

## **ENGINEERING RETAINER RFP**

### **SOLICITATION OF QUALIFICATIONS FROM PROFESSIONAL ENGINEERING FIRMS FOR WATER AND WASTEWATER SYSTEMS**

The Rappahannock County Water & Sewer Authority (RCW&SA) is soliciting qualification statements and proposals from qualified engineering firms for general services including, preliminary engineering studies, preparing and submitting funding applications to local, state and federal agencies, preparing and submitting permit applications, environmental compliance cost assessment, budget preparation, and drafting and evaluating bids for engineering services for subsequent phases of work, when necessary.

The Authority intends to retain the services of a qualified firm for preliminary services. The Authority shall consider the qualifications of each respondent firm and shall negotiate fair and reasonable rates for services. The RCW&SA reserves the right not to retain any firm for any services in its sole discretion.

The term of each contract shall be one year, renewable for up to four successive one year terms, at the discretion of the Authority. The fee schedules shall be negotiable upon the conclusion of each one year term. No firm shall perform more than \$100,000.00 worth of work per project or more than \$500,000.00 worth of work per contract term, pursuant to Section 2.2-4303.1 of the Code of Virginia.

Should the preliminary engineering report (PER) for any individual project estimate engineering costs for subsequent phases to be less than \$100,000.00 total, including the PER, the Authority may contract for subsequent phases of work with the firm preparing the PER.

MBE/WBE/SBE firms are encouraged to submit qualifications. Applicants must comply with the following: The President's executive Order Number 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Orders Number 12138 and 11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964. Bidders 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.

The required engineering and surveying services may include: Preliminary engineering studies, funding applications, permits, preparation of engineering design and construction documents, easement preparation, agency approvals, bid advertisement, document preparation, provision of sets of GIS "as built" reproducible including CADD and/or digital copies, attendance at public and staff meetings when necessary, and performance of other engineering and surveying services as required.

Qualified, licensed firms shall submit a Statement of Qualifications organized in the following order:

1. Transmittal Letter
2. Table of Contents
3. Response to Statement of Qualifications
4. Present work load
5. Team organization chart

### ***Statements of Qualifications***

The criteria for selection are as follows:

#### **Relative Experience in chosen discipline including, but not limited to:**

General engineering services (including general consulting and assistance with the procurement of funding for municipal public works projects); water treatment, storage and distribution; wastewater collection (including experience with inflow and infiltration related issues); storm drainage; construction administration; inspection. Any lists of similar projects that may be provided shall include the name, position and phone number of a reference for contact by the Authority.

#### **Understanding of the Services**

The basic tenet or philosophy of the firm with respect to the provision of general engineering services, including, but not limited to, a demonstrated ability to bring a project in on time and on budget; any methodology proposed for performing the services; demonstration of knowledge concerning the needs of the Authority; and a summary of reasons that the firm is best suited to provide the services.

**Familiarity with the Rappahannock County Water & Sewer Authority;** including past project experience; knowledge of its current project needs and staff; experience and working relationship with, but not limited to, DHCD, USDA, VDH, DEQ, DCR and VDOT.

#### ***Evaluation Criteria***

The evaluation criteria and ratings are as follows:

- At least 10 years experience in chosen discipline – 25 points
- Knowledge of the RCW&SA area or similar system – 25 points
- Ability to keep a project within budget – 20 points
- Use of economy engineering practices – 20 points
- Time for response in the event of an emergency – 10 points

Interviews may be scheduled with the firms determined to be qualified.

1 electronic (PDF format) or 5 bound copies of the firm's qualifications shall be submitted by 5:00 P.M., August 7th, 2017, in order to be considered.

Submissions must be addressed to:

[RCWSA1@gmail.com](mailto:RCWSA1@gmail.com)

and

[Alexsharp57@aol.com](mailto:Alexsharp57@aol.com)

Mailing Address

Rappahannock County Water and Sewer Authority

PO Box 253

Sperryville VA 22740-0253

**For Fedex / UPS/Hand Delivery**

Physical Address:

Attn Rappahannock County Water and Sewer Authority

Attn Lauren May

County Administrator's Office

290 Gay Street

Washington, VA 22747

Questions may be addressed to Alexander Sharp, at (540) 219-4425 or

[Alexsharp57@aol.com](mailto:Alexsharp57@aol.com)