

Request for Proposals

Issue Date: Aug. 14, 2016

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

Commodity: Professional Engineering Services for the design and inspection of the South Main Street Enhancement Project, Phase II

Location of Work: Emporia, Virginia

Proposals are due no later than 2:00 p.m. on Thursday, Sept. 15, 2016

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.

ALL PROPOSALS, INCLUDING THOSE MAILED, MUST BE CLEARLY MARKED “SOUTH MAIN STREET ENGINEERING SERVICES” ON THE OUTSIDE OF THE PACKET IN ORDER TO BE CONSIDERED.

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

Name and Address of Respondent:

_____ Date: _____

_____ By: _____

_____ Printed Name: _____

Telephone #: _____ Title: _____

FAX#: _____

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 shall be provided in accordance with all VDOT and FHWA requirements:

- A. Provide design services to continue the South Main Street Enhancement project from Spring Street to the Meherrin River Bridge.
- B. Attend meetings with utility companies, city council, state agencies and the public as needed and requested.
- C. Prepare funding applications as requested.
- D. Prepare construction drawings as requested and coordinate any and all bid activities with client.
- E. During construction:
 1. Provide daily inspection of construction activities to confirm compliance with the contract and permit requirements.
 2. Perform and/or verify performance of all required material testing. Document testing results and provide to the City upon request.
 3. Review all contractor submittals, including applicable EEO documentation.
 4. Submit daily diaries and weekly reports to the City and Engineer to document the progress of the work.
 5. Review construction change orders and verify material quantities contained therein.
 6. Review contractor's applications for payment.
 7. Prepare a punch list for final inspection. Verify that the project has been completed in accordance with the contract requirements.
 8. Provide other inspection-related services during the construction phase of the South Main Street project as required by VDOT and/or FHWA, or requested by the City of Emporia

Evaluation of Proposals

All individuals proposed for this project must be certified inspectors approved by VDOT. The City will evaluate proposals using the following criteria:

1. Expertise, experience and past performance of the firm or individual in providing similar or related services.
2. Qualifications and experience of the proposed inspectors.
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 or individual to obtain a contract acceptable to both parties.
4. If the City cannot successfully negotiate a contract with the first ranked firm or individual, it will formally terminate negotiations with that firm or individual and begin negotiations with the second ranked firm or individual. The City will continue to negotiate through the rank order of firms and individuals 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 or individual's capability and experience.
2. Personnel to be assigned to the project and their qualifications and experience. All personnel proposed as inspector(s) for this project must be certified by VDOT.
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 2:00 p.m. on Thursday, September 15, 2016. 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 **2:00 PM on Sept. 15, 2016**.

Respondents must submit their proposals to the attention of Brian S. Thrower, City Manager. The proposal must be labeled **South Main Street Engineering Services**.

Please submit three (3) copies of your proposal.

Interested parties should address all inquires for information to Dr. Edwin Daley, Assistant City Manager. Dr. Daley's office is open Monday through Friday, 8:00 AM to 5:00 PM; the telephone number is (434) 634-3332.