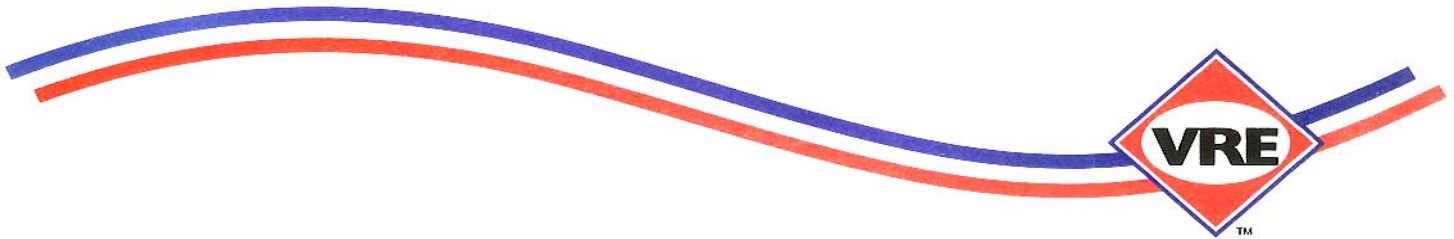


PART F
DOCUMENTS, EXHIBITS AND
OTHER ATTACHMENTS

SECTION	TITLE
26	SOQ Preparation Checklist
27	List of Attachments



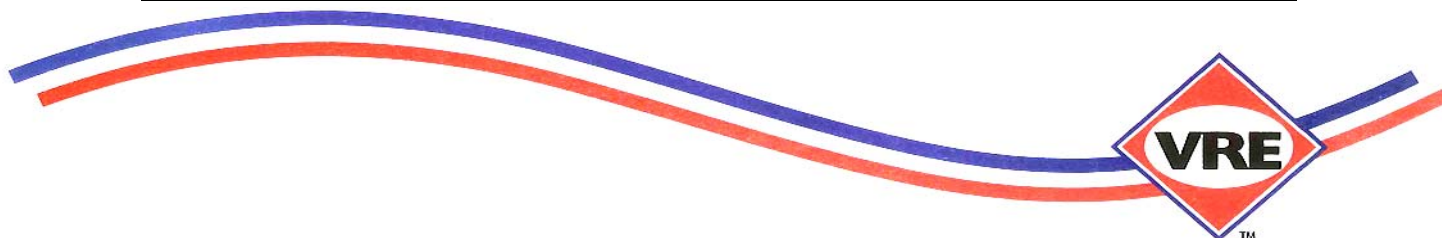
SECTION 26

SOQ PREPARATION CHECKLIST

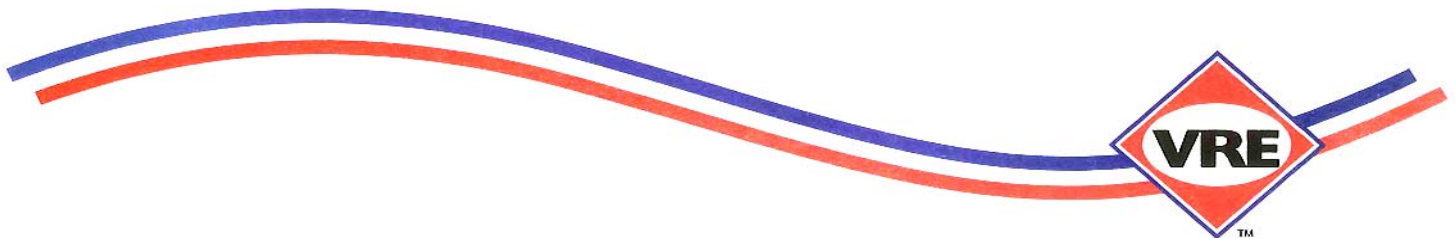
26.1 GENERAL

- A. This checklist is provided to assist the Applicant in the preparation of the statement of qualifications package. **DO NOT include the checklist with your submission.** Its use is OPTIONAL.
- B. Notwithstanding this checklist, it is the Offeror’s responsibility to ensure that a complete statement of qualifications package has been submitted to satisfy the requirements described in this RFQ.

