26 at 3pm.

Sealed proposals for furnishing the services described herein will be received until **10:00 a.m. Eastern time on November 19, 2015.** **All proposals must be mailed or hand delivered to the above address by the deadline stated.**

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

Name and Address of Proposer:

Date

Signature (in Ink)

FEI/FIN Number

Printed or Typed Name of Above

E-mail

Phone

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Note: Electronic copies of A/E Data Forms (AE-1 through AE-6) forms are available for download at http://www.dgs.virginia.gov/FormsCenter/BCOMForms/tabid/823/Default.aspx?udt_1673_param_detail=159

I. 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 <http://www.dgs.virginia.gov/FormsCenter/BCOMForms/tabid/823/Default.aspx> form CO.3a.

Proposer's attention is directed to Chapter 2, Definitions of the CPSM, for definitions of terms used in this RFP. The terms "Agency" and "Owner" 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 Proposer will enter into an agreement. For purposes of clarity and uniformity in this RFP, only the term "Agency" will be used.

In addition to state and other federal funding sources, services awarded from this RFP may be funded with American Recovery and Reinvestment Act of 2009 (ARRA). In such cases, supplemental General Condition, Section 52, found at: <http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=1vje1coUKXA%3d&tabid=826&mid=1673> must be followed.

II. PURPOSE

The Virginia Department of Rail and Public Transportation ("DRPT") has determined the need for Consultant support services to provide Project Management Oversight ("PMO") for the Tide Light Rail Transit Extension to Virginia Beach Town Center ("Project").

The Project includes an approximate three mile extension of existing light rail transit service from Norfolk to Virginia Beach Town Center. The Project scope includes design, construction, and testing activities for track work and associated new stations, as well as procurement of light rail vehicles.

DRPT is the state agency responsible for the conducting oversight of public transportation agencies in Virginia who receive capital and operating assistance funding from the Commonwealth of Virginia ("Commonwealth"). It is anticipated that the Federal Transit Administration ("FTA") will not have a project management oversight role because the Project is being advanced without the use of Federal funds. DRPT's oversight of the Project is being modeled after the FTA PMO program.

III. SCOPE OF SERVICES

The objective of this contract is to provide DRPT with a consultant (the "Consultant") capable of rendering critical Project oversight and programmatic expertise for the Project.

Specifically, the Consultant will *provide project management oversight as well as technical and compliance oversight services to compliment DRPT staff during the design, construction and startup phases of the Project*. In the role of project management oversight, the Consultant shall provide services including, but not limited to, the following:

1. Overseeing development and implementation of a Project Management Plan (“PMP”) by the grantee and/or designee, comparable to FTA guidelines; and assuring the grantee’s PMP defines Project requirements, allocation of appropriate resources, provides Project activities, monitors progress and assures prompt decision-making at Project milestones.
2. Overseeing development of project agreements between Project stakeholders, including the City and Hampton Roads Transit (“HRT”) and DRPT.
3. Assuring the grantee’s PMP and any project agreement(s) between HRT and the City are in agreement.
4. Providing technical assistance to correct deficiencies in the grantee’s project management processes.
5. Assuring the grantee demonstrates the legal, financial and technical capabilities to successfully complete the Project.
6. Assuring the grantee addresses the safety and security aspects of the Project in accordance with FTA and DRPT requirements.
7. Assuring HRT plans for and has the capability to maintain and operate the proposed system, in addition to existing systems.
8. Collecting relevant and reliable data to assist in project management oversight decision-making.
9. Providing professional opinions and technical expertise relevant to critical Project issues.
10. Providing technical assistant to enhance the efficiency and effectiveness of the grantee’s Project development and implementation.
11. Assuring the grantee’s successful delivery of the Project scope within budget and schedule and meeting the safety and security criteria that are required by HRT, DRPT and FTA.
12. Assuring the grantee develops and follows a structured risk management process for identifying and mitigating Project risk.
13. Assuring the grantee develops and executes the necessary agreements and effectively manages utility relocations.
14. Assuring the grantee develops and follows a structured process to manage Project betterments so as to minimize effects on Project scope, budget and schedule.
15. Assuring the grantee provides adequate inspection and supervision of work in conformance with approved plans and specifications, using qualified professionals.
16. Assuring compliance of the Project with state and applicable federal requirements.
17. Assuring conformity to grant agreements, applicable statutes, codes, ordinances, regulations, policy requirements, sound engineering, safety and project management practices.
18. Monitoring the execution of the Project in a professional, efficient and safe manner.
19. Attending Project meetings and providing prompt meeting notes/summary.

