

Request For Proposals

General Engineering (“On-Call”) Services Town of Pamplin City, Virginia

Proposal Deadline:

2:00 p.m., Tuesday, September 27, 2016

The Town of Pamplin is soliciting firms who wish to be considered for the Town of Pamplin's On-Call Engineering Services list. This RFP includes technical disciplines in **General Engineering Services, Construction Management Services, and Utility Design and Maintenance Services**, identified as “GES” for the purposes of this RFP.

REQUEST FOR PROPOSALS

The Town of Pamplin is seeking firms to submit a proposal for General Engineering Services related to ongoing Town of Pamplin projects. This Request for Proposals (RFP) outlines the requirements to be considered for selection to perform work on Town of Pamplin projects on an as-needed basis.

SECTION 1: INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

The Town of Pamplin is in need of long-term agreements for GENERAL ENGINEERING SERVICES to provide professional engineering services and assistance on an as-needed basis to support a variety of technical and construction administration discipline areas. Contract(s) will be awarded for an initial (base) three-year period, with an option to extend for two (2) additional one-year periods. The Town of Pamplin has not set a maximum number of contracts to be awarded to any one firm, but will self-regulate by rotating work among firms and using this contracting mechanism for discipline-specific assignments.

This RFP provides prospective Respondents with sufficient information to enable them to prepare and submit proposals to provide GENERAL ENGINEERING SERVICES. The Town of Pamplin intends to award the number of Agreements that it considers to be appropriate to support its engineering requirements.

An immediate project that the Town will undertake includes a Virginia Department of Health funded initiative which will require engineering services to refurbish the town’s water tank and to upgrade the chemical feed system to the water system.

1.2 REQUESTS FOR INFORMATION

This RFP contains the instructions governing the proposals to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

Any requests for clarification or additional information regarding submission of this RFP shall be submitted in writing via e-mail to Gary Christie, gchristie@region2000.org, or during the optional Pre-Proposal meeting. Written requests for interpretation, clarification, and/or additional information must be received no later than **September 6, 2016**.

1.3 SUBMISSION OF PROPOSAL

Respondents are requested to submit:

- Five (5) copies of their technical proposal,
- One (1) electronic copy of the proposal provided as a .pdf on CD, and
- One (1) copy of their price proposal, in a separate envelope marked "Confidential."

The proposals must be received no later than 2:00 p.m. local time, Tuesday, September 27, 2016 at the Town of Pamplin, 115 Main St., P.O. Box 1338, Pamplin, VA 23958.

Responses must be in the format noted. The Town of Pamplin reserves the right to disqualify any response submitted incorrectly. Responses shall be addressed as follows:

Project Title: GENERAL ENGINEERING SERVICES

Attention: Mrs. Paulie Johnson, Clerk-Treasurer Town of Pamplin
115 Main Street
P.O. Box 1338
Pamplin, VA 23958

Submittal Instructions:

1. Proposals (including both technical and price proposal envelopes) may be either mailed or hand-delivered. If the proposal is sent by mail, please allow extra time for delivery before the deadline. Proposals received after the deadline will be discarded or returned to the Respondent unopened. (Note: No e-mailed or faxed proposals will be accepted.)
2. Both the technical and price proposals must contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to contractually bind the Respondent.
3. Each technical proposal must be sealed and addressed as stated above to ensure confidentiality of the information prior to the submission date and time. The Town of Pamplin will not be responsible for premature opening of technical proposals not properly labeled. Five (5) copies of the technical proposal are required to be submitted to the Town of Pamplin along with one (1) electronic copy of the proposal provided as a .pdf on CD.
4. Each price proposal must be sealed in a separate envelope and marked as confidential to ensure confidentiality of the information prior to the submission date and time. Only one (1) copy of the price proposal is required to be submitted to the Town of Pamplin.
5. Proposals become the property of the Town of Pamplin upon receipt by the Town of Pamplin. The content of proposals will be kept confidential until an award is made, after which the content will no longer be kept confidential, except as provided herein.
6. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are modified shall be sealed and resubmitted according to the above instructions prior to the proposal submission deadline.

SECTION 2: ADMINISTRATIVE REQUIREMENTS

2.1 OBJECTIVE OF REQUEST FOR PROPOSALS

The objective of this RFP is to provide sufficient information to enable qualified Respondents to submit written proposals for General Engineering Services. The RFP is not a contractual offer or commitment to purchase products or services.

