

Town of Smithfield, Virginia

Request for Proposals

Professional Engineering Consultant Services

The Town of Smithfield is requesting proposals from interested engineering firms to provide professional engineering services for multiple fiscal years. The town will award the engineering service contract on the basis of competitive negotiation with the most qualified firms consistent with the Virginia Public Procurement Act Section 2.2-4300.

This RFP is issued August 26, 2012. Proposals will be received **until 12:00 Noon on September 28, 2012. Interviews with select firms will be scheduled.**

Scope of Services

The required services and tasks may include, but not be limited to the following: continued implementation of the Regional Sanitary Sewer Consent Order to include capacity assessment/level of service determination assistance, locality/HRSD coordination and general special order by consent assistance, SSES field services, MOM program and rehabilitation plan assistance, surveying, professional engineering review of plans, plats and specifications submitted by land development applicants, preparation and/or review of traffic and utility impact studies, environmental site assessments, storm water management plans, water quality impact assessments, Chesapeake Bay Preservation Act & National Environmental Policy Act compliance, inspection of public improvements, comprehensive analysis of public water and sewer utility system facilities including fee and rate structures, preparing grant applications, analysis with GIS System, review and preparation of layers, GIS modeling, etc.

Contract Period

The initial contract period will be for three years, upon award of the Smithfield Town Council. The contract may be renewable for up to two additional years.

Time of Completion

Projects that will be assigned to the consultant will vary in complexity and length. The town and the consultant will mutually agree upon reasonable completion times for each project or phase thereof, based on the need for the town. An estimated cost of services and a schedule of completion of the work shall be furnished within seven days of the receipt of the assignment, and work shall proceed in accordance with the established schedule.

Method of Payment

The town will negotiate an hourly rate schedule with the consultant selected as being most qualified to serve Smithfield. Compensation may be on the basis of lump sum, cost plus fixed fee, per diem or established unit costs, as determined by the Town Manager and Town Treasurer, and as approved by the Town Council depending on the work to be performed. Work shall be performed within the amounts specified per project or department in the adopted budget. Invoices in excess of \$10,000 require approval of the Smithfield Town Council, which meets the first Tuesday of each month, prior to payment. All invoices must be received by the 15th of each month in order to be included in the upcoming month's Town Council agenda. Any invoices received after the 15th, will be held until the following month.

Tasks

The proposal submitted to the town must address typical tasks to be assigned immediately under this professional engineering services annual contract. The proposal should include a description of the firm's organizational structure, the names and addresses of all affiliated or subsidiary companies, the percentage of work that will be done in a Virginia office and percentage that will be done out of state for each firm involved, as well as an outline detailing response time for all levels of activity and hourly relationships between various classes of personnel to be utilized in the resolution and development of task completion.

The Town of Smithfield reserves the right to retain the professional services of the selected firm and alternate firm(s) for other specific project work as outlined in the overall scope of services desired.

Proposal Requirements

Five copies of the proposal shall be submitted not later than 12:00 Noon on September 28, 2012 to: William T. Hopkins, III, Director of Planning, Engineering and Public Works, Town of Smithfield, 310 Institute Street, Smithfield, Virginia 23430. Each proposal shall be no more than twenty type-written pages in length, excluding graphics and attachments. Focus should be given to the typical tasks and your unique firm qualifications related to performing this work. All questions regarding this RFP shall be directed in writing via email to William T. Hopkins, III at bhopkins@smithfieldva.gov.

Evaluation Criteria

The following is a list of items to be addressed briefly in the proposal that will be used as criteria by town staff and Town Council to objectively compare the proposals received as they relate to the specific task described above.

- Names and experience background of key personnel assigned to town contract;
- Management approach including organization and staff assignments;
- Experience of firm and staff to be assigned to town tasks;
- Availability of key staff given present work load;
- Work plan, response time and schedule;
- Additional firm qualifications and experience in providing this type of service to a municipality. Include client reference and contact person;
- Experience of the firm in providing similar services to the Town of Smithfield; and
- Potential conflicts of interest relating to work being performed for private sector clients within the Town of Smithfield.

Employment Non-Discrimination

During the performance of the contract, the consultant agrees it will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The consultant, in all solicitations or advertisements for employment will state that such consultant is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purposes of meeting the requirements of this section.