

**CHESAPEAKE BAY BRIDGE and TUNNEL DISTRICT**

REQUEST FOR QUALIFICATIONS

FOR

**North and South Toll Plaza Renovations**

PROPOSAL NUMBER: M-26-003

ISSUED: May 29, 2026

**North and South Toll Plaza Renovations  
Request for Qualifications  
Chesapeake Bay Bridge and Tunnel District**

**Table of Contents**

1.	Introduction .....	4
2.	General Facility Description.....	4
2.1.	Initial Plan of Development.....	5
2.2.	Project Budget .....	8
3.	Scope of Services.....	8
3.1.	Site Investigation .....	8
3.2.	Basis of Design and Concept Development .....	8
3.3.	Concept Level Bid Package (10% Level).....	9
3.4.	Bid Package (60% Design Level).....	9
3.5.	Pre-Final Design Package (90% Design Level). ....	9
3.6.	Final Bid Documents .....	9
3.7.	Bid and Construction Phase Services .....	10
3.8.	Other Services.....	10
4.	Submittal and Evaluation Criteria .....	10
4.1.	Organizational Capability (20 Points) .....	10
4.2.	Firm/Team’s Experience Providing Similar Types of Services (30 points) .....	11
4.3.	Contract Scope, Project Understanding and Project Approach (30 Points).....	11
4.4.	Qualifications of Project Manager (20 Points) .....	11
5.	Submittal Requirements .....	12
5.1.	Pre-Proposal Conference .....	12
5.2.	Interpretation of Documents .....	12
5.3.	Submittal Format and Limitations .....	12

5.4.	Submittal Deadline .....	12
6.	Schedule .....	13
7.	Selection and Award of Contract.....	13
8.	Insurance Requirements .....	13
9.	Miscellaneous Provisions .....	14
9.1.	Non-Discrimination .....	14
9.2.	Drug-Free Workplace .....	14
9.3.	Employee Identification .....	15
9.4.	Cost Proposals Not Accepted .....	15
9.5.	Accounting Controls to Meet FAR Audit Requirements .....	15
9.6.	Civil Rights Acts Compliance .....	15
9.7.	Discrimination Disclaimer.....	15
9.8.	Lobbying.....	15
9.9.	Critical Infrastructure Information/Sensitive Security Information (CII/SSI): .....	15

## **Tables**

Table 1 – Schedule .....	13
--------------------------	----

## **Appendices**

Appendix A – North Toll Plaza Drawings

Appendix B – North Power Upgrade Drawings

Appendix C – South Toll Plaza Drawings

Appendix D – RMF 1114.1999

Appendix E – RMF 1110.1904

## **1. Introduction**

The Chesapeake Bay Bridge and Tunnel District ("District") issues this Request for Qualifications (RFQ) for Architect and Engineer (AE) services for the North and South Toll Plaza Renovations for the Chesapeake Bay Bridge and Tunnel District. The District invites proposals from qualified Consulting Firms or Corporations with a strong regional and favorable reputation for skill and experience to perform duties associated with developing complete design drawings and technical specifications for all associated tasks to complete the renovations of the North and South Toll Plazas.

## **2. General Facility Description**

The Chesapeake Bay Bridge-Tunnel (CBBT) is a 20-mile-long vehicular toll crossing of the lower Chesapeake Bay. The facility carries US 13, the main north-south highway on Virginia's Eastern Shore, and provides the only direct link between Virginia's Eastern Shore and south Hampton Roads, Virginia. The crossing consists of a series of parallel, two lane, low-level trestles and bridges that are connected by two approximately one-mile-long two-lane tunnels beneath Thimble Shoal and Chesapeake navigation channels. The manmade islands, each approximately 5.25 acres in size at the surface, are located at each end of the two tunnels. There are also high-level bridges over two other navigation channels: North Channel Bridge and Fisherman Inlet Bridge. Finally, between North Channel and Fisherman Inlet, the facility crosses at-grade over Fisherman Island, a barrier island that includes the Fisherman Island National Wildlife Refuge administered by the U. S. Fish and Wildlife Service. Toll collection facilities are located at each end of the facility.

The North and South Toll Plazas (Plazas) were originally constructed in 1964. The Plazas primarily serve to monitor the toll lanes; provide command centers for the CBBT Police Department and provide restroom and break areas for the toll plaza personnel, including police officers, toll lane attendants, and emergency crew workers.