Information must be legible. Corrections and erasures must be initialized. Each proposal shall be accompanied by a transmittal letter signed in ink by an authorized representative of the Respondent. The contents of the proposal submitted by the successful Respondent of the RFP may become part of any contract awarded as a result of this solicitation.

2.2 ADDENDA TO THE REQUEST FOR PROPOSALS

If it becomes necessary to revise any part of the RFP, an addendum will be placed online at www.localgovernmentcouncil.org/procurements prior to September 6, 2016. Respondents are responsible to check online prior to submission of their proposal and acknowledge receipt of addendum(s) within their proposal.

The Region 2000 Local Government Council is assisting the Town with this solicitation.

2.3 ANSWERS TO WRITTEN QUESTIONS

Written questions should be sent to Gary Christie at: gchristie@region2000.org or

Gary F. Christie

828 Main St., Fl. 12

Lynchburg, VA 24504

Answers to written questions will be placed online at www.localgovernmentcouncil.org/procurements by close of business on **September 13, 2016**. Respondents are responsible to check online for answers to written questions. The Town of Pamplin will not send out a separate communication with the answers.

2.4 NON-MANDATORY PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference is scheduled for **Tuesday, August 23, 2016, 1:30 p.m.**, at the Pamplin Town Hall (115 Main St., Pamplin, VA 23958).

Interviews will be held on Monday, October 3, 2016 at the Town Hall in Pamplin.

2.5 AWARD OF CONTRACT

Agreements may be negotiated with Respondents whose technical proposal is determined to be most responsive to the Town of Pamplin's needs and most advantageous to the Town of Pamplin, considering the factors based on the criteria described herein, all as solely determined by the Town of Pamplin. Proposals should, therefore, be submitted initially on the most favorable terms of qualifications, technical experience, and in the separate price proposal. The Town of Pamplin reserves the right to reject any or all proposals. It is not the Town of Pamplin's intent to base selections solely on price, but to use the price proposal as the basis for future negotiations.

2.6 AGREEMENT

The Town of Pamplin does not guarantee that it will request any or all services covered by the Agreement. Issuance of an Agreement will not give rise to a claim by Respondent for entering into such Agreement including, but not limited to, claims for anticipated profits or compensation for overhead or other related costs.

Specific services under the Agreement will be released by a Task Order as set forth in Exhibit A of the General Engineering Services and the General Planning Services Consulting Agreements. The Town of Pamplin will request services or assistance and Respondent shall review its resources to verify that qualified individuals are available to satisfy the Town of Pamplin's request. If qualified individuals are available, Respondent will provide a written response describing the approach to be taken for performing requested services, estimated cost, key team members, and the schedule for completion via Task Order Attachments. If mutual agreement is reached, the Town of Pamplin will issue a Task Order (which will include by attachment the Respondent's written response) for execution by both parties and authorizing the Respondent to proceed with the services. Costs associated with developing the written response shall be the financial responsibility of the Respondent.

Award of an Agreement does not establish an exclusive agreement with the Respondent. The Town of Pamplin reserves the right to obtain the services from other sources.

2.7 RESPONDENT RESPONSIBLE FOR PROPOSAL COSTS

The Town of Pamplin is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of an Agreement for services prior to the issuance of an Agreement. Respondent is responsible for costs associated with responding to the RFP including costs related to site visit(s) and estimate preparation(s) for work authorized under the Agreement.

Respondents may be asked to present their proposals and/or to demonstrate ability to provide products or services to the Town of Pamplin's Town Council. The Respondents shall bear the costs for such presentations.

2.8 ECONOMY OF PROPOSALS

Respondent must submit a complete and concise response to the RFP, which will be retained by the Town of Pamplin. Proposals should be prepared simply and economically, while providing complete details of the Respondent's abilities to meet the requirements of this RFP.

2.9 PROPOSALS BINDING

Respondents are advised that proposals shall be binding upon the Respondent for sixty (60) days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal.

2.10 NOTIFICATION

Each Respondent submitting a proposal in response to this RFP will be notified as to acceptance or rejection of their proposal. The Town of Pamplin plans to issue such notices within forty-five (45) days of the proposal submittal date. The Town of Pamplin may delay this action if it is deemed to be in the best interest of the Town of Pamplin.

