

**REQUEST FOR PROPOSALS
FOR GENERAL ENGINEERING AND ARCHITECTURAL SERVICES
FOR THE TOWN OF NARROWS, VIRGINIA**

GENERAL:

Notice is hereby given that the Town of Narrows, Virginia (the "Town") is seeking proposals from engineering and architectural firms who wish to be considered to provide general professional services as required for the Town. The selected firm(s) will support Town staff with the implementation of a variety of municipal projects, including:

- feasibility studies and “highest and best use” studies of potential project parcels/areas
- environmental assessments (Phase I through IV)
- surveys (topographic and metes and bounds)
- floodplain mitigation and consultation/analysis for projects within the floodplain
- building/facility design
- water, sewer, and stormwater infrastructure projects
- transportation projects.

SCOPE OF SERVICES:

Services may include, but are not limited to, the following:

environmental assessments; building/facility design; water/sewer/infrastructure assessments and design; feasibility studies; construction document preparation, including preparation and evaluation of bid documents; construction cost estimating; bridge inspections and design; water distribution system analysis and design; water treatment analysis and design; sanitary sewer system analysis and design; pump station design; storm water management analysis and design; transportation engineering; flood plain mitigation; construction inspection and review of pay requests; topographic and boundary surveys; preparation of commercial and industrial site plans; materials testing; land development analysis; obtaining agency approval for Town projects; services associated with grant applications; compliance with funding sources; participation in project management team meetings, as required by the Town; develop conceptual plans and quantity of materials cost estimates; permitting and environmental compliance; and other professional services as required to implement Town projects (the "Services").

Interested firms should offer expertise in planning, engineering, architecture, and landscape architecture. In addition, the selected firm(s) must be familiar and have experience working with state and federal programs. Projects may be funded in whole or in part by American Rescue Plan Act (ARPA) funds. The purpose of this solicitation is to pre-approve qualified architectural and engineering firms for the Services and to enter into non-exclusive retainer agreements. Specific projects will be subject to separate agreements or task orders with the Town.

BASIS OF AWARD; EVALUATION CRITERIA:

In accordance with Virginia Code Section 2.2-4302.2, proposals will be evaluated and ranked according to the following criteria:

- Expertise and experience relative to the scope of the Services;
- Geographic location of firm, relative to owner's location;
- Number and type of similar or comparable projects by the firm in the last five years, with special emphasis on the projects contemplated by the Town;
- Cost performance and general performance on past, comparable projects;
- Qualifications of firm personnel, including projects team;
- Qualifications of project consultants;
- Proposed approach to project(s);
- Ability to perform the Services; and
- Offerors shall provide customer and industry references, including a description of any past projects undertaken for the Town.

After ranking firms based on qualifications, the Town shall negotiate fair and reasonable rates for services with the highest ranked firm. If the Town fails to reach an agreement with the highest ranked firm regarding rates, the Town shall conclude negotiations with the highest ranked firm and proceed to negotiate with the next highest ranked firm, until an agreement has been reached.

The Town reserves the right to accept or reject any or all proposals received as a result of this request and to waive any technicalities, informalities, and irregularities. Furthermore, the Town reserves the right to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Town to do so. This Request for Proposal does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

Pursuant to Virginia Code Section 2.2-4303.1, the term of any contract awarded pursuant to this Request for Proposal shall be for one (1) year; provided, however, that the Town shall have the right to renew the contract for up to three (3) additional one-year terms. The fee schedules shall be negotiable upon the conclusion of each one-year term. Furthermore, the sum of all projects performed in a contract term shall not exceed \$10 million, and the fee for any single project shall not exceed \$2.5 million.

Pursuant to Virginia Code Sections 2.2-4302.2 and 2.2-4303.1, the Town reserves the right to make multiple awards. In the event multiple firms are selected by the Town, work shall be distributed to the firm that the Town determines in its discretion is best qualified for the particular project based upon the evaluation criteria stated above and any additional qualifications stated in the firm's proposal. However, selected firms shall not be required to

compete for individual projects based on price.

The Town of Narrows reserves the right to alter the project delivery method at any time during the contract period. The Town of Narrows will notify the consultant of such decision, revise the scope of services and respective man-hours. The change will be implemented utilizing an additional task order or supplemental agreement based on the contract type. This Request for Proposal does not commit the Town of Narrows to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

All questions related to this Request for Proposal should be directed to Terry Nicholson, Town Manager, via email at: TNICHOLSON@TOWNOFNARROWS.ORG

PROCUREMENT SCHEDULE:

- Proposals Due Date and Time – Friday, February 24, 2023 at 4:00 PM
- Short List Posted on the Narrows Town Website – March 3, 2023
- Interviews/Technical Presentations – March 13-14, 2023
- Final Consultant Selection – March 15, 2023
- Consultant Contract Signed – before March 31, 2023

CONFLICT OF INTEREST:

The change in a project delivery method for this contract may result in a potential conflict of interest for the offeror and any of its team members. As such, the scope of services and their role may be revised and redefined to meet the project need as identified by the Town. The offeror and its team members may not be allowed to participate in ANY subsequent contracts (design and/or construction) related to this project. The conflict of interest determination will be made in accordance with the Code of Virginia.