Over the past 60 years, the District has modified the functionality of the buildings to address the changing needs of the facility and the operations personnel. The District would like to renovate both buildings at this time to better optimize the building spaces to meet current and planned demands while also upgrading the mechanical, plumbing and electrical (MEP) services.

The District plans to maintain the exterior walls and overall building structure; however, the entire interior of the building will be demolished and new interior spaces created to meet the needs of the District. The NTP and STP roofs were replaced in 2016. The selected Consultant shall evaluate the existing structures, including the roof, to determine if any repairs are warranted.

During the renovation of each building, continuous operations of the toll plazas shall be maintained. Temporary work spaces shall be provided to maintain operations of the toll plazas during construction. At this time, the District anticipates the temporary work spaces will be established in temporary trailers to be located adjacent to the existing buildings. The District anticipates doing one building renovation at a time. The development of the temporary space requirements shall be part of the A/E scope of work.

## **2.1. Initial Plan of Development**

The outline below is provided to assist the A/E consultant with understanding the scale and scope of the project. It is fully expected that this outline below will evolve and be refined as the needs of the District are incorporated into the building space renovation plan.

### **2.1.1. Police – Command Center**

The CBBT Police use the NTP and STP as command centers with dual redundant capabilities such that either plaza could perform independently and manage the entire facility, if needed. Each plaza shall accommodate the following:

- 1) Toll Plaza Oversight and Management (Control Room)
  - a) Provide a raised area for three (3) work stations
  - b) Work area to be elevated to provide line of sight to the toll lanes
- 2) Evidence Storage
  - a) Provide secure room(s) for storage of material seized during arrests
  - b) Shelf units to accommodate evidence bins shall be provided
  - c) North Toll Plaza (approx. 4-ft x 6-ft, minimum)
  - d) South Toll Plaza (approx. 10-ft x 12-ft, minimum)
- 3) Lieutenant's Office
  - a) North Toll Plaza Only
  - b) Provide office space adjacent to the control room
  - c) Provide for sound mitigation between the office space and the control room
- 4) Personnel and Training Office
  - a) North Toll Plaza Only
  - b) Provide office space with desk to accommodate a computer.
  - c) Provide space for up to 3 file cabinets for paper document storage
- 5) Toll Collectors Count-Out
  - a) Provide secure space for toll collectors to count out the cash drawer
  - b) Provide two (2) stations and a cash counting machine
  - c) Provide a secure deposit vault to accept Toll Collector's deposit.
  - d) Deposit vault shall be equipped with double locking mechanisms to accommodate Police procedures.
- 6) Vault – provide secure storage:
  - a) Accept the deposits identified above
  - b) Small bills for cash operations
  - c) Toll Collector cash boxes/drawers
  - d) Control room adjacent
- 7) Weapon Storage
  - a) Provide secure storage (3-ft x 4-ft) for
    - i) Long Guns
    - ii) Pistols
    - iii) Tasers

- iv) Ammunition
- 8) Interview/Processing Room
  - a) Approx. 10-ft x 12-ft, minimum
  - b) Small table and 4 chairs
  - c) Small desk for computer used to generate officer reports
  - d) South Toll Plaza to include a Breath/DUI processing station (this may slightly increase the room size)
  - e) VCIN computer to be include at South Toll Plaza
- 9) Storage – General
  - a) North Toll Plaza, provide approx. 10-ft x 20-ft space for:
  - b) Spare Uniforms
  - c) Vests
  - d) Personal Protective Equipment (PPE)
  - e) Other equipment
- 10) Break Room
  - a) Kitchenette with
    - i) Sink
    - ii) Microwave
    - iii) Stove
    - iv) Refrigerator
    - v) Small amount of cabinet storage
  - b) Vending Machines (2)
    - i) Drinks
    - ii) Snacks
  - c) One (1) four-top table and chairs
- 11) Mail Box Space
  - a) Allocation for distribution of internal CBBT documents to employees
  - b) NTP – 64 +
  - c) STP – 40 +
- 12) Locker Rooms – Accommodation of personal lockers
  - a) The mix of male and female lockers will always be changing
  - b) Ability to shift locker use from male to female space is desirable
  - c) Locker rooms shall be immediately adjacent to restrooms with secure access
  - d) Current plan is:
    - i) NTP – Male
      - (1) 50 – full height
      - (2) 6 – half height
    - ii) NTP – Female
      - (1) 10 – full height
      - (2) 14 – half height
    - iii) STP – Male
      - (1) 24 – full height
      - (2) 14 – half height

13) Restrooms

- a) Shall be publicly accessible
- b) Shall be secure from access to remaining spaces

14) Security / Access Controls

- a) All exterior and interior doors shall be equipped with swipe card capability compatible with the District card access control system.
- b) CCTV system shall provide monitoring of the public and general purpose areas.
  - i) Vault
  - ii) Count-Out Space
  - iii) Lobby
  - iv) Interview/Processing Room
  - v) Control Room
  - vi) Break Area
  - vii) Entrance and Exit doors – interior and exterior

Furnishings shall be identified and specified that consider the wear and tear created specifically by police officers with firearms and other equipment attached to their duty belts.