2.11 RIGHT TO REJECT PROPOSALS AND NEGOTIATION

The Town of Pamplin reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, if it is deemed in the Town of Pamplin's best interest.

The Town of Pamplin reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of the Town of Pamplin.

SECTION 3: PROPOSAL CONTENT AND SELECTION PROCESS

3.1 GENERAL SUBMITTAL REQUIREMENTS

The following submittal requirements must be satisfied for each section of this RFP. This information will be used as the basis for selection as well as to populate a consultant selection matrix from which the Town of Pamplin will award future projects.

Respondents can limit the number of technical disciplines for which they would like to be considered based on company and/or local office strength. Respondents will not be penalized for restricting submittals to true areas of technical strength. Proposals made in a superfluous manner where any or all technical sections submitted do not demonstrate discernable strength or potential value to the Town of Pamplin may be disregarded altogether. *The Town of Pamplin will not consider teaming arrangements or subcontracting strategies.* As an example, a firm that must routinely subcontract for structural discipline design services should not submit on that technical discipline area under the assumption that a subcontractor will provide the service.

3.2 PROPOSAL FORMAT

The proposal format shall be as follows:

All Sections. The page limit includes tables, figures, photographs and other graphical representations, all of which must be included within the same contiguous section for a given technical discipline area. Page limits refer to limits of text (i.e., double-sided prints will be counted as two pages).

Font Size. The font size for text pages shall be no smaller than 10 point. The overall proposal presentation must be legible. Illegible proposals will not be considered.

Cover Letter. Two (2) page, maximum. Pages must be 8-1/2" x 11".

Proposal Presentation. Proposals must be tabbed. Individual section tabs must be clearly labeled corresponding to the proposal's table of contents to facilitate efficient review.

Summary Pages. Three (3) pages maximum. Pages must be 8-1/2" x 11". The summary pages should provide an at-a-glance indication of the technical discipline areas addressed in the RFP and also a one-page Organization Chart summarizing program management, project management and staff for each technical area being proposed on. Other summary information can include qualifications and experience, and other unique or other useful information.

Detailed Company Background and Demonstrated Abilities. Five (5) pages maximum. Pages must be 8-1/2" x 11". At a minimum, provide information relative to your firm including firm name(s); business address; telephone number; state in which the firm was organized or incorporated; type of ownership; name and location of parent company and subsidiaries, if any; and indication of whether the firm is licensed to do business in Virginia. Also, provide information on demonstrated abilities to respond rapidly to project requests and to meet project staffing needs, schedules and budgets. Identify if the firm is one of, or a combination of: SBE, MBE or WBE (see Section 3.6).

Technical Discipline Sections. Subsequent sections for each technical discipline area for which the Respondent would like to be considered must be three (3) pages, maximum. Pages must be 8-1/2" x 11". One of the three (3) pages in each individual section can be in an 11" x 17" tri-fold format. Submittal detail for the Technical Discipline Sections is provided in Section 3.3.

Resumes. Brief personnel sketches or summaries can be in the Technical Discipline Sections at the consultant's discretion, with the page limits in consideration. Resumes should be included in a separate, tabbed section following the Technical Discipline Sections. Resumes must be limited to two (2) pages, one-sided, or one (1) page front and back for each person.

3.3 TECHNICAL DISCIPLINE SECTION DETAIL

Each consultant's technical discipline section shall include the following information:

Firm and Project Experience. Relevant project experience in the technical discipline area or in supplying Construction Project Managers, Construction Project Inspectors, and administration staff for the technical discipline areas including, but not limited to a list of at least five (5) relevant projects that have been completed during the past five (5) years by the firm, including project reference information.

Staff Location. Location(s) of the office(s) where the project services will be performed, including the main project office location where the project team (potential project manager as well as technical and support staff) will be based.

