

**Request for Proposals**

**Issue Date:**           **January 2015**

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

**Commodity:**       Profession Engineering Services for Phase I Environmental Assessment and Preliminary Site Development Calculations for the property to be purchased by the City of Emporia..

**Location of Work:**   Emporia, Virginia

Proposals are due no later than **4:00 p.m. on Thursday, February 26th**

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 to assist in the evaluation being considered for purchase by the City. The project engineer will provide the City with a Phase I Environmental Assessment and site development cost estimates.

### **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. Conduct necessary investigations and provide reports as necessary
3. Obtain all required approvals.
4. Attend pre-bid and pre-construction meetings as necessary.
6. Provide construction services as necessary

### **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, February 26th. 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 proposal 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 February 26, 2015.**

Respondents must submit their proposals to the attention of Brian S. Thrower, City Manager. The proposal must be labeled Engineering Services for Norwood Property project

Interested parties should address all inquiries for information to Mrs. Jan Lee Harrell, Economic Development Manager. Mrs. Harrell's office is open Monday through Friday, 8:00 AM to 5:00 PM; the telephone number is (434) 634-3332.