### **2.1.2. Mechanical Electrical and Plumbing (MEP)**

Electrical service to the North Toll Plaza (NTP) will be upgraded as part of an overall District initiative to increase the power supply to the Administrative complex. Power to the building will be delivered via a 480V, 3phase, 200-amp service from the North Power Generator Shack. This service will be connected to the emergency generator to provide back-up power.

Electrical service to the South Toll Plaza (STP) will be provided via a 480V, 3-phase 200-amp service from the new South Toll Plaza Electrical Substation installed as part of the Parallel Thimble Shoal Tunnel (PTST) Project.

- Uninterruptable Power Supply (UPS) units shall be provided for each building and the UPS shall be capable of carrying all critical loads for a minimum of 30-minutes.
- As part of this project a new emergency generator for the STP building service shall be provided.
- Heating and Air Conditioning for both plaza buildings shall be replaced as part of this project. The District prefers not to use boilers for heat in the newly renovated spaces.
- Plumbing shall be upgraded/modified to accommodate the new building layout and the MEP systems.
  - NTP water is provided by an on-site well and waste water is collected and treated by a conventional septic system.
  - STP water is provided by connection to Virginia Beach and waste water is collected and piped to HRSD.

### **2.1.3. Management Information Systems (MIS)**

The District MIS division manages the computer network(s), CCTV, Electronic Toll System, Access Control, SCADA, and Police Radios and Video systems. Separate, secure space shall be provided for the computer racks and serves to accommodate the MIS needs. The selected Consultant shall evaluate and determine if additional HVAC requirements are needed to maintain the MIS space.

The following equipment shall be accommodated in a secure space within the building:

1. Four (4) server racks, approximately 24-in (w) x 30 in. (d) x 7-ft (h)
2. 4-ft x 8-ft wall mount board

### **2.2. Project Budget**

The project budget is four million dollars (\$4,000,000) and shall include all costs associated with design, demolition, temporary works, construction, and furnishings to be included in the final renovations.

## **3. Scope of Services**

The following scope of services is intended to be conceptual and each respondent is encouraged to tailor their scope of services to provide the best value to the District.

### **3.1. Site Investigation**

1. Consultant shall investigate site conditions which may impact design of the project
  - a. Identify current activities
  - b. Evaluate potential hazardous material concerns, if any. The District may contract with a third party to conduct a hazardous material assessment of the buildings and provide the report to the A/E for use in preparing plans and specifications.
  - c. Evaluate site constraints for construction
2. Interview the following individuals to further evaluate and refine the needs and objectives of the project:
  - a. Chief of Police
  - b. Captain of Police
  - c. Director of Maintenance
  - d. Management Information Systems Manger
  - e. Superintendent Electrical/Mechanical

### **3.2. Basis of Design and Concept Development**

1. From the information gathered in the site investigation, the Consultant shall develop a basis of design to include the relevant codes and criteria to govern the detailed design phase. The District is the Authority Having Jurisdiction (AHJ) for the facility. The Consultant shall receive concurrence from the District on the basis of design prior to proceeding with the detailed design phase.



2. The Consultant shall prepare three (3) floor plan concepts and shall meet with the District to review the concepts and finalize the plan to move forward for detailed design.

