

## APPENDIX O – SAMPLE PROCUREMENT REQUEST EMAIL

- We would like to request the procurement of two \$5,000,000/term district wide CEI contracts. I have attached an excel file of our estimated capacity needs through the next four years showing project name, Ad Date, Projected Construction Start Date, and Projected Construction Value. The procurement requested value is based on the following historical values of CEI usage in our district: ***(These values should be district specific)*** Construction projects - 75/25 ratio Consultant/VDOT resources@ 13% contract value
- Maintenance Schedules - 90/10 ratio Consultant/VDOT resources@ 5% contract value
- Professional Service requests - Approximately 50% of regular construction projects @ 1% contract value
- Task order/renewal - one inspector @ current contract billable rate for hours noted below. Assumption would be a 90/10 ratio consultant/VDOT resources

<b>Renewal/Task Order</b>	<b>hours/season</b>	<b>task service</b>
Guardrail repair	1,000	1 inspector
Line Marking	800	1 inspector
Pipe Jacking	1,500	1 inspector
Bridge Prevent Maint.	1,500	1 inspector
Guardrail Upgrades	1,000	1 inspector

Based on our current service request needs, we will need the requested additional service capacity by the end of 2019 or first part of 2020. I have provided you with our service requests for our current active contracts for the remaining terms.

- Please see attached selection criteria for this procurement (All percentages can be modified with the exception of the workload category, which must remain at 10%)
- The selection committee is as follows:
- The following charge and activity codes should be used for procurement related charges:
- Our scope of services is as follows:
  - one (1) Construction Inspection Coordinator\*
  - one (1) Construction Manager\*
  - twenty (20) Inspectors during peak construction operations consisting of:
    - eleven (11) Construction Inspector Seniors\*
    - eight (8) Construction Inspectors\*
    - one (1) Construction Inspector Trainee

- Additional requirements include:
  - one (1) Responsible Charge Engineer\*
  - one (1) Engineer
  - two (2) Scheduling Specialists,
  - one (1) Senior Scheduling Specialist\*
  - two (2) NACE Coating Technicians II\*
  - one (1) Environmental Permit Compliance Inspector\*
  - one (1) Administrative Assistant
  - Engineering Support Staff

\*Key Personnel

(The standard list of labor classifications and descriptions can be found on InsideVDOT using this [link](#))

- Our focus questions for the RFP are as follows:
  5. Response to RFP:
    - a. Provide information that indicates your team’s ability to accomplish the following: ***(The following should be District specific)***
      - i. Provide quality project records from field staff;
      - ii. Demonstrate your teams QA/QC efforts related to project records;
      - iii. Provide project schedule review services and impact analysis;
      - iv. Ensure proper resources to support the District’s program

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    - b. Emphasize the Offeror’s qualifications for this project/in the following areas: ***(The following should be District specific)***
      - i. Project inspection, records management, and QA of project records;
      - ii. Constructability reviews and bidability reviews;
      - iii. Schedule analysis and impact analysis;
      - iv. Cost justifications/cost estimating

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    - c. A project approach discussion is neither required nor desired for this project. ***OR*** A project approach discussion is required for this project ***(provide page limit if selecting the project approach option)***.
    - d. Additional pages may ***(or may not)*** be included in the EOI ***(provide page limit if allowing additional pages to be included in the EOI)***.
    - e. In-House Capacity to Provide Non-Professional Services