

## REQUEST FOR QUALIFICATIONS

### CIVIL ENGINEERING SERVICES CITY OF EMPORIA, VIRGINIA

The City of Emporia is requesting statements of qualifications from individuals and firms to provide civil engineering services for a Community Improvement Grant by the Virginia Department of Housing and Community Development for revitalization efforts in the Belfield Business District.

Services solicited include final plans and specifications for improvements to streets, sidewalks, curb and gutter, and landscaping and design and installation of decorative pedestrian crosswalks, storm curb drop inlets, streetlights, street furniture, and signage. Statements should include the firm's experience with similar projects, especially in communities of less than 10,000 in population, relevant experience of staff to be assigned to the project, references from past projects of similar nature, and understanding of the scope of the project.

A Selection Committee shall evaluate all proposals and rank firms to be selected for formal interviews. The City of Emporia reserves the right to waive the interview process. The City of Emporia also reserves the right to reject any and all proposals that fail to qualify as responsive to our needs. The City of Emporia is an equal opportunity employer and does not discriminate on the basis of race, sex, political affiliation, or faith-based organizations.

Copies of the RFQ may be obtained from Jan Harrell Economic Development Manager, PO Box 511, 201 S. Main Street, Emporia VA 23847 or by electronic mail at [jharrell@ci.emporia.va.us](mailto:jharrell@ci.emporia.va.us). Any questions related to this RFQ may be directed to Ms. Harrell at the above addresses or at (434) 634-3332. Three (3) copies of the statement of qualifications shall be labeled Belfield Engineering Services and submitted to **Brian Thrower, City Manager**, on or before 4:00 p.m., Feb. 19, 2015.

**-EQUAL OPPORTUNITY EMPLOYER-**

## **REQUEST FOR QUALIFICATIONS**

### **CIVIL ENGINEERING SERVICES CITY OF EMPORIA, VIRGINIA**

#### **A. PROJECT DESCRIPTION**

The City of Emporia has been awarded a Community Improvement Grant by the Virginia Department of Housing and Community Development for revitalization efforts in the Belfield Business District. The primary purpose of this grant is the elimination of slums and blighting conditions for the promotion of economic development and will be accomplished primarily through improvements to commercial facades, streetscape and pedestrian access. The project generally will follow a recently completed and approved Economic Restructuring Plan for the Belfield Business District.

The City of Emporia is requesting statements of qualifications from individuals and firms to provide civil engineering services. Services solicited include final plans and specifications for improvements to streets, sidewalks, and curb and gutter within the project area. Other activities include the installation of streetscape improvements, pedestrian crosswalks, streetlights, storm curb drop inlets, driveway aprons, and new street signage. Statements should include the firm's experience with similar projects, relevant experience of staff to be assigned to the project, references from past projects of similar nature, and understanding of the scope of the project.

#### **B. SCOPE OF SERVICES**

The specific scope of services required will include some or all of the items below:

1. Provide final plans, plan specifications, and cost estimates for:
  - a. Mill and overlay of 1386 SY of Baker Street
  - b. Replacement of 755LF of curb and gutter
  - c. Replacement of seven (7) driveway aprons
  - d. Replacement of 280LF of 5' wide sidewalk
  - e. Installation of five (5) stamped pavement pedestrian crosswalks and related signage
  - f. Replacement of two (2) storm curb drop inlets
  - g. Installation of approximately twenty (20) streetlights
  - h. Installation of two (2) street benches
  - i. Installation of street and directional signage
  - j. Installation of landscaping throughout the project area
2. Attendance at meetings of the Project Management Team and other meetings necessary for the implementation of the project, as needed.
3. Assist in advertising for construction bids including preparing advertisements and coordinating the bidding process including distribution of bid documents and clarifying bid documents as needed with addenda. Assist in reviewing bids, prepare bid tabulation form and recommend award of construction contract to lowest responsible bidder. Ensure compliance with all CDBG requirements pertaining to infrastructure bidding and

construction.

4. Conduct pre-construction conference(s), assist the City with monitoring construction activities, and review and advise the City on any necessary change orders.

### **C. CONTENTS OF RESPONSE**

Statements of qualifications should be submitted for review by the City of Emporia and should include, but not necessarily be limited to, the following items:

1. A general description of the firm's philosophy, experience, and capabilities.
2. Recent experience with similar type projects, particularly Community Improvement Grant funded downtown revitalization projects. Submit brief descriptions of the scope of similar projects, contact person, address, telephone number, and e-mail address.
3. Qualifications and background resumes of staff persons who will perform the work and their availability.
4. Demonstration of familiarity with communities of less than 10,000 in population and familiarity with the City of Emporia.

### **D. SELECTION PROCESS/CRITERIA**

A Selection Committee shall evaluate all proposals and rank firms to be selected for formal interviews. The City of Emporia reserves the right to negotiate with the selected firm for any required and related future needs for this project. The City of Emporia also reserves the right to waive the interview process and reject any and all proposals that fail to qualify as responsive to our needs. The City of Emporia is an equal opportunity employer, and does not discriminate on the basis of race, sex, political affiliation, or faith-based organizations.

The City of Emporia will review proposals and make its selection based on the criteria set forth hereafter:

- Understanding of the project and proposed scope of services.
- Staff capabilities to provide timely execution of engineering services.
- Performance on similar projects and familiarity with the City of Emporia.

The firm that best meets the criteria may be contacted for an interview to negotiate the scope of services and related fee schedule. If a mutually agreed upon contract is not reached, negotiations will begin with the next most qualified firm. The contract will be a fixed-fee contract for specified work tasks. Payments to the contractor will be based on costs incurred and work tasks completed. Each responding firm will be notified of final selection.

All responding firms/individuals shall comply with Executive Order 11246.

### **E. INCURRING COSTS**

The City of Emporia is not liable for any costs incurred by contractors prior to issuance of a contract.

**F. IMMIGRATION REFORM AND CONTROL ACT OF 1986**

By signing this statement, the offeror certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits the employment of illegal aliens.

**G. SUBMISSION**

Any questions related to this Request for Qualifications should be directed to Jan Harrell, Economic Development Manager, PO Box 511, 201 S. Main Street, Emporia VA 23847 or by electronic mail at [jharrell@ci.emporia.va.us](mailto:jharrell@ci.emporia.va.us). Any questions related to this RFQ may be directed to Ms. Harrell at the above addresses or at (434) 634-3332. Three (3) copies of the statement of qualifications shall be submitted to Brian Thrower, City Manager, on or before 4:00 p.m., February 19, 2015.

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