The following are tasks/project elements that DRPT may assign as part of the Virginia Beach LRT Extension oversight contract abbreviated from Attachment A of this RFP:

- 1) Detailed Scope of Work: Tasks and Project Elements
 - a) Project Management Plan Review
 - b) Management Capacity and Capability Review
 - c) Safety and Security Management Plan Review
 - d) Recurring Oversight and Related Reports
 - e) Capital Cost Estimate Review
 - f) Project Schedule Review
 - g) Americans with Disabilities Act
 - h) Rail Vehicle Technical Reviews
 - i) Risk and Contingency Review
 - j) Readiness to Procure a Design-Build Contractor
 - k) Readiness for Revenue Operations

- 2) Detailed Scope of Work: Optional Tasks/Project Elements
 - l) Technical Assistance and Special Tasks
 - m) Real Estate Acquisition and Management Plan Review
 - n) Quality Assurance/Quality Control Review
 - o) Value Engineering Review
 - p) Buy America Review
 - q) Lessons Learned

The complete scope of work is provided in Attachment A of this RFP.

IV. 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 Proposer 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 Minority Business Enterprise (DMBE) certified Small, Women-owned, and Minority-owned Business (“SWAM”) firms are maintained at www.dmbc.virginia.gov under the SWAM Vendor Directory link.

V. 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.. 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 Proposer’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.

VI. PROPOSAL REQUIREMENTS:

- A. Proposals shall be signed by an authorized representative of the Proposer. By submitting a proposal, the Proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP may ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

To reduce the effort and expense of responding to RFPs, provide uniformity in the type of information requested, and enhance the review and evaluation process, the standard Forms AE-1 through AE-6 found in Attachment C – A/E Forms and Instructions – shall be used by Proposers responding to the RFP.

Do not duplicate information furnished in Attachment C – A/E Forms and Instructions – elsewhere in the submittal.

The maximum number of single-sided pages that may be included in the technical proposal is 55 pages (see C.5 below of this section for specific page limits). A/E forms, full size registration documents, and resumes are excluded from the page number restriction. All pages are to be 8 1/2" x 11" and printed with single-spaced type no smaller than 12 point.

All submissions must be received no later than 10:00 a.m. Eastern time on November 19, 2015 at the following address.

Commonwealth of Virginia
Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219
Attention: Melissa Myers

Submissions received after 10:00 a.m. Eastern time on November 19, 2015 will not be considered.

- C. Proposals shall include the following:
 - 1. The completed and signed RFP cover page
 - 2. License and registration information including:

- Full size copies of State Corporation Commission and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office).
 - Full size copies of DPOR registration certificate for the Key Personnel
 - Table or matrix containing the requested information
3. Attachment C – A/E Forms and Instructions
 4. Attachment D – Small Businesses and Businesses Owned by Women and Minorities Data Form
 5. Technical Proposal
 - Executive Summary (no more than five pages)
 - Detailed approach to performing the scope of services (no more than 20 pages)
 - Past Experience performing comparable work (no more than 10 pages)
 - Qualifications of key staff including sub-consultant staff (no more than 20 pages)

One manually signed original, three hardcopies (marked as copy), and one CD of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume. Spiral bound proposal submissions are preferred.

Proprietary information from Proposers will not be disclosed to the public or to the competitors provided such proprietary information is properly identified, as required by § 2.2-4342(F) of the *Code of Virginia*, as amended, in the proposal.

If a Proposer wishes to submit a version of the proposal that has proprietary information redacted, the redacted version must be submitted in electronic format on a separate compact disc and must redact all proprietary information. Section numbers which are redacted must be identified in the following format, as an example: Section 3, paragraph B: "Redacted." The Proposer is responsible for ensuring that the redacted version of the proposal is carefully edited, altered, and refined in order to protect and maintain complete confidentiality of protected information.

- D. Any information thought to be relevant, but not specifically applicable to the enumerated scope of services, may be provided as an appendix to the proposal. If publications are supplied by the Proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.