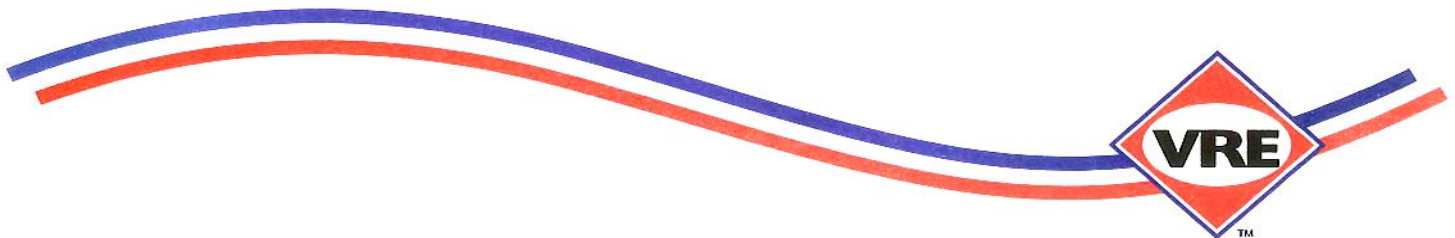
(✓) Completed	DESCRIPTION
	Attend mandatory pre-qualification meeting.
	Submit written questions to VRE.
	Submit one (1) original and six (6) copies of the Statement of Qualifications and application.
	Tabs 3 through 10 do not exceed 75 pages.
	Identify trade secrets or proprietary information (if applicable).
	Table of Contents
	Title Page
	A. <u>LETTER OF SUBMITTAL</u>
	1. On company letterhead, dated and signed by a company officer. All signatures must be original and signed in blue ink.
	2. Type and size of business;
	3. Years of operation; and
	4. Description of the company (or other structure in the case of partnership or joint venture).



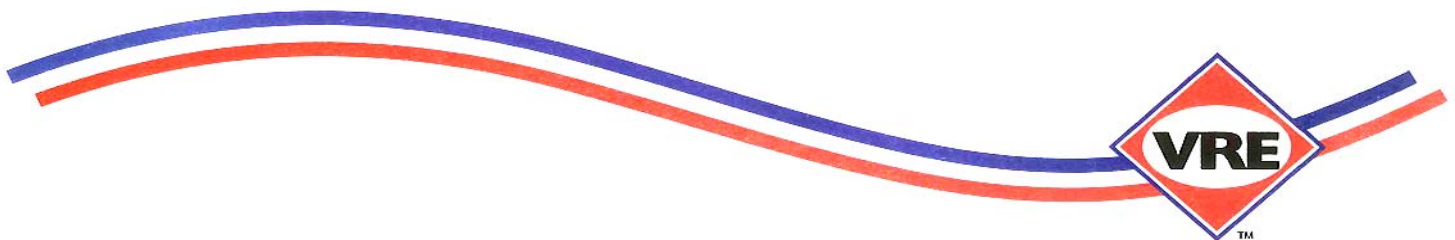
	<p>B. <u>POINT OF CONTACT</u></p> <p>1. Telephone and fax numbers; email address; and physical address.</p>
	<p>C. <u>TEAM STRUCTURE</u></p> <p>1. <u>Identify the team</u> (names, addresses and telephone numbers), including but not limited to, prime contractor, designer(s), QA/QC testing and inspection Subconsultants, major Subcontractors and technical discipline Subconsultants.</p>
	<p>2. <u>Organizational chart showing:</u></p> <p>a. the project “chain of command” identifying the participants who are responsible for major functions and their reporting relationships in managing, designing and constructing the Project.</p>
	<p>b. If using a specific Subconsultant or Subcontractor, identify such entity by name in the organizational chart.</p>
	<p>c. Functional structure of the Offeror’s Project team down to the design discipline leader and construction superintendent level, and identification of key personnel by name/affiliation.</p>
	<p>d. If a corporate officer is listed among the key personnel, provide:</p> <p>i. detailed description of how he/she plans to perform Project duties; and</p> <p>ii. number of hours per week dedicated to this Project in their role as “key personnel”, while also fulfilling corporate obligations.</p>
	<p>3. <u>Brief narrative</u> describing the significant functional relationships among participants on the organizational chart.</p>
	<p>D. <u>TEAM EXPERIENCE</u></p> <p>1. Minimum of <u>three (3)</u>, but no more than <u>ten (10)</u>, relevant and similar railroad and bridge projects, including any design-build projects, performed in the past ten (10) years.</p>
	<p>a. Name of project;</p>
	<p>b. General project scope;</p>