### **3.3. Concept Level Bid Package (10% Level)**

1. Consultant shall prepare draft documents for the District, which shall include:

- Technical Specifications, Table of Contents.
- 10% Design Drawing Concepts
  - Suitable to determine overall program needs are met
  - Options shall be presented for accommodating prioritization of needs
- Cost Estimate

### **3.4. Bid Package (60% Design Level)**

1. Consultant shall receive comments on the 10% level of design submittal and shall resolve all comments with the District.
2. Special Conditions, which may be required to modify the District's General Contract Provisions for project specific requirements, Draft document
3. Technical Specifications, Draft document
4. Design Drawings
5. Cost Estimate

### **3.5. Pre-Final Design Package (90% Design Level).**

1. Consultant shall receive comments on the 60% level of design and shall resolve all comments with the District.
2. Complete Special Conditions
3. Complete Technical Specifications
4. Complete Design Drawings
5. Pre-Final Cost Estimate

### **3.6. Final Bid Documents**

1. The District will provide the front end documents to include the Invitation for Bid, Contract and General Provisions.
2. Consultant shall receive comments on the 90% level of design and shall resolve all comments with the District and provide the following.
3. Final Special Conditions
4. Final Technical Specifications shall be provided digitally in MS Word and PDF format
5. Final Design Drawings shall be provided in AutoCAD and PDF format
  - a. Drawings shall be laid out in full-size (22" x 34" drawings).
  - b. Drawings shall be formatted to print in half-size (11" x 17" drawings)
6. Final Cost Estimate

7. Final documents shall be signed and sealed by a Licensed Professional, registered in the State of Virginia on Consultant title block.
8. Final Design Calculations, signed and sealed by a Licensed Professional Engineer, registered in the State of Virginia shall be provided for all structural and MEP work.

### **3.7. Bid and Construction Phase Services**

1. Consultant shall, on a time and material basis (with a not-to-exceed limit), provide additional services as requested, such as:

- Attend the pre-bid conference and site tour.
- Assist in preparing responses to bidders' questions.
- Assist in preparing addenda as necessary.
- Evaluate construction in progress to verify compliance with plans, specifications, and building codes
- Perform special inspections, if required.
- Evaluate and provide recommendations for change orders
- Perform other services as requested by the District.

### **3.8. Other Services**

During the term of this Contract, the A/E consultant team shall be available, on a task order basis, to provide other related services that the District may identify a need. If such services are identified, the District shall meet with the A/E consultant and develop a scope of work and task order fee proposal. Task orders may be issued with no guaranteed maximum or minimum fees for the duration of the contract.

The Contract duration for this project is expected to be five (5) years, but may be extend up to an additional five (5) years as may be mutually agreeable by both parties.

## **4. Submittal and Evaluation Criteria**

Responses to this Request for Qualifications will be evaluated based on the following:

### **4.1. Organizational Capability (20 Points)**

Provide a description of the firm's, or the team's, organizational capability and the proposed use of sub-consultants. The Consultant is expected to provide a core team with the appropriate mix of management abilities, technical expertise, and experience. The following information will need to be provided in describing the firm's organizational capabilities.

- Prime Firm
  - Location of Office that will be responsible for the Contract
  - Year the office was opened
  - Number of employees firm-wide
  - Total years in business

- Sub-Consultants (for each firm provide)
  - Years in business
  - Number of employees

#### **4.2. Firm/Team's Experience Providing Similar Types of Services (30 points)**

Describe the firm/team's cumulative experience, technical expertise, and qualifications in providing comparable services to those identified in Section 3.0. Provide a minimum of five (5) and a maximum of ten (10) project examples. At a minimum, provide the following information:

- Project Name
- Project Owner/Client
- Year(s) of the contract
- Description of services provided by the firm
- Contract value
- Point of Contact
- Phone Number for Point of Contact

#### **4.3. Contract Scope, Project Understanding and Project Approach (30 Points)**

Provide a Scope of Work for the services described in Section 3.0, including the following:

- Describe how your firm would approach the work.
- Include Key Personnel - Key Personnel are defined as those to whom the project will be assigned and those who will be performing the actual services.

Give a description of the Key Personnel's expertise, experience, and qualifications in providing services as related to the Scope of Work. Emphasis should be focused on boots on ground personnel, not office managers. Provide a matrix, table or list of relevant project examples where the Key Personnel have performed the noted services and describe the member's involvement in the project.

Provide resumes for each Key Personnel and include a list of relevant projects focused on the Key Personnel's experience, as well as project history. Resumes and certifications will not count toward the pages allowed.

#### **4.4. Qualifications of Project Manager (20 Points)**

Provide a description of the Project Manager's expertise, experience, and qualifications in providing services, as related to the services described in Section 3.0. Provide a matrix, table or list of relevant project examples where the Project Manager held leadership positions in providing the noted services and describe the involvement in the project.

## 5. Submittal Requirements

### 5.1. Pre-Proposal Conference

A **non-mandatory** pre-proposal conference will be held in the District's Maintenance Conference Room, located at 32386 Lankford Highway, Cape Charles, VA 23310, on June 16, 2026, starting promptly at 10:00 A.M.

