

Town of Abingdon Virginia

REQUEST FOR PROPOSAL

Virginia Creeper Trail – Professional Services



Proposal Release: January 23, 2022

Proposal Due Date: February 11, 2022

Postal Return Address:

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Public Works Project Manager
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Town of Abingdon
299 Kings Mountain Drive
Abingdon, Virginia 24210

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Virginia Creeper Trail – Professional Services

BACKGROUND

What is now known as the Virginia Creeper Trail, started as the Virginia-Carolina Railroad, and was constructed between the late 1800's and early 1900's. The railroad operated until 1977, when the rails were removed, and the rail right-of-way became a National Recreation Trail.

The Virginia Creeper Trail is a rail-to-recreation trail that extends from Abingdon to White Top, Virginia. The Town of Abingdon VA, the Town of Damascus VA and the US Forest Service, are the "Property Interest Holder", manage, own and/or maintain right-of-way along the 34.3 miles of the Virginia Creeper Trail. The first 12 miles of this trail is managed by the Town of Abingdon VA, the next 4 miles of this trail is managed by the Town of Damascus VA and the remaining 18 miles is managed by the US Forest Service. The grades and easy access make the Creeper Trail a destination for hikers, bicyclists and horse enthusiasts.

PROJECT DESCRIPTION

In accordance with the Virginia Public Procurement Act §2.2-4303, the Town of Abingdon is requesting proposals for Professional Services and Construction Administration along the Virginia Creeper Trail. This proposal is to select a qualified firm with expertise to study, evaluate, make recommendation, provide cost analysis and provide necessary designs and bid/construction documentation for repairs the Virginia Creeper Trail Trestles 1-15. This proposal for professional services should include detailed professional qualifications, performance examples, project understanding, approach, resources allocation, and other related supportive information in accordance with the selection criteria using GSA Form SF330.

The selected firm, once under contract, and the Town of Abingdon will work to develop task orders for various professional services to include but not limited to develop design plans for critical and immediate repairs, environmental and geotechnical documentation, structural analysis and design, project specifications and as-built drawings, bid documentation and construction administration with updated project costs. Once under the contract, service provided will be "On-call" throughout the duration of the rehabilitation project based on the funding allocations. Term limit for this agreement will be one (1) year from the Effective Date of the Agreement. The parties may extend or renew this Agreement for four additional one-year terms, with or without changes, by written instrument establishing a new term. Adjustment of professional services fees may be negotiated no earlier than 30 days of the expiration of the current one-year agreement.

The Town of Abingdon will make available all on-file drawings and report materials for the trail structures #1 - #15. A previous condition assessment study was conducted in 2001, Trestles 1 – 15, and 2019, Trestles 1 – 6, and that information is available to respondents to this RFP.

SCOPE OF WORK

Once selected, the firm shall perform detailed structural studies on trestles as identified. The selected firm shall have structural engineering expertise, labor and resources with experience in evaluating and reconstructing similar existing bridge structures and provide designs and documentation to provide bid ready documents for construction when requested by task orders. The Trail Owners will allow access to the sites with light motor-vehicles for inspections purposes.

Findings, per task order, shall be provided electronically and in a bound Preliminary Engineering Report that provides the following information as a minimum:

- Executive summary of the report content
- Structure description including unusual structural features with photographic representations
- Discussion of bridge deficiencies with priority ranking
- Written description of possible remediation techniques
- Consideration of maintenance and life-cycle conditions
- Rough-order-magnitude cost estimates and analysis
- Project Surveying
- Right of Way and Easement Documentation
- Environmental Documentation and Permits
- Geotechnical Investigations and Report
- Stream Mitigation Options and Permits
- Structural Analysis and Design to correct all Critical and Immediate Needs
- Develop Final Structure Plans
- Develop Final Specifications
- Civil Rights Administration and Oversight
- Construction Engineering and Inspections
- As-Built Drawings
- Construction Site Plans
- Bid Documentation
- Construction Administration
- Rough-order-magnitude cost estimate

FIRM SELECTION SCHEDULE

The Town of Abingdon would like to complete the selection process and have a contract with the selected firm in March 2022 with the first Task Order issued by mid-March 2022.

CONTRACT AWARD

The Town of Abingdon and the selected firm will use a professional service EJCDC contract with a not-to-exceed fee agreement based on the final negotiations. Award of contract by the Abingdon Town Council, if any, will be to the firm deemed best qualified by the Town, in accordance with the Selection Process and Evaluation Criteria, to perform the services outlined in this RFP.

MINIMUM REQUIREMENTS

The selected firm shall have expertise, labor and resources with experience in evaluating, designing and repairing similar existing bridge structures and reporting conditions and causes, cost estimates, design solutions and other pertinent information. The firm shall employ a licensed structural engineer to complete the design and specification sheets for the project.

SELECTION PROCESS

In accordance with Virginia Public Procurement Act, Chapter 43, Article 2, Section 2.2-4302.2 of the Code of Virginia, and Chapter 2, Article V, Section 2-176 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 qualification of responding firms. The selection committee will make its recommendation to the Town Council for final approval.

EVALUATION CRITERIA

The Town will utilize a selection committee to review all proposals for services including checking references as appropriate in evaluating qualifications of responding firms.

The following criteria will be used to evaluate proposals.

- Qualifications and experience of the firm relative to this type of work (0-20)
- Expertise of key personnel assigned (0-20)
- Effectiveness of performance in previous related work (0-15)
- Technical and staffing capabilities to carry out the work (0-10)
- Solid understanding of the project scope (0-10)
- Appropriate project approach/strategy to address the scope of the project (0-10)
- Work availability and time management to complete the assigned tasks (0-10)
- Intangibles (0-5)

PRE-PROPOSAL CONFERENCE

N/A

SUBMISSIONS AND DEADLINES

Fully responsive proposals will contain the following information in GSA Form SF330:

1. The qualifications and/or *brief* history of the firm and the key personnel who will be involved in the work, specifically the individuals that would be named as the Project Manager and Principal-in-Charge for the duration of the work.
2. An indication of your understanding of the work needed and expertise required.
3. Brief description of past experience in similar work.
4. The name, address, and phone number of three to five current contacts for whom you have performed similar services.
5. Your firm's ability to respond if you are selected for this work.
6. Why your firm wants to perform this service for Abingdon and why your firm would be best for this work.

You may also include other information, which you believe would assist the Town in determining the appropriateness of your firm for this work; however, the Town requests that proposals do not contain information not directly beneficial to this project.

For consideration, five (5) hard copies and one (1) PDF file of the **PROPOSALS must be received no later than 2:00 p.m., Friday, February 11, 2022**. The submittals are to be marked on the outside "BID PROPOSAL - Virginia Creeper Trail – Professional Services".

Mailed submissions must be received by the deadline and addressed to:

Kevin W. Worley
Public Works Project Manager
Town of Abingdon
P. O. Box 789
Abingdon, Virginia 24212-0789

Courier delivered must be received by the deadline and addressed to:

Kevin W. Worley
Public Works Project Manager
Town of Abingdon
299 Kings Mountain Drive
Abingdon, Virginia 24210

Questions concerning the proposal can be directed to Kevin Worley by using the contact information below, and shall be received no later than Friday, February 4, 2022. Any questions received after Friday, February 4, 2022 may not be answered in fairness to other bidders.

Phone (276)-492-2144

Email: kworley@abingdon-va.gov

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. The Town reserves the right to reject any and all proposals for any reason.

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.

The Town of Abingdon is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, age, limited English proficiency, low income or ADA disability status.