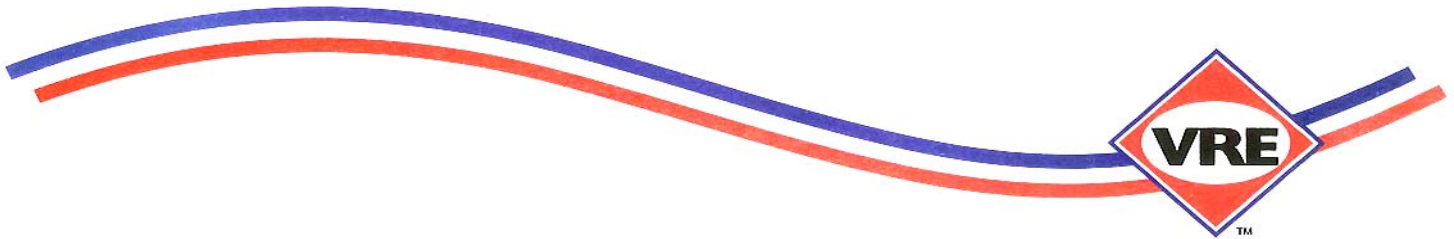
	c. Company (including telephone number, address and point of contact);
	d. Design engineer/architect;
	e. Company obligations;
	f. Contract commencement and completion dates;
	g. If schedule was met;
	h. Percentage completed and scheduled completion date; and
	i. Initial and final value of the Contract.
	2. If any design-build project is provided as a reference that was not performed together by the prime contractor and prime designer, then the Offeror shall identify the design professional or construction entity with whom it contracted for each such project.
	3. Provide statement that all contact information is accurate and current.
	E. <u>KEY PERSONNEL</u>
	1. Provide list of key personnel to include: A. Role on the Project B. Percentage of time dedicated to the Project
	C. Resumes must indicate: 1. Name; 2. Employer; 3. Corporate and project titles; 4. Years of relevant experience; 5. Experience on similar projects; 6. Educational background; and 7. Certifications and licenses.
	D. Include the following minimum key personnel: 1. Design-Build Project Manager Minimum of ten (10) years of relevant experience and expertise as a Project Manager on similar projects.



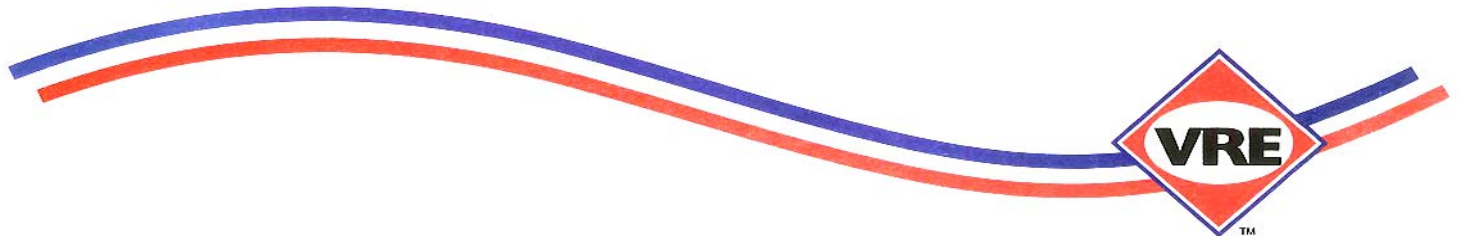
	<p>2. Design Manager</p> <p>Minimum of ten (10) years experience and expertise as a Design Manager and be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.</p>
	<p>3. Construction Manager</p> <p>a. Hold a DCR Responsible Land Disturber (RLD) Certification and a VDOT Erosion and Sediment Control Contractor Certification (ESCCC) and be Railroad Safety qualified.</p> <p>b. Minimum of fifteen (15) years experience and expertise as a Construction Manager on similar projects.</p>
	<p>4. Quality Assurance Manager</p> <p>a. Be from an independent firm that has no involvement in construction operations for the Project.</p> <p>b. Minimum of five (5) years experience and expertise as a QAM and be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.</p>
	<p>5. Geotechnical Engineer</p> <p>a. Minimum of ten (10) years of experience and expertise working in the region and/or in areas of similar geologic settings and with similar project features as this Project.</p> <p>b. Be a registered, licensed, Professional Engineer in the Commonwealth of Virginia.</p>
	<p>F. <u>SUBCONSULTANTS/SUBCONTRACTORS</u></p>



