

Hampton Roads District Engineering Program Support Services

Scope

The Hampton Roads District is currently administering a significant program of large (>\$100M) transportation projects and requires experienced professional and technical personnel to assist in the development and management of these large projects. The projects include design-build and design-bid-build projects. The consultant selected under this procurement will provide program level support in assisting Department staff to manage and oversee the execution of the program ensuring that technical, fiscal, schedule, and quality goals are established and met. The work consists of providing professional engineering and support services on interstate, primary, urban and secondary road, bridge, structures and related infrastructure projects during the planning, development, pre-award, and the post-award phase for projects to be procured and administered through the Hampton Roads District. Key Personnel shall have appropriate depth of experience and capability as evidenced in their resume to meet the requirements as set forth in this RFP. Consultant staff will act as extensions of the District staff and will be long-term team members of the District's program. In addition, the Consultant Program/Contract Manager shall have the capability to access additional resources from the submitted consultant team promptly as the specific need arises.

The Department will not permit individual consultant personnel to charge more than an aggregate total of 40 hours per week without prior written authorization from the Department. Any such authorization will be granted only on a case-by-case basis for specific activities requiring this additional level of effort. Key Personnel will not be allowed to charge overtime. A detailed outline for the scope of work and associated man-hours will be negotiated for each year of the agreement. The scope will be developed through the use of Annual Work Plans (AWP). Costs for AWP will be based upon the fixed billable rates established in the Agreement.

Anticipated Key Personnel Working Titles (Number of Resumes):

1. Project Controls Engineer F (1)
2. Project Controls Engineer G (1)
3. Responsible Charge Engineer F (1)
4. Roadway Engineer F (1)
5. Roadway Engineer G (1)
6. Financial Specialist D (1)

Anticipated Additional Working Titles:

1. Project Controls
2. Responsible Charge Engineer
3. River Mechanic

4. Roadway Engineer
5. Signals Engineer
6. Structure & Bridge Engineer
7. Sue Specialist
8. Sue Engineer
9. Task Lead
10. Traffic Engineer
11. Administrative Assistant
12. CADD Technician
13. Construction Inspector
14. Construction Inspector- Project Records Manager
15. Data Analyst
16. Environmental SME
17. Environmental Specialist
18. Geologist
19. Instrument Person
20. ITS Technician
21. Landscape Architect
22. Lead Planner
23. Licensed Surveyor
24. LIDAR Specialist
25. Modeler
26. Public Relation Specialist
27. Remote Pilot
28. ROD Person
29. Survey Crew Chief
30. Survey Technician