VII. EVALUATION AND AWARD OF CONTRACTS:

- A. **Evaluation Criteria:** Proposals shall be evaluated by the Agency using the following criteria:

- **Proposer’s Approach to Performing the Scope of Services (10 points):**
 - Proposer has a well-developed, pragmatic approach to managing and delivering the scope of services;
 - Proposer demonstrates a clear understanding of the scope of services required under the solicitation and clearly identifies how those requirements will be met;
 - Proposer clearly outlines how the proposer will provide QA/QC of their services, including written deliverables, reports, etc.;

- **Proposer’s Capability, Past Experience, and FTA Performance Evaluation (35 points):** The Proposer’s demonstrated track record in managing projects with delivery on time and on budget, comments provided by references and the following:
 - Expertise and past experience of the Proposer 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.
 - Recent (past five years) experience/history in conducting oversight of major capital transit projects under the FTA Project Management Oversight (“PMO”) or similar program.
 - Proposer'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.
 - Financial responsibility as evidenced by the Proposer carrying professional liability insurance.

- **Qualifications of Key Staff (25 points):** The expertise, experience, and qualifications of the Proposer’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.

B. **Award of Contract:** The Agency shall engage in individual discussions and interviews with a minimum of three Proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proprietary information from competing Proposers (including the plan for accomplishing the scope of services) will not be disclosed to the public or to competitors provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Va. Code Ann. § 2.2-4342. At the

conclusion of the informal interviews, on the basis of evaluation factors published in the RFP and all information developed in the selection process to that point, the Agency shall rank, in the order of preference, the interviewed Proposers whose professional qualifications and proposed services are deemed most meritorious.

Separate negotiations shall then be conducted with the highest ranked Proposer to establish an acceptable MOU, including marked up hourly rates considered fair and reasonable, and which compare favorably with the typical labor rates for the various A/E skill levels required for the work. Contract award will be made to the highest ranked Proposer. If the Agency and a Proposer cannot come to an agreement, negotiations with the Proposer shall be formally terminated and negotiations conducted with the next highest ranked Proposer, and so on, until such a contract can be negotiated at fair and reasonable rates. This process will continue until the desired Proposer is awarded by the Agency.

VIII. TIME SCHEDULE:

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

Pre-Proposal: October 21 at 1:30 p.m.
Questions Due: October 26 at 3:00 p.m.
Proposals due: November 19 at 10 a.m.
Interviews with top three Proposers: December 7*
Negotiations start: December 14*
Awarded by: January 11, 2016*

IX. 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.

X. CONTRACT TERM:

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

XI. TASK ORDERS:

Task Orders will be issued against this contract for tasks and project elements as outlined in the Detailed Scope of Work (Attachment D). A single task order may contain multiple tasks and project elements.

XII. CONFLICT OF INTEREST:

Proposers that are awarded a contract under this RFP may not be eligible for certain task orders if they are working on a related contract. This determination will be made at the sole discretion of the Agency. The Proposer that is awarded a contract under this RFP must notify the Agency immediately of any conflicts that exist when they are asked to submit a proposal for a task order.

XIII. eVA VENDOR REGISTRATION:

The eVA Internet electronic procurement solution, www.eVA.virginia.gov, streamlines and automates government purchasing activities for the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide construction and/or professional services to the Commonwealth shall participate in the eVA electronic procurement solution by completing the free eVA Vendor Registration. All Proposers must register in eVA; failure to register will result in a proposal being rejected.

eVA Contracts and Orders: It is anticipated that the contract may result in multiple Task Orders (i.e., one for each delivery requirement). Vendor transaction fees are determined by the date that each Task Order is issued and the current fees are as follows:

- a. For orders issued July 1, 2011 thru June 30, 2014, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 0.75 percent capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 0.75 percent, capped at \$1,500 per order.

- b. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1 percent, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1 percent, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 30 days after the corresponding purchase order is issued, and it is payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

XIV. SPECIAL TERMS AND CONDITIONS:

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.

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 Offerer to insure that its bid reaches the issuing office by the designated date and hour.

CANCELLATION OF CONTRACT: The Agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

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.

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>

Attachment A - A/E Forms and Instructions

General Instructions

The forms are available on the BCOM website at

http://www.dgs.virginia.gov/FormsCenter/BCOMForms/tabid/823/Default.aspx?udt_1673_param_detail=159

Do not attempt to fill in these forms online. Download the forms, save a copy, and then fill in the saved copy.

Read the Specific Instructions below to assist in completing the various AE Data forms.

Click on the sheet tabs below to go to the appropriate form.

