



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

Stephen C. Brich, P.E.
Commissioner

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MEMORANDUM

TO: The Consultant Community

FROM: Mohammad Mirshahi, P.E.
Deputy Chief Engineer

SUBJECT: Regulation Compliance for Professional Services

The Virginia Department of Transportation (VDOT) has recently discovered numerous instances where consultants responding to solicitations are not properly registered with the Virginia State Corporation Commission (SCC) and/or the Virginia Department of Professional and Occupational Regulation (DPOR).

It is incumbent upon each firm conducting business in Virginia to be in compliance with state law and regulations and be prepared to provide evidence of this compliance to VDOT as applicable. It is strongly recommended that every firm review the status of its firm, its branches, and professional staff with the SCC and DPOR to ensure compliance with state law and regulations.

Failure to comply with the law with regard to those legal requirements in Virginia (whether federal or state) regarding your 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 your submittal, in the sole and reasonable discretion of the Department, non-responsive and in that event your submittal will not be considered for evaluation.

Cc: Chief Engineer
Chief of Maintenance and Operations
Chief of Policy
Division Administrators
District Engineers