### 5.2. Interpretation of Documents

Any comments or questions concerning this Request for Qualifications shall be directed to the Point of Contact, and be received at least ten (10) days prior to receipt of proposal. Answers will be provided at least five (5) days prior to the submittal date. The District is not responsible for any explanation, clarification or approval made or given in any manner except by addendum. A copy of each addendum will be posted on the CBBT website <https://www.cbbt.com/requests-for-proposals/> and it shall be the responsibility of each Offeror to verify that all addendums have been received and incorporated into their respective SOQ. Any addenda so issued are to be considered part of the Request for Qualifications.

### 5.3. Submittal Format and Limitations

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the firm's (or the team's) capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Under no circumstances shall the proposal exceed a total of fifty (50) pages. Offeror's are strongly encouraged to organize their responses to follow the format identified in Section 4 of this RFQ.

All pages shall be 8 ½" X 11" and printed on one side, with single-spaced type no smaller than 12 pitch. Graphics, organizational charts and similar material may use 11" X 17" sheets folded to 8 ½" X 11".

### 5.4. Submittal Deadline

All information must be submitted with one (1) digital and three (3) paper copies and received no later than July 24, 2026 at 4:00 pm. Responses received after this time will not be considered.

All questions, correspondence and submittals shall be directed to:

Point of Contact: Michael T. Crist, P.E.  
Deputy Executive Director, Infrastructure  
Chesapeake Bay Bridge and Tunnel District  
32386 Lankford Highway  
Cape Charles, Virginia 23310  
(757) 331-2960  
[mcrist@cbbt.com](mailto:mcrist@cbbt.com)

## 6. Schedule

Item	Description	Date
1	Issue Request for Qualifications	May 29, 2026
2	Non-Mandatory Pre-proposal Conference	June 16, 2026
3	Submittal of Qualifications	July 24, 2026
4	Notification to Short-Listed Firms	August 28, 2026
5	Short-List Interviews	October 6-8, 2026
6	Negotiations	October - December
7	Recommendation to Commission	January 12, 2027

*Table 1 – Schedule*

## 7. Selection and Award of Contract

The District will evaluate SOQs in accordance with the criteria outlined in Section 4.0 and short-list the most qualified firms for interviews. At a minimum, short listed firms will be expected to have the proposed Project Manager present at the interview. The District will provide guidance to the interview requirements at the time of short-list notification. Based on the interviews, the District will select the best firm (or team) to provide the services outlined in the RFQ and will conduct negotiations with that firm for award of a contract.

## 8. Insurance Requirements

- a. The CE shall provide the District Certificates of Insurance providing the following:
  - i. Certification of insurance for a general liability policy, including products liability on an occurrence basis:
    - Combined Single Limit           \$1,000,000
    - General Aggregate Limit       \$2,000,000
  - ii. Certification of insurance for a Worker's Compensation Insurance policy, meeting the requirements of the Worker's Compensation Laws of the Commonwealth of Virginia.
  - iii. Errors and Omissions liability policy

- |                           |             |
|---------------------------|-------------|
| -Single Limit             | \$3,000,000 |
| - General Aggregate Limit | \$3,000,000 |
- iv. Certification of Insurance for an automobile liability policy for vehicles used by the Contractor in connection with the said Contract.
- |                          |             |
|--------------------------|-------------|
| -Combined Single Limit   | \$1,000,000 |
| -General Aggregate Limit | \$2,000,000 |

## 9. Miscellaneous Provisions

### 9.1. Non-Discrimination

During the performance of this Contract, Consultant agrees as follows:

- a. Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except when religion, sex, or national origin in a bona fide occupational qualification reasonably necessary to the normal operation of the Consultant. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.
- b. The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Firm, will state that such Firm is an equal opportunity employer.
- c. Notices, advertisements, and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The Consultant shall include the provisions of the foregoing Paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor vendor.

### 9.2. Drug-Free Workplace

The following shall apply for every Contract over \$10,000 in value:

- a. During the performance of this Contract, Consultant agrees to (i) provide a drug-free workplace for the Firm's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Firm's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of Consultant that Consultant maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Sub-consultant or Vendor.
- b. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific Contract awarded to Consultant in accordance with these General

Provisions, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

### **9.3. Employee Identification**

All employees that are required to access sensitive areas shall be required to sign a blanket release form provided by the District authorizing the District to conduct an in-depth background investigation on all personnel working on the project. Additionally, a photo ID and a social security card or proper immigration identification, as appropriate, shall be provided by all employees for examination upon request by the District.

