

**Volume I - Technical Qualifications Submittal**

1. Table of Contents	The consultant shall provide a table of contents for Volume I of the proposal, limited to one (1) page. (Vol. I)
2. Transmittal Letter	The letter, addressed to the Procurement Officer, should identify the principal point of contact for the Offeror by name, title, mailing address, telephone, facsimile, and email address.
3. Organizational Chart	Submit One (1) page organizational chart showing all firms proposed, Key Personnel assignments and responsibilities. Organizational charts should only show names & firm of Key Personnel; Additional personnel classifications need to be identified on the organization chart, but staff names shall not be included for these classifications. This section may not include additional names of personnel, other than Key Personnel, or additional classifications, other than those listed in this RFP. Extraneous information if provided, will be disregarded and evaluated accordingly.
4. Personnel's Experience in Similar Type of Services	<p>Using Attachment A: Key Personnel Resumes, provide resumes for Key Personnel as defined in Section F.1 Scope of Work. Each resume shall be limited to two (2) pages per person with a font no less than 10 point. The number of relevant projects in the resume shall be limited to no more than five (5). Resumes should not describe each person's involvement in overall on-call contracts. A specific representative project (or task assignment but not multiple projects/task assignments) performed as part of the contract may be discussed in detail as part of each relevant project. Only CIC and Contract Manager resume may list on-call contracts as part of project experience. Projects should have been completed within the past 10 years or be currently ongoing.</p> <p>Key personnel are as identified in Section F.1 of the RFP. All individuals identified as Key Personnel in the EOI shall remain on the Consultant's Team for the duration of the procurement process and, 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 for approval, who, at their 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 elimination of the Consultant's Team from further consideration.</p> <p>Using Attachment B, provide a list of all current, active VDOT task assignments (Professional services and Design Build contracts) for each proposed Key Personnel. List the name of the task assignment, the role of each Key Personnel, and the duration of the task assignment.</p>
5. Firm/Team's Experience in Similar Type of Services	Using Attachment C: Relevant Project Examples, provide example projects that demonstrate the team's qualifications to perform the work as described in the Scope of Services. Limit example projects to no more than seven (7), not to exceed one (1) page per project. The example projects should emphasize the team's qualifications to perform the work as described in the Scope of Work and Consultant Resources sections. The example projects should also highlight tasks performed by proposed Key Personnel and their role (as it appears in the contract) on these projects. Graphics are allowed in this section.
6. Qualifications of the Project Manager	Using Attachment A: Key Personnel Resumes, provide resume for the Project Manager demonstrating his/her expertise, experience, and qualifications. No information or qualifications for the Project Manager should be included in addition to the resume (Attachment A).
7. Organizational Capability	Offerors should detail the plan to assure VDOT that the staff submitted for evaluation will be available for the services requested by the RFP. Additionally, provide information that will indicate the firm's ability to complete work in a timely manner, the size of the firm relative to the size of the project, and proposed project resources (in terms of disciplines) and use of sub-consultants. If sub-consultants are proposed,

	<p>the role of each sub-consultant should be discussed. This section may not include duplicative information or additional Attachment A Resumes or Attachment C Project Pages. This section must not be used to provide expanded org chart or for providing additional names of individuals. Only names of individuals for whom resumes are submitted may be utilized. If additional personnel names are provided, they will be disregarded for evaluation purposes. This section is limited to ten (10) pages. Graphics are allowed in this section. List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project.</p>
<p>8.RFP Specific Response</p> <p><i>Note: Only names of individuals for whom resumes are submitted may be utilized. If additional personnel names are provided, they will be disregarded for evaluation purposes.</i></p>	<p>a. Provide information that indicates the Offeror’s understanding of the Scope of Work, and their ability to meet the time schedule for this project. <b>__ page limit</b></p> <p>b. Emphasize the Offeror’s qualifications for this project/in the following areas: <b>__ page limit</b></p> <p>c. A project approach discussion is neither required nor desired for this project.  <b>OR</b> A project approach discussion is required for this project. <b>__ page limit</b></p> <p>d. No additional pages may be included in the EOI.</p> <p>e. Acknowledgement of Offeror’s In-House Capacity to Provide Non-Professional Services. (BidExpress Section 1. GENERAL REQUIREMENTS, item E.)</p>