



# CITY OF SUFFOLK

**Purchasing Division**

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

February 6, 2018

## **ADDENDUM #1**

### **Bridge Design Services**

**RFP No. 18015-CN**

The City's Request for Proposal (RFP) Number 18015-CN is hereby amended/clarified to include the following information:

The "VDOT Title VI Evaluation Form" located on Pages 45-50 of the RFP is outdated. Replace the outdated form with the attached "Revised VDOT Consultant Title VI Evaluation Form."

Deadline for submitting proposals will remain at 3:00 p.m. February 21, 2018

If you have any questions regarding this Addendum, please contact Cindy Norfleet, Senior Buyer, at [cnorfleet@suffolkva.us](mailto:cnorfleet@suffolkva.us)

It is the Offeror's responsibility to ensure they have read all addendums and incorporated them in their proposal.

Cindy Norfleet, CPPB, Senior Buyer

## VDOT Consultant Title VI Evaluation Form

### Introduction

VDOT is a recipient of federal financial assistance. As a recipient, VDOT is required to comply with Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws and authorities. Title VI of the Civil Rights Act of 1964, and other directives prohibit agencies and sub-recipients receiving federal assistance from discriminating against anyone or any group in the United States on the grounds of race, color, national origin, sex, age, disability, or low-income. The United States Department of Transportation (USDOT) and Federal Highway Administration (FHWA) Regulations (49) Code of Federal Regulations (CFR), Part 21, and 23 CFR, Part 200 respectively, and other applicable orders and authorities provide guidelines, actions, and responsibilities for VDOT's implementation of the Title VI Program. These laws and regulations include but are not limited to the following:

- **The 1970 Uniform Act (42 USC 4601)** – prohibits unfair treatment of displacedes
- **Section 504 of the 1973 Rehabilitation Act (29 USC 790)** – prohibits discrimination based on disability
- **The Federal-Aid Highway Act 1973 (23 USC 324)** – prohibits discrimination based on gender
- **The 1975 Age Discrimination Act (42 USC 6101)** – prohibits age discrimination (any age)
- **The Civil Rights Restoration Act of 1987** – clarified the original intent of nondiscrimination organization-wide
- **Executive Order 12898 on Environmental Justice (EJ)** addresses disproportionately high and adverse human health and environmental effects on minority and low-income populations
- **Executive Order 13166 on Limited English Proficiency (LEP)** - ensures people who are limited English proficient (LEP) have meaningful access to services

In brief, these laws and regulations prohibit discrimination in federally assisted programs and activities. Title VI of the 1964 Civil Rights Act states that:

*“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”*

By contracting with VDOT, a contractor is obligated to comply with the laws and regulations listed above and within the Memorandum of Agreement (MOA) executed

between the Department and the contractor. VDOT's Civil Rights Division with the assistance from each applicable division's Program Manager, monitors an organization's compliance with the non-discrimination provisions.

To monitor compliance, each contractor and all sub-contractors are required to submit a Title VI Evaluation Form. This requirement is applicable for all contractors.

The Title VI Evaluation Form provides documentation that a contractor has procedures in place to prevent discrimination in programs and services based on Title VI.

VDOT will request a Title VI Evaluation Form within ten (10) days of notification of selection for new contractors or contractors that do not have a current assessment on file with VDOT. The Assessment Form should be submitted to the Program Manager in the division that is negotiating the contract. These are the divisions we currently receive Title VI Evaluation Forms from:

**Right of Way & Utilities Division**  
**Location & Design Division**  
**Environmental Division**  
**Structure & Bridge**  
**Innovative Project Delivery**  
**Materials Division**  
**Transportation & Mobility Planning Division**

Once the Title VI Evaluation Form is provided to VDOT, the Title VI Coordinator in the Civil Rights Division reviews the information and issues a pre-award letter within fifteen (15) days of receiving documentation or may schedule an on-site review within the same time frame to confirm information provided in the Assessment Form. VDOT Program Managers have access to a Title VI Log that is updated monthly on the Civil Rights Website. The Title VI Coordinator may request additional information and/or recommend corrective actions. The Title VI Coordinator may randomly schedule on site compliance reviews at the contractor's office.

If the report is approved, a letter is sent out with an expiration date for one year from the date of the approval letter. Typically the letter remains current and on file with VDOT for a period of one year. An updated report is required annually for contractors who continue to perform under a contract with VDOT. It should be noted that if VDOT conducts an on site compliance review the contractor can still be found to be out of compliance during the one year period.

Failure to comply with the nondiscrimination provisions may result in cessation of negotiations, withholding of payments, cancellation, termination, or suspension of the contract in whole or in part.

Should you have any questions about VDOT's Title VI Program or the Evaluation Form, contact Corina Herrera at 804-786-2730 or at [corina.herrera@vdot.virginia.gov](mailto:corina.herrera@vdot.virginia.gov)

## VDOT TITLE VI EVALUATION FORM

This Title VI Evaluation Form is used as a Pre-award Review and Post-award Review. VDOT is required to conduct routine assessments prior to releasing funds to ensure Title VI compliance. A pre-award review assists VDOT in determining whether applicants operate in a nondiscriminatory manner. Pre-award reviews can also be used to require applicants to take preventive measures to ensure that discrimination will not occur in their services as a condition of receiving contracts. Pre-award reviews represent a frontline approach to eliminating and preventing discrimination before it occurs.

Post-Award Reviews are generally conducted after a contractor begins the scope of work. However to minimize the burden on VDOT's contractors, VDOT has developed a form that serves as both a pre-award and post-award compliance tool.