(If more than one copy of a specific type of form is needed, make a copy of the Excel file.)

Fill in the fields highlighted in yellow. Use the tab key to move easily from field to field. The mouse can be used to select the fields. (On large text fields, the mouse must be used rather than the tab key.)

Some fields contain selection lists. These fields are denoted with an arrow just to the right of the field. To select from the list of choices, click on the arrow and select the appropriate choice.

When complete, print the appropriate forms, assemble them in order, and submit them as described in the RFP.

Be factual and concise. Remember that the Selection Committee members will be reviewing numerous responses to an RFP before selecting firms for interviews. Deviation from the prescribed format is **not** encouraged as it makes it more difficult for the Selection Committee to review submittals. Form AE-6 allows other supplemental data which is not covered on Forms AE-1 through AE-5.

Specific Instructions

Form AE-1 & 1A SYNOPSIS OF RESPONDING FIRM

General:

Insert RFP number to which response is being made.

Insert name of the Proposer.

Insert name of the Project.

- 1) Show name, physical address, and mailing address of the Proposer.
Provide telephone number and fax number of the Proposer.
Provide SSN, if sole proprietor, or FEIN for firm.
- 2)(a,b) Provide information requested.
- 3) Provide name and address of the parent company or home office.
Provide the telephone number and fax number.

- 4) Show type of ownership of the Proposer and disadvantage status. Provide the Proposer's license number from the Commonwealth of Virginia's Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA). Refer to the Department of Professional and Occupational Regulation for additional information.)
- 5) Show name of principal(s) to contact concerning this RFP response. Show position title and telephone number.
- 6) Show the name of consultant(s) or other office, and the nature of the consultant or other office's project responsibility/discipline. Answer with a yes or no if the proposed consultant has worked with the Proposer.
- 7) Indicate the number of in-house technical person(s) in various disciplines and skills levels. (Attach Form AE-2 for each consultant or other office.)
- 8) Show the name of the professional liability insurance carrier and the policy limits of liability with deductible.
- 9) Describe proposed involvement of disadvantaged businesses.
- 10) (a) List state agencies for whom the Proposer has worked in last five years.
(b) Provide names of firm's personnel who have attended BCOM seminars on the requirements of the Commonwealth of Virginia Construction and Professional Services Manual for Architects and Engineers (A/E Manual)
- 11) List three to five recently designed projects that have similar scopes or features. Provide AE-5 - Representative Project Data Form for each.

General: Provide the Proposer's typed name, typed title, signature, and date.

Form AE-2 SUBCONSULTANT / OTHER OFFICE

General:

Insert RFP number to which response is being made.

Insert name of the Proposer.

Insert name of Project.

- 1) Show subconsultant/other office firm name, physical address, and mailing address.
Provide telephone number and fax number of the subconsultant/other office.
Provide SSN or FEIN for the subconsultant/other office.
- 2)(a,b) Provide information requested.
- 3) Provide name and address of the parent company or home office of the subconsultant.
Provide the telephone number and fax number.
- 4) Show type of ownership of firm and disadvantaged status.
Provide subconsultant's APELSCIDLA license number.

- 5) Show name, title, and phone number of principal(s) who will be in charge of the subconsultant's work on this Project.
- 6) Indicate number of in-house technical personnel by discipline and skill level in the subconsultant's or other office.
- 7) Describe functions or services to be provided by this subconsultant or other office.
- 8) Indicate how many projects this subconsultant has provided services to the Proposer.
- 9) Show the subconsultant's professional liability limits of insurance with deductible.

General: Provide the Proposer's typed name, typed title, signature, and date.

Form AE-3 PROJECT STAFFING ORGANIZATION

General:

Insert RFP number to which response is being made.
Insert name of the Proposer.
Insert name of Project.

- 1) List the project manager and primary responsible charge designer for each discipline or specialty. Complete a separate Form AE-4 for each person listed.
- 2) Will those listed be available to work on this Project? Does the Proposer have sufficient staff to commit to work on the Project on schedule considering the other work the Proposer and subconsultants may have? Explain.
- 3) How does the Proposer propose to assign responsibilities and coordinate the various disciplines?
- 4) Explain how the Proposer proposes to assure that the documents clearly and fully describe the work to be done and how the work shown by various disciplines will be coordinated.

General: Provide the Proposer's typed name, typed title, signature, and date.

Form AE-4 PERSONNEL QUALIFICATIONS

Use a separate AE-4 for **each key person** for this Project.

