

Request for Proposals

Issue Date: January 8, 2014

Issued By: City Manager
City of Emporia
201 South Main Street
Emporia, VA 23847
434-634-3332

Commodity: Professional Engineering Services for sewer line improvements on West Atlantic Street and possibly other parts of the City of Emporia

Location of Work: Emporia, Virginia

Proposals are due no later than 4:00 p.m. on Thursday, January 30, 2014

If you hand deliver your proposal, then please use the street address above. If you mail your proposal, then please use the following address:

City Manager's Office
Post Office Box 511
Emporia, Virginia 23847

If you mail the proposal, then it is your responsibility to make sure that it arrives in the City Manager's Office by the time and date deadline above.

You must return this page with your proposal with the following information:

Name and Address of Respondent:

_____ Date: _____

_____ By: _____

_____ Printed Name: _____

Telephone #: _____ Title: _____

FAX#: _____

Request for Proposal to Provide Professional Engineering Services

Purpose

The City of Emporia seeks professional engineering services for design of sanitary sewer improvements on West Atlantic Street and possibly other parts of the City of Emporia

City's Right to Issue RFP's and Project Orders

The City reserves the right, at its sole discretion, to issue RFP's for similar work, for other disciplines or types of work, and for other projects as need may occur. In addition, the City reserves the right to issue Project Orders to other engineering firms under term contracts with the City.

Scope of Services

The following services are required:

1. Coordinate with local and State regulatory agencies.
2. Prepare plans, specifications and cost estimates for the proposed improvements.
3. Obtain all required approvals.
4. Assist in distribution of plans and receipt of bids for construction and recommend award.
5. Conduct pre-bid and pre-construction meetings as necessary.
6. Provide construction administration and resident inspection services.

Evaluation of Proposals

The City will evaluate proposals using the following criteria:

1. Expertise, experience and past performance of the firm in providing similar or related services.
2. Qualifications and experience of the proposed design team.
3. Qualifications and experience of any proposed special consultants.
4. Overall suitability to provide the required services within time and budget constraints.

The City will use the following procedure in the evaluation of proposals:

1. The City may engage in individual discussions with two or more respondents that it deems fully qualified, responsible, and suitable based on initial responses.
2. At the conclusion of discussions the City will rank in order of preference those respondents interviewed whose qualifications are deemed most meritorious using the evaluation criteria contained herein and any other information obtained.
3. The City will then begin negotiations with the first ranked firm to obtain a contract acceptable to both parties.
4. If the City cannot successfully negotiate a contract with the first ranked firm, it will formally terminate negotiations with that firm and begin negotiations with the second ranked firm. The City will continue to negotiate through the rank order of firms until an acceptable contract is obtained.
5. The City may elect to make its selection based upon the proposals only and without conducting interviews.

Proposal Format Requirements

Proposals shall be limited to twenty (20) pages, including all attachments, and include the following:

1. A concise delineation of the firm's capability and experience.
2. Personnel to be assigned to the project and their qualifications and experience.
3. List of similar projects.
4. Such other information as the respondent may deem appropriate.

City's Right to Reject Proposals

The City reserves the sole right to reject any or all proposals received.

Proposal Submission Deadline

All respondents to this request for proposals must submit their sealed proposals to the City Manager's Office no later than 4:00 p.m. on Thursday, January 30th. If the respondent mails his

or her proposal, then the respondent must send the proposal to City Manager's Office, Post Office Box 511, Emporia, Virginia 23847. If proposals are hand delivered, then the respondent must deliver the proposal to the City Manager's Office, City Municipal Building, 201 South Main Street, Emporia, Virginia 23847. The City will not consider any proposal that it receives after **4:00 PM on January 30, 2014.**

Respondents must submit their proposals to the attention of Brian S. Thrower, City Manager. The proposal must be labeled **Engineering Services for Sanitary Sewer Improvements.**

Please submit three (3) copies of your proposal.

Interested parties should address all inquires for information to Mr. Linwood Pope, Director of Public Utilities at publicutilities@telpage.net or (434) 634-4241 . The city office is open Monday through Friday, 8:00 AM to 5:00 PM.