

REQUEST FOR PROPOSALS
Professional Engineering Services
Giles County Public Service Authority
JUNE 09, 2023

1. INTRODUCTION

The Giles County PSA (GCPSA) is seeking proposals from qualified professional engineering firms (Firm) to provide engineering services and assistance with Lead Service Line Inventory Mapping and other related services potentially including but not limited to planning studies, design, lead inventory mapping, permitting, construction administration, funding procurement assistance, etc. The five incorporated towns and the County are included in this project under this umbrella contract. Projects may utilize local, state, and/or federal funds and would be subject to such funding requirements if applicable. Proposals received from interested Firms will be evaluated for their professional qualifications, experience, and competence necessary for the completion of the requested services.

2. BACKGROUND INFORMATION

The GCPSA is located in Giles County, Virginia provides solid waste services and water treatment/distribution services to our residents. The water sources utilized include Well #1, Well #4, Orchard Well and an interconnection with Red Sulphur PSD. The Public Service Authority membership is made up of the five incorporated towns and the County. GCPSA treats the water and distributes it to our members (five towns and the County) who in turn provide the retail water service to their customers. Water treated by the Authority is consumed at present by approximately 5,600 structures. GCPSA also provides door to door refuse collection weekly, operates four convenience centers and provides roll-off services to our residents. We are a member of the New River Resource Authority near Dublin, Virginia where the waste is transported to and deposited.

3. SCOPE OF SERVICES

The GCPSA membership owns, maintains, and operates various assets and facilities for the distribution of water. Professional engineering services needed may include but not necessarily be limited to the following:

- Lead Service Line (LSL) Mapping
- Preparation of EPA and VDH Compliant LSL Documents
- Preparation of LSL Replacement Plan
- Assistance to Meet All LCRR Inventory Requirements
- Public Outreach Assistance
- Cost Estimating
- Design, Permitting, and Construction Phase Services
- Funding Procurement Assistance
- Monthly Written Progress Reports
- Progress meetings at 30%, 60% and 90% in person at the GCPSA office

4. PROPOSAL CONTENT AND FORMAT

Qualified Firms shall provide appropriate information in accordance with the content and format requirements of this Request for Proposal. The Firm's proposal shall be organized in the following order:

- a. Transmittal letter
- b. Table of Contents
- c. Understanding of Scope of Services
- d. Familiarity with GCPSA water systems
- e. Firm qualifications
- f. Proposed Firm staff and their qualifications
- g. Listing of proposed subconsultants
- h. Listing of similar projects with proposed Firm staff's experience
- i. Understanding of and relevant experience with funding programs
- j. Reference list (minimum of three governmental references)
- k. Ability of the Firm and its personnel to meet LCRR Inventory deadline of October 2024
- l. A listing of all tasks required to meet LCRR Inventory requirements. Also include beside those items designate the ones that your firm will perform and those that you expect the GCPSA to undertake if any.

5. SELECTION POLICIES

The GCPSA reserves the right to accept or reject any or all proposals received as a result of this request; or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the GCPSA to do so. This Request for Proposal does not commit the GCPSA to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

The GCPSA will select a consultant or Firm to provide the services requested using the Competitive Negotiation procedure for Professional Services as outlined in the Virginia Public Procurement Act.

A selection committee shall evaluate and rank each proposal based on the established selection criteria included within this Request for Proposal. Final ranking of the individual Firms shall be based on a majority decision. Negotiations shall begin with the highest-ranking Firm deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors stated in this Request for Proposal. In the event that negotiations with the highest-ranking firm cannot be concluded with agreeable terms, the GCPSA shall initiate negotiations with the next highest-ranking Firm until a satisfactory agreement is reached. The GCPSA shall select the offeror which, in its opinion, have the best qualifications and provides the best value, and shall award the contract to the offeror, as determined to be in the GCPSA's best interests.

The GCPSA prohibits discrimination and requires compliance with state and federal immigration laws as defined under the Code of Virginia Chapter 43 Virginia Public Procurement Act. The GCPSA is an equal opportunity employer and encourages participation of small businesses, minority owned businesses, women owned businesses and service-disabled veteran owned businesses in all procurement activities.

The GCPSA does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. MBE/WBE firms are encouraged to submit.

Any offeror who desires to protest the contract award shall submit such protest in writing to the GCPSA no later than ten days after the announcement of the award.

6. SELECTION COMMITTEE AND PROPOSAL EVALUATION CRITERIA

A selection committee will be formed to review the proposals. The selection committee evaluation and

selection process will be used to determine the most qualified Firm. The following criteria will be weighted differently and considered in evaluating the proposals:

- a. Ability of the Firm and its personnel to meet LCRR Inventory deadline of October 2024
- b. Familiarity with existing Giles County public water systems
- c. Firm qualifications and specific expertise
- d. Proposed Firm staff and their qualifications
- e. Listing of proposed subconsultants
- f. Listing of similar projects with proposed Firm staff's experience
- g. Understanding of and relevant experience with funding programs
- h. Reference list
- i. Prior experience with the Firm
- j. List of items the firm is willing to perform to meet LCRR Inventory requirements

7. SUBMISSION REQUIREMENTS

Submittals shall be prepared providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are not required or desired. Submit three copies of the Firm's proposal in a sealed envelope or package that is clearly marked as response to this Request for Proposal. Deliver proposal submittals no later than 2 p.m. on June 09, 2023. Responses received after this time will not be considered. Proposals by hand delivery, US Postal Service express mail, or private delivery service (FEDEX, UPS, etc.), should be sent to:

Mr. Kevin Belcher
Giles County Public Service Authority-Director
LCRR Engineering Proposal
315 North Main Street
Pearisburg, Virginia 24134

8. INQUIRIES

Clarifications of the terms and conditions of this proposal should be directed to Kevin Belcher at 540-921-2525 or kbelcher@gilescounty.org. All inquiries that affect the nature of the proposed contract or proposal contents shall be conveyed to all parties receiving this Request for Proposals. The GCPSA shall not be responsible for any information given by way of verbal communication. No pre-proposal conference is anticipated.