

**REQUEST FOR PROPOSAL  
ENGINEERING SERVICES  
Appomattox Recovery Project**

**Issue Date:** 16 September 2016  
**Title:** Appomattox Recovery Project

**Commodity Code:** Professional Services

**Issuing Agency & Address:** Virginia's Region 2000 Local Government Council  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504

**Location of Work:** Tornado Recovery Area, Appomattox County Virginia  
17-mile swath through several communities on the eastern side of the county

**Period of Contract:** October 1, 2016 through the grant period, potentially June 2018

**Contact Person:** Matt Perkins  
Virginia's Region 2000 Local Government Council  
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Proposal packages must be labeled: **Appomattox Recovery Project Engineering Services**

**Proposals are due by 2:00pm on 30 September 2016 at the Region 2000 Local Government Council offices (address above).** Proposals will be date stamped and recorded as they are received. Proposals received after this date and time will not be considered and will be returned to the proposer unopened.

In compliance with this Request for Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed current GSA Form 330 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

NAME AND ADDRESS OF FIRM:	DATE: _____
_____	By: _____
_____	(signature in blue ink)
_____	_____
_____	(print or type name)
_____	Title: _____
FEI/FIN#: _____	Phone: _____

**Pre-Proposal Conference: A pre-proposal conference will not be held.**

**I. PURPOSE:**

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of a Professional Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in assessing disaster recovery areas in matters related to drainage, wells, septic systems, housing and other services related to natural disaster recovery.

The firm shall provide professional services for the project described in Part III of this RFP.

**II. BACKGROUND:**

The County of Appomattox has been awarded a Planning Grant by the Virginia Department of Housing & Community Development (DHCD) to document the need and demand for recovery from the Tornado event of February 2016. DHCD has asked that materials and cost estimates be presented to them by October 28, 2016 so that repairs can begin in the spring 2017.

DHCD is funding this project under the Urgent Need Category so that funding should be available soon after DHCD approval.

**III. SCOPE OF SERVICES:**

The selected firm (s) shall furnish all expertise, labor and resources for preliminary engineering and cost estimating services relating to this project. Any contract arising out of this RFP may be mutually extended for future elements of the project.

The following generally highlights the services that the firm will be required to perform:

- A. Develop cost estimates for infrastructure, well and septic repairs/replacement in the tornado impact area
- B. GIS and mapping services as needed
- C. Provide other engineering and design services for future project elements and phases of the tornado recovery area as requested.

**IV. PROPOSAL REQUIREMENTS:**

- A. Proposals shall be signed by an authorized representative of the firm. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. One (1) manually signed original and 2 printed copies of the proposal shall be submitted along with one electronic copy. The printed copy of the proposal shall be bound in a single volume where practical.
- D. All documentation submitted with the proposal shall be included in that single bound

volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.

#### **V. PROPOSAL CONTENTS:**

- A. Name, address, contact information of primary contact
- B. Two references and contact information for localities that are familiar with your work. Especially interested if the work is similar to this disaster recovery project
- C. List of similar projects or description of the firm's experience with disaster recovery projects
- D. Name and qualifications of staff member who will be responsible for providing services on this project
- E. Other material that pertains to the evaluation criteria.

#### **VI. EVALUATION AND AWARD OF CONTRACTS:**

- A. Evaluation Criteria: Proposals shall be evaluated by Region 2000 and Appomattox County using the following criteria:
  - a. Expertise, experience and qualifications of the firm's primary designer in each relative discipline for providing the services described in Section III, Scope of Services.
  - b. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section III, Scope of Services.
  - c. Geographic location of the A/E's office where work will be performed in relation to the project location.
  - d. Firm's current and projected work load; plan to complete the work and ability to complete the work in a timely manner.
  - e. Expertise and past experience of the firm in providing services on projects of similar size, scope and features as those required on this project.
  - f. Expertise and past experience of the firm in providing services on projects funded by federal and/or state grant programs, particularly CDBG.
  - g. Qualifications and experience of the firm project manager to be assigned to this project.
  - h. Size of the firm relative to the size of the project.
  - i. Financial Responsibility as evidenced by the firm's carrying of Professional Liability Insurance.
  - j. Planned DBE involvement.

Generally, a selection committee will consider the firm's overall suitability to provide the required services by the 28 October 2016 preliminary deadline, within the project's construction timeline, budget and operational constraints, and it will consider the comments and/or recommendations of the firm's previous clients, as well as other references.

#### **AWARD OF CONTRACT:**

After evaluation of the Proposals received in response to the RFP, Region 2000 shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are

permitted. Proposers shall be encouraged to elaborate on their qualifications performance data, and staff expertise relevant to the proposed contract. Proposers may also alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated man-hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VI and the information provided and developed in the selection process to this point, Region 2000 shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to Region 2000 can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Region 2000 determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

#### **VI. FEES:**

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated man-hours required for each level/discipline, the typical labor rates for the various skill levels required for the work, and cost limitations (if any) set by DHCD and the CDBG program.

Responses to this RFP are *not* to include a proposed fee for services.

#### **VII. ANTI-DISCRIMINATION:**

By submitting their proposal, the firm certifies to the Region 2000 that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act.

#### **VIII. ATTACHMENTS**

**Attachment 1:** Preliminary Map of impacted area. Highlighted roads indicate those in the path of the February tornado.

# ATTACHMENT 1