General:

Insert RFP number to which response is being made.
Insert name of the Proposer.
Insert name of Project.

- 1) Name, title, and usual job assignment of key person for this Project.

- 2) This person's job assignment for this Project.
- 3) This person's employer.
- 4) This person's years of experience total and with current employer.
- 5) List college/university attended, degree earned, year completed, and curriculum or area of specialization.
- 6) Provide information on initial professional registration. Provide Virginia six digit registration/license number as it appears on the APELSA certificate.
- 7) Tell what experience or qualifications this person has which makes her or him especially valuable for this particular Project.

General: Provide Proposer's typed name, typed title, signature, and date.

Form AE-5 REPRESENTATIVE PROJECT DATA

General:

Insert RFP number to which response is being made.

Insert the name of the Proposer.

Insert name of Project.

Using copies of Form AE-5, provide information on no more than five representative projects which best demonstrate the proposed team's experience and qualifications for this type of project. List projects which have features, functions, types of construction, systems, type of use, or type of occupancy similar to those envisioned for this Project.

- 1) Provide representative project name, type of project, and the project location.
- 2) Provide information concerning the owner or agency for possible reference check.
- 3) Provide information concerning the contractor who built the project (**if applicable**).
- 4) For each discipline shown, list the names of the firms which were responsible for the design in that discipline. Also list the key personnel, still with the firm, for each discipline. Include the most significant special consultant, if any.
- 5) List the applicable codes which applied to this project.
- 6) Briefly describe the project and its features. What is special about this project that would be of interest to the Selection Committee for the proposed Project?
- 7) Describe any SWAMbusiness participation. Include name of firm(s), their project function, and percent of fee.

General: Provide the Proposer's typed name, typed title, signature, and date.

Form AE-6 SUPPLEMENTAL INFORMATION

General:

Insert RFP number to which response is being made.

Insert name of the Proposer.

Insert name of Project.

Provide additional relevant information in brief outline or bullet format.

Questions to consider addressing are as follows.

Why should the Proposer be selected for an interview?

What expertise can the Proposer bring to this Project to ensure its timely and cost effective completion?

Provide the Proposer's typed name, typed title, signature, and date.

DGS-30-004 (Rev. 10/10)	ARCHITECTURAL / ENGINEERING FIRM DATA SYNOPSIS OF RESPONDING FIRM	RFP #
----------------------------	---	-------

Submitted By (Firm Name): _____

Submittal For (Project Title): _____

1) FIRM NAME AND ADDRESS: (office where work will be done) _____ _____ _____ TELEPHONE: _____ FAX: _____ FEN / SSN: _____ State Corporation Commission ID Number / Partnership Name: _____	2) YEARS IN BUSINESS a) Years under present name..... _____ b) List other names and years: _____ _____ _____
--	---

3) NAME AND ADDRESS OF PARENT COMPANY / HOME OFFICE: _____ _____ _____ TELEPHONE: _____ FAX: _____	4) SPECIFIC TYPE OF OWNERSHIP: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> MBE <input type="checkbox"/> Partnership <input type="checkbox"/> SBE <input type="checkbox"/> Professional Corp. <input type="checkbox"/> WBE <input type="checkbox"/> Other Corporation Firm's APELSCIDLA License #: _____
--	--

5) NAMES OF NOT MORE THAN TWO PRINCIPALS TO CONTACT: (Title and Phone Number)		
Name	Title	Phone Number
_____	_____	_____
_____	_____	_____

6) PROPOSED CONSULTANTS OR OTHER OFFICES PROVIDING SERVICES:		
<u>FIRM NAME</u>	<u>FUNCTION / RESPONSIBILITY</u>	<u>WORKED WITH PRIME BEFORE?</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7) NUMBER OF PERSONNEL IN FIRM AT (1) ABOVE BY DISCIPLINE: (List each person only once)				
	<u>Licensed</u>	<u>Unlicensed</u>	<u>Draft</u>	<u>Field</u>
Project Managers	_____	_____	_____	_____
Architects	_____	_____	_____	_____
Civil Engineers	_____	_____	_____	_____
Structural Engineers	_____	_____	_____	_____
Mechanical Engineers	_____	_____	_____	_____
Electrical Engineers	_____	_____	_____	_____
Soils Engineer	_____	_____	_____	_____
Landscape Architects	_____	_____	_____	_____
Interior Designers	_____	_____	_____	_____
Asbestos Designers	_____	_____	_____	_____
Surveyors	_____	_____	_____	_____
Construction Admin. / Insp.	_____	_____	_____	_____
CADD Operators	_____	_____	_____	_____
Specifications	_____	_____	_____	_____
	_____	_____	_____	_____
TOTALS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CONTINUE SYNOPSIS OF RESPONDING FIRM ON FORM AE-1A

