



February 22, 2021

**REQUEST FOR PROPOSAL
ENGINEERING SERVICES TERM CONTRACT**

1. **General:** The Bedford Regional Water Authority (hereinafter referred to as the Authority) seeks proposals from qualified professional engineering firms to provide selected engineering services and assistance under a term contract on an as needed basis. The Authority provides water and sewer services to residents and businesses within Bedford County and the Town of Bedford.
2. **Scope of Services:** To accomplish its mission of providing quality water and sewer services to its customers, the Authority owns and operates various facilities for the production, treatment, and distribution of water, and the collection, conveyance, and treatment of wastewater. Professional engineering services are required to assist the Authority with its operations and with particular projects. Services needed may include but not necessarily be limited to the following:
 - a. Provide evaluations, recommendations, cost and time estimates, feasibility studies, preparation of schematic or preliminary designs, and preliminary engineering reports.
 - b. Provide survey, design, administration, and inspection services for construction projects.
 - c. Perform analyses and modeling of existing systems to assess impact of new facility construction.
 - d. Assure that construction contract documents are in conformance with generally accepted engineering practices and comply fully with all applicable codes and regulations.
 - e. Provide specifications which reflect current requirements, standards and product availability.
 - f. Attend and provide summary reports at regular Authority Board meetings, if requested.
3. **Selection Process, Schedule:** The selection of one or more firms will be made in accordance with the procedures outlined in § 2.2-4302.2 of the Code of Virginia, 1950, as amended, "Process for Competitive Negotiation". The following schedule is anticipated:
 - a. Deadline for proposals 4:00 pm – Tuesday, March 23, 2021
 - b. Short list notification Friday, April 2, 2021
 - c. Interviews of short listed candidates Wednesday, April 14, 2021
 - d. Negotiations with firms based on ranking April 15-16, 2021
 - e. Award of contract Wednesday, April 28, 2021
 - f. Contract Term Begins May 1, 2021
4. **Certain Limitations:** In accordance with § 2.2-4303.1 of the Code of Virginia, 1950, as amended, "Architectural and professional engineering term contracting; limitations," the sum of all projects performed in a one-year contract shall not exceed \$750,000. Competitive negotiation pursuant to

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this RFP may result in professional engineering contracts being awarded to more than one offeror. The Authority has established written procedures for distributing multiple contracts among the selected contractors during the contract term. These procedures prohibit requiring the selected contractors to compete for individual contracts based on price.

5. Contents of Proposals: Each firm that wishes to submit a proposal in response to this Request, must submit four (4) copies of its written proposal along with one digital copy. The proposals must contain a Standard Form (SF) - 330 plus other information sufficient to assist the Authority in its evaluation of the firm's abilities according to criteria listed below and such information as the firm may feel is relevant to fully demonstrate its capabilities.

Proposal should be prepared simply and economically, providing a straight forward, concise description of firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. The Authority reserves the right to reject any and/or all proposals submitted.

6. Evaluation of Proposals: Selection criteria will include but not be limited to the information contained in SF- 330. Generally, the selection committee will consider the engineering firm's overall suitability to provide the services for the Term Contract within the time, budget and operational constraints that may be present, and the comments and/or recommendations of the engineering firm's previous clients and references. Proposals shall be evaluated by the Authority using the following criteria:

Criteria	Weighting
a. Qualifications and experience of the individuals who will perform and supervise the work requested by the Authority.	15
b. The knowledge and familiarity with Bedford County, the Town of Bedford, and the existing and proposed water and sewer facilities in the Authority's service area.	10
c. The performance of the firm in situations and projects similar to those that may be anticipated by the Authority.	10
d. Corporate philosophy and approach employed in problem solving.	10
e. The technical capabilities of the firm, such as hydraulic modeling, and the ability of the firm to utilize Bedford County's and the Authority's GIS data.	10
f. The firm's responsiveness, accessibility, and location	10
g. Quality control	15
<i><u>Ability of the firm to provide the following services:</u></i>	
h. Feasibility studies, preliminary engineering reports, and cost estimates	10
i. Design and troubleshooting of treatment facilities	5
j. Hydraulic analysis, modeling, and GIS	5

7. Award of Contract: The Authority may engage in individual discussions and interviews with two or more engineering firms deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Firms shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proprietary information from competing firms will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the firm and the designation is justified as required by Section

2.2-4342D, Code of Virginia, as revised. At the conclusion of the informal interviews, on the basis of evaluation factors published in this Request for Proposal and all information developed in the selection process, the Authority shall rank, in the order of preference, the firms whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall be conducted with the firm ranked first to establish an acceptable Memorandum of Understanding, including marked up hourly rates considered fair and reasonable, and which compare favorably with the typical labor rates for the various engineering firm skill levels required for the work. The Authority reserves the right to award a contract to more than one firm as a result of this solicitation. A contract award will be made to the engineering firm provided the firm accepts/agrees that when the Authority has a project/need for engineering services, the engineering firms under contract may be asked to submit a proposal specific to that project. It is at the Authority's sole discretion as to which contractor will receive a specific project.

8. Term of Contract: The Authority will enter into a one year contract with one or more engineering firm(s) selected. At the discretion of the Authority, the contract may be renewed for up to four successive one year terms, thereby permitting a possible maximum contractual total term of five (5) years.
9. Mandatory Provisions: The proposal constitutes an offer by the firm which shall remain open and irrevocable for a period of 90 days from the deadline for submitting proposals stated in Section 3 above.
10. Questions pertaining to this Proposal: Any questions related to this proposal shall be directed to Whitney Quarles (w.quarles@brwa.com) before 4:00 pm on Wednesday, March 17, 2021.
11. Submittal: The proposals must be submitted to the Authority at the address on the letterhead by the date shown in section 3. Electronic submissions (including faxes) are not allowed. The proposals shall be directed to the attention of Whitney Quarles, PE – Engineering Manager.
12. Miscellaneous:
 - a. The Authority reserves the right to reject all proposals and to cancel this RFP if in its judgment it could obtain more competition by re-issuing it. The Authority may waive informalities in proposals.
 - b. The Authority will announce its award by April 28, 2021.
 - c. The Authority does not discriminate against faith based organizations.