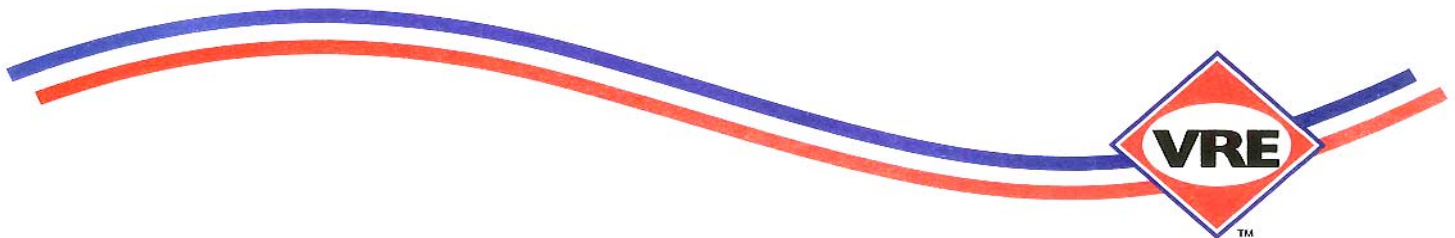
	<p>G. <u>TEAM EXPERIENCE IN WORKING TOGETHER</u></p> <p>1. Identify any experience of the prime contractor (if different from the Offeror), and lead designer (if different from the Offeror) in working together on similar projects, regardless of the contractual relationship between the parties or the project delivery approach used by the owner.</p>
	<p>2. Identify in detail, projects where the prime contractor and the lead designer have worked together. Describe at least one (1), but no more than three (3), such projects performed in the last ten (10) years, focusing on those projects that the Offeror considers most relevant for this Project.</p>
	<p>3. If this is the Offeror’s first time working together, indicate so and provide a statement or information regarding why you have elected to work together.</p>
	<p>H. <u>PROJECT UNDERSTANDING AND APPROACH</u></p> <p>1. Tasks involved in this Project.</p>
	<p>2. Approach in managing the design and construction process and ensuring timely, quality performance.</p>
	<p>3. Approach in project administration, QA/QC and the interface between design and construction. Describe:</p> <p>a. Process by which the Offeror implements procedures during the course of the Project, outlining essential elements necessary for the proper level of design-construction interface and the collaboration between different stakeholders in the plan development, design and construction processes related to the design and construction of bridge structures, track infrastructure and track work anticipated on this Project.</p>
	<p>b. Project team of design consultants and construction personnel that will be incorporated into all project activities/phases of scheduling, design, construction and project development, including interface with VRE and other third parties.</p>



	4. Potential risk factors, special issues or problems that are likely to be encountered, and explain the approach to mitigate those risks, issues or problems.
	5. Discuss how to maximize the benefits of the Design-Build process and comment on the following:
	a. Permitting;
	b. Design;
	c. Construction administration;
	d. Design integration;
	e. Construction sequencing;
	f. Right of way and site access;
	g. Overall project scheduling; and
	h. Coordination and quality assurance/quality control.
	6. Discuss major issues and conceptual solutions.
	7. Discuss overall project sequencing and scheduling of activities to meet Project milestone dates and overall schedule.
	<u>I. SAFETY PROGRAM AND HISTORY</u>
	At a minimum, the Offeror shall provide the following (in the case of joint ventures, the information detailed below shall be disclosed for all entities):
	1. Lead Contractor's numeric Experience Modification Rating, the rating year and the name of the Insurance Company issuing the rating for each of the past six (6) years;
	2. List of all OSHA citations, the date of each occurrence and their dispositions for the past ten (10) years, against the Prime Contractor and major Subcontractors;
	3. Lead contractor's OSHA 300A Summary Form for year 2002 to present and Recordable Incidence Rates (RIR) and Lost Time Incidence Rates (LTIR) for each of the past five (5) years;
	4. All relevant railroad safety training and certifications;
	5. Prime Contractor's company safety plan.



	<p>J. <u>DBE GOAL</u></p> <ol style="list-style-type: none"> 1. If Prime Contractor is a DBE, include <u>certification number</u> and a <u>copy of the certification</u>;
	<ol style="list-style-type: none"> 2. Names of certified DBE firms along with their respective certification numbers and a copy of their certification.
	<ol style="list-style-type: none"> 3. If not itself, nor plans to utilize an authorized DBE, the following statement must be provided in the SOQ: <i><u>"NO DBE's" will be submitted to perform work on the Project</u></i>.
	<p>K. <u>CONTRACTOR'S LICENSE</u></p> <ol style="list-style-type: none"> 1. Copy of the General Contractor's Virginia "Class A" Contractor's license.
	<ol style="list-style-type: none"> 2. Statement of ability to acquire a Virginia "Class A" Contractor's license, prior to submitting a proposal.
	<ol style="list-style-type: none"> 3. Statement of commitment to require that all Subcontractors obtain applicable Virginia licenses.
	<p>L. <u>FINANCIAL STATEMENTS</u></p> <p>Furnish complete financial statements for the <u>current fiscal year</u> (interim statements are acceptable) and the <u>past two (2) years</u>. This information shall also be furnished by <u>each entity participating in the Offeror's SOQ</u>.</p> <ol style="list-style-type: none"> 1. Statement of Financial Position (Balance Sheet); 2. Results of Operation (Income Statement); 3. Statement of Cash Flow; and 4. Statement of Current and Retained Earnings.
	<p>M. <u>ACKNOWLEDGEMENT OF ADDENDA ISSUED</u></p>
	<p>N. <u>PRE-QUALIFICATION APPLICATION AND ATTACHMENTS</u></p>



SECTION 27

LIST OF ATTACHMENTS

ATTACHMENT NO.	TITLE	NUMBER OF PAGES
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The following documents are incorporated in the RFQ by this reference.

A	Aerial Photographs	21
B	Preliminary Design Plans	84
C	Pre-Qualification Application	19