DGS-30-004 (Rev. 10/10)	ARCHITECTURAL / ENGINEERING FIRM DATA SYNOPSIS OF RESPONDING FIRM (continued)	RFP # _____
-----------------------------------	---	-------------

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: _____ Title: _____	Signature: _____ Date: _____
-----------------------------------	---------------------------------

DGS-30-004 (Rev. 10/10)	ARCHITECTURAL / ENGINEERING FIRM DATA CONSULTANT / OTHER OFFICE	RFP # _____
-----------------------------------	---	-------------

Submitted By (Firm Name): _____

Submittal For (Project Title): _____

1) FIRM NAME AND ADDRESS: (office where work will be done) _____ _____ _____ TELEPHONE: _____ FAX: _____ FEIN / SSN: _____ State Corporation Commission ID Number / Partnership Name: _____	2) YEARS IN BUSINESS a) Years under present name..... _____ b) List other names and years: _____ _____ _____
--	---

3) NAME AND ADDRESS OF PARENT COMPANY / HOME OFFICE: _____ _____ _____ TELEPHONE: _____ FAX: _____	4) SPECIFIC TYPE OF OWNERSHIP: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> MBE <input type="checkbox"/> Partnership <input type="checkbox"/> SBE <input type="checkbox"/> Professional Corp. <input type="checkbox"/> WBE <input type="checkbox"/> Other Corporation Firm's APELSCIDLA License #: _____
---	---

5) NAMES OF NOT MORE THAN TWO PRINCIPALS TO CONTACT: (Title and Phone Number)

<u>Name</u>	<u>Title</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____

6) NUMBER OF PERSONNEL IN FIRM AT (1) ABOVE BY DISCIPLINE: (List each person only once)

	<u>Licensed</u>	<u>Unlicensed</u>	<u>Draft</u>	<u>Field</u>
Project Managers				
Architects				
Civil Engineers				
Structural Engineers				
Mechanical Engineers				
Electrical Engineers				
Soils Engineer				
Landscape Architects				
Interior Designers				
Asbestos Designers				
Surveyors				
Construction Admin. / Insp.				
CADD Operators				
Specifications				
TOTALS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

7) FUNCTIONS OR SERVICES TO BE PROVIDED: _____

8) NA

9) ON HOW MANY PROJECTS HAS THE CONSULTANT WORKED WITH THE PROPOSER IN THE LAST FIVE YEARS? _____

10) LIMITS OF PROFESSIONAL LIABILITY INSURANCE AND DEDUCTIBLE:

The foregoing is a statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____

DGS-30-004 (Rev. 10/10)	ARCHITECTURAL / ENGINEERING FIRM DATA PROJECT STAFFING ORGANIZATION	RFP # _____
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Submitted By (Firm Name): _____

Submittal For (Project Title): _____

1) KEY PERSONNEL DESIGNATED FOR THIS PROJECT: (Include Form AE-4 for Each)

<u>Function</u>	<u>Name</u>	<u>Title</u>	<u>Firm / Office</u>
Project Manager	_____	_____	_____
Architect	_____	_____	_____
Structural Engineer	_____	_____	_____
Mechanical Engineer	_____	_____	_____
Electrical Engineer	_____	_____	_____
Civil Engineer	_____	_____	_____
_____	_____	_____	_____

2) DESCRIBE AVAILABILITY OF STAFF AND CONSULTANTS TO WORK ON THIS PROJECT:

3) DESCRIBE PROJECT METHODOLOGY, I.E., HOW WILL THE WORK FUNCTIONS, RESPONSIBILITIES AND COORDINATION BE PERFORMED?

4) DESCRIBE THE METHOD OF QUALITY ASSURANCE YOU WILL USE FOR THE DOCUMENTS FOR THIS PROJECT.

The foregoing is a statement of fact.