VDOT must also conduct on-site reviews of prime contractors periodically to ensure that the contractor remains in compliance with Title VI and to verify that the contractor has preventive measures to ensure nondiscrimination by their sub-contractors.

<b>Name of Preparer:</b> <a href="#">Click here to enter text.</a>	<b>Preparer's Title:</b> <a href="#">Click here to enter text.</a>	
<b>Phone #:</b> <a href="#">Click here to enter text.</a>	<b>Email Address:</b> <a href="#">Click here to enter text.</a>	
<b>Name of Organization:</b> <a href="#">Click here to enter text.</a>	<b>Address of Organization:</b> <a href="#">Click here to enter text.</a>	
<b>Address of Virginia location where project will be done:</b> <a href="#">Click here to enter text.</a>		
<b>Type of Contractor/Organization:</b> <input type="checkbox"/> Private Organization <input type="checkbox"/> Supplier <input type="checkbox"/> Governmental Agency <input type="checkbox"/> Other		
<b>Workforce for Virginia Location(s)</b>		
<b>Total</b> <a href="#">Click here to enter text.</a>	<b>% Minority</b> <a href="#">Click here to enter text.</a>	<b>% Female</b> <a href="#">Click here to enter text.</a>
<b>Business Ownership/Control</b> <input type="checkbox"/> Minority <input type="checkbox"/> Female	<input type="checkbox"/> DBE Certified <input type="checkbox"/> SWaM Certified	
<b>Does your organization currently have contracts or subcontracts with VDOT?</b> <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>		
<b>What is your organization's most recent date of Title VI approval?</b> <a href="#">Click here to enter text.</a>		
<b>Status of Project(s):</b> <a href="#">Click here to enter text.</a>	<b>Value of current Contract(s):</b> <a href="#">Click here to enter text.</a>	
<b>What does your organization have in place to ensure nondiscrimination in your VDOT scope of work and your programs and services?</b> <a href="#">Click here to enter text.</a>		

Virginia Workforce

CONSULTANT EQUAL EMPLOYMENT OPPORTUNITY WORKFORCE ANALYSIS

Employment at this establishment – Report all permanent full and part-time employees including apprentices and on-the job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered zeros.

Job Categories	Number of Employees (Report employees in only one category)													Total Col A-N	
	Hispanic or Latino		Not Hispanic or Latino						Female						
	Male		Male			Female			Male		Female				
	Female	White	Black or African American	Native Hawaiian Or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian Or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Executive/Sir. Level Officials & Managers (1.1)															
First/Mid-Level Officials & Managers (1.2)															
Professionals (2)															
Technicians (3)															
Sales Workers (4)															
Administrative Support Workers (5)															
Craft Workers (6)															
Operatives (7)															
Laborers & Helpers (8)															
Service Workers (9)															
TOTAL (10)															
PREVIOUS YEAR TOTAL (11)															

### **Organization, Staffing, & Training**

1. What type of services will your organization provide VDOT?  
Click here to enter text.
2. Identify the person responsible for the administration of Title VI policies and procedures (a Title VI Coordinator). Provide the name, position, title, and contact information. Click here to enter text.

### **Title VI/Nondiscrimination**

1. Is your Title VI Coordinator, project managers, and other staff made aware of Title VI compliance and regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21 and the Federal Highway Administration's 23 Code of Federal Regulations 200? Please explain how they are made aware. Click here to enter text.
2. What procurement procedures does your organization have in place to ensure nondiscrimination in the selection and retention of subcontractors including procurements of materials and leases of equipment? **\* Please note N/A is not an acceptable response, please provide a complete answer**  
  
Click here to enter text.
3. How does your organization notify your subcontractors and suppliers of their obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability and low income populations? **\* Please note N/A is not an acceptable response, please provide a complete answer**  
  
Click here to enter text.
4. Are facilities and meeting areas fully accessible to persons with disabilities? Click here to enter text.
5. Does your organization have a system in place to accommodate persons with disabilities? If yes, how does your organization notify the public? If no, please explain. **\* Please note N/A is not an acceptable response, please provide a complete answer**  
Click here to enter text.

6. How are limited English proficient persons made aware that they can receive translation services for access to services? \* Please note N/A is not an acceptable response, please provide a complete answer  
Click here to enter text.
  
7. Has your organization been reviewed by any governmental agencies for compliance with Title VI and other laws and regulations? If yes, provide a copy of the letter identifying the review findings? Click here to enter text.
  
8. Does your organization receive federal assistance (grants, loans, donations of property, or detail of personnel) from any Federal government entity? Click here to enter text.
  
9. List any discrimination complaints and/or lawsuits received in Virginia during the reporting period. Include the basis for the complaint (ethnicity, gender, etc.) and summarize the outcome or resolution. If applicable, include a copy of the investigation report. Click here to enter text.

#### **Disadvantaged Business Enterprises (DBE)**

1. Did your organization award any contracts/subcontracts related to VDOT work to DBEs during the reporting period?  
 Yes    No  
 If yes, provide the following:
  - The DBE's name and amount awarded Click here to enter text.
  - Total # of contracts awarded to DBEs Click here to enter text.
  - Total dollar amount of contracts awarded to DBEs Click here to enter text.

I certify that the data given in this report is correct to the best of my knowledge. (Report has to be submitted with original signature, not a photocopy.)

Signature:

\_\_\_\_\_  
(Authorized Officer)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

*For Office Use Only:*

Provide award? Yes \_\_\_\_\_ No \_\_\_\_\_

Recommendations:

---

---

---

---

---

---

---