FORM OF PROPOSAL:

1. Proposals shall be organized in the following order:
 - Transmittal letter;
 - Table of Contents;
 - Understanding of Scope of Work;
 - Response to RFP Item 6 (below)
 - Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
 - Full size copies of Commonwealth of Virginia DPOR registration certificate for the Key Personnel
2. The Proposal shall provide information that will indicate your firm's ability and/or capacity to work on the project(s) and provide the Services.
3. The Proposal should provide a total not to exceed a (1) one-page informational resume on the

qualifications and experience of each specific personnel responsible for accomplishing tasks required under the Scope of Services. The project manager shall have a minimum of (5) five years' experience in managing similar type and size projects. Indicate the location of the office where the person is currently working, if different from where work is to be performed.

4. The Proposal should list subconsultants and subcontractors planned to assist with the work.

- A project approach discussion is neither required nor desired.

5. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal, State, or local funds:

- Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal or state agency or locality.
- Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal or state agency or locality within the past 3 years.
- Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

6. Each business entity (prime and subconsultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice professional engineering, architectural, surveying, hydrologic and hydraulic analysis, geotechnical analysis and landscape architecture, should provide evidence including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for the work as well as providing full size copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The Proposal should convey the requested information for each regulated individual or entity by the use of a concise table or matrix. (All full-size copies of the Commonwealth of Virginia State Corporation Commission (SCC) and Department of Professional and Occupational Regulation (DPOR) supporting registration documentations should be included in the Proposal and will not be counted towards page restriction):

- The Commonwealth of Virginia SCC registration detailing the name, registration number, type of corporation and status of the business entity (certificate of fictitious name should also be included, if doing business under a different name).

- For this Project/Contract, the Commonwealth of Virginia DPOR registration information for each office practicing or offering to practice any professional services in Virginia: Provide the business name, address, registration type, registration number, expiration date.
- For this Project/Contract, the Commonwealth of Virginia DPOR license information for each of your Key Personnel practicing or offering to practice professional services in Virginia: Provide the name, the address, type, the registration number, and the expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.
- For this Project/Contract, the Commonwealth of Virginia DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (e.g., real estate appraisal): the business name, the address, the registration type, the registration number, and the expiration date.

Failure to comply with the law with regard to those requirements in Virginia (whether federal or state) at the time of the Proposal submittal regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your Proposal submittal(s), in the sole discretion of the Town, non-responsive and in that event your Proposal submittal(s) may be returned without any consideration or evaluation.

ADMINISTRATIVE

1. Prior to the time of submittal of the Proposal, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (if not already registered or organized in Virginia). Information about entity formation can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation <http://www.dpor.virginia.gov/>, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting an Expression of Interest to the Town of Narrows. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.
2. The Town 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 subconsultants in

violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

3. The method of payment may be lump sum. For purpose of determining the lump sum fee, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.
4. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts."

If litigation directly or indirectly results from or arises out of a granted exemption, the contractor will be responsible for all litigation costs incurred by contractor and/or Town of Narrows associated with such litigation. In no event shall the Town of Narrows or its officers, employees or agents be liable to the contractor as a result of any disclosure of records or data collected by the Town of Narrows, its officers, employees or agents, pursuant to an audit, special investigation, or any study requested by the Inspector General's Office, whether or not the Inspector General has determined that the requested exclusion from disclosure under FOIA is necessary to protect the trade secrets or financial records of the private entity, and in no event shall the Town of Narrows, or its officers, employees, or agents be liable to the contractor for any damages or other claims arising directly or indirectly from a determination that the exclusion from public disclosure will not be granted.

5. **Submittals** shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. 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. Submit the Firm's Expressions of Interest (PROPOSAL) as a searchable PDF file no later than 4:00 p.m. on **Friday, February 24, 2023**. Responses received after this time will not be considered. Expressions of Interest by hand delivery, US Postal Service express mail, private delivery service (FEDEX, UPS, etc.), or email should be sent to:

TERRY NICHOLSON, TOWN MANAGER
210 Main Street
Narrows, VA 24124
TNICHOLSON@TOWNOFNARROWS.ORG

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

7. The Town 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.
8. Minority, women, veteran, and small business enterprises and employment service organizations are encouraged to submit proposals. Applicants must comply President's Executive Order Number 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin and President's Executive Orders Numbers 12138 and 11625 regarding utilization of minority and women business enterprises; and the Civil Rights Act of 1964. Offerors must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin.
9. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Town no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Town's website.
10. The "Supplemental Terms and Conditions" attached hereto as "Attachment A" is incorporated herein and made a part of this Request for Proposal.