



March 09, 2026

REQUEST FOR PROPOSAL

PROFESSIONAL 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.

MBE/WBE firms are encouraged to submit proposals. Firms must comply with the following: the President's Executive Order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Orders #12138 and 11625 regarding utilization of MBE/WBE firms; the President's Executive Order 13658 regarding minimum wages on federal funded construction contracts, the Civil Rights Act of 1964, the Davis-Bacon Act, and Section 436 of P.L. 113-76, American Iron and Steel. Firms must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin.

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 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:

1723 Falling Creek Road Bedford, Virginia 24523
Phone: 540-586-7679 Ext. 136 - Fax: 540-586-5805
Email: rblankenship@brwa.com - Website: www.brwa.com.

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- a. Deadline for proposals..... 4:00 pm – April 3, 2026
- b. Short list notificationApril 15, 2026
- c. Interviews of short-listed candidatesApril 30, 2026
- d. Negotiations with firms based on ranking May 1, 2026
- e. Award of contract May 22, 2026
- f. Contract Term Begins..... June 1, 2026

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 term shall not exceed \$10,000,000, and the fee for any single project shall not exceed \$2,500,000. Competitive negotiation pursuant to 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: 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. Proposals should provide a clear and concise description of firm’s capabilities how they 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. Should the Authority determine in writing and in its sole discretion that only one firm is fully qualified or that one firm is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that firm.

Negotiations shall be conducted with the firm ranked first to establish an acceptable Memorandum of Understanding, including hourly billing 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 firm will receive a specific project.

8. Project Assignments: The Authority will assign individual projects or tasks to the firm that it believes is best suited to a specific project task based on the following factors:
- a. Qualifications, knowledge and experience of the Consultant's staff and affiliated subconsultants as related to the particular project.
 - b. Performance on past or current projects.
 - c. Resources available compared to existing assigned workload.
 - d. Effectiveness and reasonableness of project approach.
 - e. Demonstrated ability to successfully execute the assigned task, including references for projects with similar scope and magnitude.
 - f. Innovative and cost-effective solutions.
 - g. Responsiveness to Task Order proposal requests.

The Authority will strive to distribute project assignments to all firms awarded contracts. However, It is at the Authority's sole discretion as to which contractor will receive a specific project.

9. Term of Contract: The awarded contract(s) will be limited to a term of one year or the date when the cumulative total project fees reach the maximum limitations stated in Section 4 of this Request for Proposals, whichever occurs first. The Authority may enter into a contract with one or more engineering firm(s) selected, pursuant to the Authority's procedures for distributing projects among the selected engineering firms during the term of the awarded contract. At the discretion of the Authority, the contract(s) may be renewed for up to three successive one-year terms, thereby permitting a possible total maximum contractual term of four (4) years.

10. Mandatory Provisions: A proposal submitted by a firm pursuant to this Request for Proposals shall constitute an offer by the submitting firm which shall remain open and irrevocable for a period of 90 days from the deadline for submitting proposals stated in Section 3 above.
11. Statement of Non-Discrimination: The Authority does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. The Authority does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1.
12. Questions pertaining to this Proposal: Any questions related to this proposal shall be directed to Roger Blankenship (rblankenship@brwa.com) before 4:00 pm on Wednesday, March 25, 2026.
13. Submittal: Proposals may be submitted digitally through eVA Virginia's Marketplace at <https://eva.virginia.gov>, or be sent digitally in PDF format via email to rblankenship@brwa.com. Proposals submitted by email should include "PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES TERM CONTRACT 2026" in the subject header. Please note there is a size limit on the email box. Digital submittals must provide a link to any document over 10MB in size in the email message.

Hard copies of proposal may be submitted by mail or delivered in person to the Authority at its offices located at 1723 Falling Creek Rd, Bedford, VA 24523. All submittals must be received by the submittal date stated in section 3 of this Request for Proposals. Hard copies of proposals must be clearly labeled and directed to the attention of Roger Blankenship, PE – Director of Engineering.

14. Miscellaneous:
 - a. The Authority reserves the right to reject all proposals and to cancel this RFP in its sole discretion. The Authority may waive informalities in proposals.
 - b. The Authority may require an irrevocable letter of credit, or bid, payment, or performance bonds for contract(s) awarded pursuant to this Request for Proposals.