



PROPOSAL FOR GENERAL ENGINEERING AND ARCHITECTURAL SERVICES

The Town of Abingdon, Virginia is requesting proposals for General Engineering and Architectural Services for various work assignments, related to architecture, civil engineering, traffic and transportation, and wastewater treatment and sewage collection. **Proposals will be received until 2:00 pm on Friday, September 20, 2019 at the Town Hall.** Copies of the RFP may be obtained by contacting Tyler Vencill at:

Town Hall, Abingdon, Virginia

133 West Main Street

Abingdon, Virginia 24210

(276) 628-3167 or

tvencill@abingdon-va.gov

The proposal may also be downloaded from the Town's website: <https://abingdon-va.gov/>

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 11-35.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



TOWN OF ABINGDON, VIRGINIA

**REQUEST FOR PROPOSALS
FOR GENERAL ENGINEERING SERVICES
AND ARCHITECTURAL SERVICES**

The Town of Abingdon, Virginia is requesting proposals from qualified firms for general architectural, general civil engineering, traffic and transportation, and wastewater treatment and sewage collection system services.

1. Architectural – Primarily for renovation projects

Description of services that may be needed by the Town:

- Create base drawings of existing buildings;
- Identify repair and rehabilitation needs and requirements including, utilities, site, landscaping, handicap improvements, heating, electrical, air conditioning, and structural;
- Identify repair and rehabilitation needs and requirements for historic properties including period appropriate materials and construction methods;
- Prepare site plans;
- Recommend modifications to maximize the value and functional ability of buildings and sites;
- Building code analyses;
- Assistance with bidding and contractor selection;
- Coordination of construction activities;
- Design plans and specifications;
- Assistance with permits and grant applications;
- Cost estimates;
- Attendance at meetings;
- Construction administration and inspection; and
- Site plan review

2. General Civil Engineering services that the Town may need - Primarily for small miscellaneous projects.

- Preparation of studies, plans, specifications and contract documents for drainage, pedestrian facilities, site work, structural work, detention facilities, flow control measures, stabilization measures, handicap facilities, recreational facilities, wells, parking facilities, and other general engineering projects;
- Topographic and property surveys and right-of-way acquisition;
- Prepare site plans and plats;
- Geotechnical investigations;
- Stream studies;
- Assistance with permitting;
- Environmental studies;
- CEI Services and site plan review;
- Bridge and culvert inspections;
- Cost estimates; and
- Contract administration

3. Traffic and Transportation services that the Town may need – Primarily for small safety projects

- Preparation of studies, plans, specifications, and contract documents for streets, signal systems, sidewalks, and other pedestrian facilities, parking facilities, cross-walks, lighting and signage;
- Transportation route studies;
- Speed studies;
- Striping plans;
- Assistance with signal phasing and timing;
- Intersection capacity analyses;
- Accident studies and assessments;
- Traffic impact studies;
- Assistance with grant applications;
- Access management studies;
- CEI services;
- Topographic and boundary surveys;
- Assistance with right-of-way acquisitions;
- Construction administration; and
- Other traffic and transportation related projects and services

4. Wastewater Treatment and Sewage Collection System engineering services the Town may need – Primarily for Inflow and Infiltration Projects

- Preparation of studies, plans, specifications and contract documents for new sanitary sewer line projects, sanitary sewer line rehabilitation projects, pump stations, flow monitoring facilities, and wastewater treatment facilities;
- Analysis of flow monitoring and other data to determine the most cost effective and beneficial projects for the Town;
- Analysis of costs effectiveness of repair versus replacement for each collection system project;
- Assistance with flow monitoring, smoke testing and inspection in the collection system;
- Assistance with development of an ongoing program for inflow and infiltration reduction including staffing and equipment as well as project development;
- CEI services;
- Topographic and boundary surveys;
- Assistance with wastewater treatment studies and investigations;
- Assistance with intergovernmental contact negotiations; and
- Other wastewater treatment and sewage collection system work as needed

Proposal/Contents

All proposals should include the following for each of the four (4) general service areas for which the firm wishes to be considered (architectural, civil, transportation and traffic, wastewater treatment and sewage collection).

- Listing of recent projects with references;
- Resumes of key project personnel;
- Brief history of the firm and listing of firm offices; and
- Brief narrative of firm's experience and ability in performance of general service contracts

Selection Process

In accordance with Section 2.2-4302 of the Code of Virginia, and Chapter 2, Article V, Section 2-191 of the Abingdon Municipal Code, the Town will choose a firm through competitive negotiation. In order of preference, two or more offeror's whose professional qualification and proposed services are deemed most in line with the Town's needs. Negotiations shall then be conducted beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations with the offeror ranked second, and so on, shall be undertaken until a fair and reasonable price is agreed upon. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

The Town will utilize a selection committee to review all proposals. Members of that committee may check references as appropriate in evaluating qualifications of responding firms. The selection committee will make its recommendation to the Town Council for final approval.

Evaluation of Proposals

All proposals will be reviewed, evaluated and rated by the percentages listed in parenthesis. Significant rating factors will be:

- Ability of the firm to quickly respond when selected for work; (20%)
- Qualifications of the project manager and key personnel; (20%)
- Firm's capacity to perform the work; (20%)
- Experience on other similar work; and (20%)
- Location of offices in relation to Abingdon, Virginia (20%)

Firms may be selected for more than one of the four categories of general services. It is expected that several firms will be selected.

Submission Requirements:

Four hard copies and one electronic copy **must be received by the Town by 2:00 pm on Friday, September 20, 2019**. Proposals will be received at the Town Hall, 133 West Main Street, Abingdon, Virginia 24210 (physical) or P O Box 789, Abingdon, Virginia 24212-0789 (mailing) ATTENTION: TYLER VENCILL.

All proposals must be labeled on the outside envelope:

“PROPOSAL FOR GENERAL ENGINEERING SERVICES – TOWN OF ABINGDON, VA”

Proposals received after the stated deadline will not be accepted. After the proposals are reviewed, the Town may meet with the firm or firms they deem best qualified for a more detailed discussion of the project(s). The Town reserves the right to reject any and all proposals for any reason.

Questions concerning the proposal can be directed to Tyler Vencill by using the contact information above, and shall be received no later than Monday, September 9, 2019. Any questions received after September 9 may not be answered in fairness to other proposers.

This Request for Proposal does not commit the Town to pay any costs incurred by the individuals or firms in the preparation and submission of the proposal. The Town of Abingdon reserves the right to reject any or all proposals at any time without penalty.