### **9.4. Cost Proposals Not Accepted**

The District will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any sub-consultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

### **9.5. Accounting Controls to Meet FAR Audit Requirements**

All firm's proposals must reference internal accounting systems that meet any applicable Federal requirements, including a transparent overhead calculation and acceptance of any required Federal audit requests.

### **9.6. Civil Rights Acts Compliance**

The District assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all sub-consultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within ten (10) work days of notification of selection when requested by the District. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.

### **9.7. Discrimination Disclaimer**

The District does not discriminate against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

### **9.8. Lobbying**

All firm's/team's proposals must acknowledge Federal lobbying restrictions in PL 101-121, Section 319, and associated laws and regulations.

### **9.9. Critical Infrastructure Information/Sensitive Security Information (CII/SSI):**

1. Contract documents or project material containing CII/SSI, in whole or in part, are subject to the terms of this Section and must comply with the requirements of the CII/SSI Guide. A copy of the CII/SSI policy is available on our website. Please see the web address below.

<https://www.cbbt.com/request-for-proposals/>

2. Consultant shall be responsible for safeguarding Critical Infrastructure/Sensitive Security Information (CII/SSI) (as defined in the VDOT CII/SSI Policy) in their custody or under their control. Individuals are responsible for safeguarding CII/SSI entrusted to them. The extent of protection afforded CII/SSI shall be sufficient to reasonably foreclose the possibility of its loss or compromise.
3. Consultant shall ensure that all employees using this information are aware of the prohibition against disclosing CII/SSI in any manner (written, verbal, graphic, electronic, etc.) that permits interception by unauthorized persons.
4. Consultant shall protect CII/SSI at all times, either by appropriate storage or having it under the personal observation and control of a person authorized to receive it. Each person who works with protected CII/SSI is personally responsible for taking proper precautions to ensure that unauthorized persons do not gain access to it.
5. The use and storage of CII/SSI shall conform to the following guidelines: During working hours, reasonable steps shall be taken to minimize the risks of access to CII/SSI by unauthorized personnel. After working hours, CII/SSI shall be secured in a secure container, such as a locked desk, file cabinet or facility where contract security is provided.
6. The reproduction of CII/SSI documents or material containing CII/SSI shall be kept to the minimum extent necessary consistent with the need to carry out official duties. The reproduced CII/SSI material shall be marked and protected in the same manner as the original material.
7. Material containing CII/SSI shall be disposed of by any method that prevents unauthorized retrieval. (e.g. shredding, burning, returning to original source, etc.)
8. CII/SSI shall be transmitted only by US first class, express (US Postal, FedEx, UPS, etc.), certified or registered mail, or through secure electronic means.
9. The portions of the documents that are marked as CII/SSI are not subject to disclosure under Code of Virginia §2.2-3705.2, and may not be released except with written permission from the District. Unauthorized release or reproduction of these documents may result in civil penalty or other legal action.
10. By copying, downloading, or receiving a copy of any documentation containing CII/SSI, or any part thereof, the CM or any other recipient acknowledges and agrees to the terms of this Section and will advise any individual using these documents, or any part thereof, that they, too, shall be responsible for safeguarding the CII/SSI in their custody or under their control. All costs associated with performing these CII/SSI requirements are the responsibility of the prime Consultant.
11. In the event of loss, suspected loss or compromise of any District CII/SSI material, the Consultant having possession of the said CII/SSI material will immediately upon having knowledge of the loss, suspected loss or compromise of any District CII/SSI material, notify the District. If the loss is a result of a theft or suspected theft, of either the actual CII/SSI material or any device containing or storing CII/SSI material, the Consultant will immediately file a report with a law enforcement agency having jurisdiction and forward a copy of the report to the District.)
12. Consultant shall include the terms of this Section and comply with the CII/SSI Guide, in any further dissemination of any contract documents or project materials containing CII/SSI in whole or in part, and in all subcontracts awarded under this contract.



# **Appendix A**

## **North Toll Plaza Drawings**

# **Appendix B**

## **North Power Upgrade Drawings**

# **Appendix C**

## **South Toll Plaza Drawings**

# **Appendix D**

## **RMF No. 1114.1999**

# **Appendix E**

## **RMF No. 1110.1904**