Typed Name: _____

Signature: _____

Title: _____

Date: _____

DGS-30-004 (Rev. 10/10)	ARCHITECTURAL / ENGINEERING FIRM DATA PERSONNEL QUALIFICATIONS	RFP # _____
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Submitted By (Firm Name): _____

Submittal For (Project Title): _____

BRIEF RESUME OF KEY INDIVIDUAL PROPOSED FOR THIS PROJECT. PROVIDE ONE FORM FOR EACH PERSON.

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.)

<u>Project</u>	<u>Role / Responsibility</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The foregoing is a statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____

DGS-30-004 (Rev. 10/10)	ARCHITECTURAL / ENGINEERING FIRM DATA REPRESENTATIVE PROJECT DATA	RFP # _____
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Submitted By (Firm Name): _____

Submittal For (Project Title): _____

1) PROJECT NAME: _____

PROJECT TYPE: _____ LOCATION: _____

2) OWNER: _____

Project Administrator: _____ Title: _____

Address: _____ Phone Number: _____

_____ FAX Number: _____

3) PRIME CONTRACTOR: _____

(if applicable) _____

Project Manager: _____ Phone Number: _____

Superintendent: _____ FAX Number: _____

4) NAMES OF KEY DESIGNERS/PROJECT MANAGERS STILL WITH THE FIRM AND THEIR SPECIFIC PROJECT RESPONSIBILITIES:

Discipline	Firm / Employer	Individual	Assignment on Project
Prime A/E			
Architectural			
Structural			
Mechanical			
Electrical			
Civil			

5) NAMES OF APPLICABLE CODES: (Place "X" in all codes that applied to this project)

VUSBC
 BOCA
 IBC
 SOUTHERN
 LIFE SAFETY
 UFAS
 ADAAG
 Other (describe) _____

6) DESCRIPTION OF RELEVANT PROJECT FEATURES:

8) DESCRIBE ANY SBE, MBE, AND WBE PARTICIPATION ON THE DESIGN PHASE (Firm, Function, and Percentage of fee).

The foregoing is statement of fact.

Typed Name: _____ Signature: _____

Title: _____ Date: _____

DGS-30-004
(Rev. 10/10)

ARCHITECTURAL / ENGINEERING FIRM DATA

RFP #

SUPPLEMENTAL INFORMATION

Submitted By (Firm Name):

Submittal For (Project Title):

[Large yellowed-out area for supplemental information]

The foregoing is a statement of fact.

Typed Name: _____

Signature: _____

Title: _____

Date: _____

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

**Form DGS-30-360
Instructions**

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

Note: An electronic version of this form is available for download on BCOM's website at http://www.dgs.virginia.gov/FormsCenter/BCOMForms/tabid/823/Default.aspx?udt_1673_param_detail=271

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

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

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

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

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

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

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

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

PART I. DEFINITIONS

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

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

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

citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

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

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

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

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

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

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

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

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

Disadvantaged Business Enterprise: A small business concern which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the

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

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

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

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

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

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

PART II
DATA ON FIRM SUBMITTING PROPOSAL

PROPOSER:

Firm Name: _____

Contact Person: _____

Phone Number: _____

DPOR Registration # : _____

PARTICIPATION STATUS:

DMBE Certificate #

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

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

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

PROPOSAL FOR:

Agency: _____

Project: _____

Sub-Project: _____

REMARKS / COMMENTS:

**PART III
LISTING OF PAST UTILIZATION OF DISADVANTAGED BUSINESSES BY
PROPOSER**

(Rev. 11/04)

PROPOSER:

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

Date Form Completed: _____

PROJECT UTILIZATION REPORT FOR PAST PROJECT:

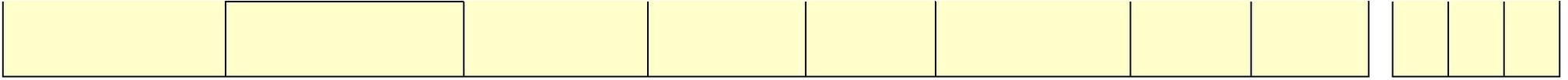
Agency: _____
 Project: _____
 Sub-Project: _____

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

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

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

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



LISTING OF DISADVANTAGED BUSINESSES PROPOSED FOR THIS PROJECT

PROPOSER:

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

Date Form Completed: _____

PROPOSAL FOR PROJECT:

Agency: _____
 Project: _____
 Sub-Project: _____

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

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

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

						N/A				
--	--	--	--	--	--	-----	--	--	--	--

Attachment C—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):