Proposed Team Qualifications. Qualifications and experience of key staff in the planning and design, as applicable, of relevant projects:

- Proposed Project Manager(s) for a particular discipline (the Town of Pamplin understands this assignment may change due to project assignment and consultant workload)
- Proposed Construction Project Manager(s) and Construction Project Inspector(s) for a particular discipline (the Town of Pamplin understands availability and assignments may change due to project assignment timing and consultant workload)
- Discipline-specific technical staff
- Quality Assurance and Quality Control (structure and summary approach described for each)
- Other technical staff that may be in a support role
- CADD capabilities, GIS and/or Mapping capabilities as applicable, (all design-related work products will be required to meet the Town of Pamplin CADD standards)

3.4 TECHNICAL DISCIPLINE AREAS

The Town of Pamplin may award contracts under the following technical discipline areas. The final number of contracts awarded under each technical discipline area will be at the Town of Pamplin's discretion.

GENERAL ENGINEERING SERVICES DISCIPLINE AREAS

1. Estimating Services

Construction cost estimates (opinions of probable construction costs) for capital projects at varying levels of completion. Project levels of completion will vary from conceptual levels to 30%, 60%, 90% and bid ready Contract Documents per Town of Pamplin's Project Procedures Manual.

2. Water Transmission and Distribution Systems

Raw and finished water transmission and distribution pipeline systems, and pumping stations including flow metering systems and control valve vaults, pressure regulating stations and structures.

3. Wastewater Collection Systems

4. Wastewater Treatment Systems

CONSTRUCTION MANAGEMENT SERVICES DISCIPLINE AREAS

Respondents are to demonstrate within their proposal their qualifications and experience for construction management and/or construction inspection services with the Town of Pamplin or with clients similar to the Town of Pamplin.

3.5 PRICE PROPOSAL

In a separate sealed envelope, provide Respondent firm's billing structure, including labor rate structures by labor categories and other non-labor rates.

The rate table must provide information on all proposed mark-ups and fees, and will be incorporated into the selected firm's Consulting Agreement. Note that the Town of Pamplin will only allow Other Direct Costs to be billed at cost and a maximum 5% markup on sub consultants. No 'project development costs' or similar hourly cost recovery charges will be allowed as all of these costs are to be included in the hourly billing rates.

The Town of Pamplin intends to open only the envelopes of the top ranked firms. The Town of Pamplin will destroy unopened price Proposal envelopes upon completion of successful negotiations with the top ranked firms. Information provided in the price proposal will serve as the basis for negotiations, but not for initial selection.

3.6 Minority and Women Owned Businesses

The Town of Pamplin encourages minority owned businesses (MBE) and women owned businesses (WBE) to submit proposals for this offering.

3.7 DAVIS-BACON AND AMERICAN IRON AND STEEL (OR ALTERNATING ARRA BUY AMERICAN)

One of the upcoming projects funded by the Virginia Department of Health will require the contractor to follow Davis-Bacon Wage requirements and American Iron and Steel requirements. Proposals are encouraged to address your ability to include these requirements in the requests for bids.

3.8 SELECTION PROCESS

Professional firms will be evaluated on the criteria listed below. The selection team will review the firm's approach to ascertain Respondent's relative experience, project staff, past performance on the Town of Pamplin assignments and/or reference client assignments, and client references. The Board recognizes the desirability, need and importance to the Town of Pamplin of encouraging the development of Small Business Enterprise (SBE), Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE). A short list of the most qualified firms will be entered into the final selection matrix from which the Town of Pamplin will award future projects.

Criteria	Max. Points (105 pts)
Firm's experience record on similar projects; the firm's ability to develop meaningful cost-loaded schedules and adhere to schedules and budgets.	35
Qualifications and relevant project experience of key personnel in the technical discipline	35
Capability of local staff to complete assignments	15
Familiarity with SRF/RD/etc. Funding Requirements	5
Proposal organization per RFP, clarity, conciseness and thoroughness	5
Location of serving office in relation to Pamplin	5
Certified Professional Project Manager status for project personnel	5

*This is a potential bonus 5 points to be added in technical and construction management discipline areas where appropriate.

3.9 PROJECT SCHEDULE

The selection and project schedule is tentatively set as follows:

Council Approval	July 15, 2016
Request for Proposal Advertisement Date	August 3, 2016
Optional Pre-Proposal Meeting	August 23, 2016, 1:30 p.m.
Written Questions Due	September 6, 2016
Responses to Questions Available	September 13, 2016 (anticipated)
Proposals Due	September 27, 2016 (2:00 p.m.)
Interviews	October 3, 2016
Council Approval	October 6, 2016