

# **REQUEST FOR PROPOSALS**

## **for**

# **STORMWATER ENGINEERING SERVICES**

Periodically, the TOWN OF DUMFRIES requires additional professional engineering services for stormwater management issues. This procurement is being conducted on behalf of the TOWN OF DUMFRIES located in the Commonwealth of Virginia. The resulting contract will retain professional services from a firm with extensive expertise in stormwater management design – see Specific Services Requested section below.

The duration of the contract for the current solicitation will be from December 1, 2014 to November 30, 2015. The length of the contract can be extended upon mutual agreement by both parties in writing.

The contact amount will vary based on the nature and extent of the services to be provided, and the scope of any specific project needs.

All work is to be performed in accordance with the latest version of the Virginia Department of Environmental Quality regulations and in accordance with the latest version of the Virginia Stormwater Management Handbook.

Items of the work will be issued on a Task Order basis.

### **Specific Services Requested**

The specific services requested in the current solicitation include, but are not limited to the following:

#### **TASK ORDER NO. 1**

Ginn Memorial Park Stormwater Management BMP:

Develop a stormwater management BMP for the existing Ginn Memorial Park located on Graham Park Road in Dumfries. The Task includes:

1. a study of pre- and post-construction conditions, based on survey data provided by the Town.
2. geotechnical studies deemed necessary to the Task.
3. an analysis of BMP alternatives and reasons for choosing the recommended alternative.
4. design of the selected BMP.
5. construction plans and specifications, bidding documents and a construction cost estimate.
6. a cost proposal for providing any CEI services during construction.

## **TASK ORDER NO. 2**

### Prince William Estates Stormwater Management:

Develop a design for a stormwater conveyance in Prince William Estates to convey stormwater from upstream through the existing open ditch located between Curtis Drive and Lyda Lane. The Task includes:

1. analyze the drainage area upstream of the ditch to determine runoff quantities and velocities.
2. develop a stormwater conveyance to conduct the anticipated stormwater flows within the existing 20 feet right-of-way.
3. provide construction details, specifications and a cost estimate for construction of the new conveyance. It is anticipated that this work will be performed through an existing on-call contract, and will not require bidding documents.

## **TASK ORDER NO. 3**

### Tripoli Court Stormwater Management

Develop a design for a stormwater conveyance to receive runoff from the existing Grayson Village Motor Home Park and divert the flow around the perimeter of 3646 Tripoli Court to an existing unnamed stream. The Task includes:

1. analyze the drainage area contributing to runoff entering 3646 Tripoli Court.
2. design a device to redirect the runoff flow to the perimeter of 3646 Tripoli Court.
3. design a device to convey stormwater flow around the perimeter of 3646 Tripoli Court to the existing stream.
4. design necessary BMP to protect downstream properties.
5. provide detailed construction plans and specifications to construct the BMP and structure. It is anticipated that this work will be performed through an existing on-call contract, and will not require bidding documents.

## **TASK ORDER NO. 4**

### White Haven Drainage Improvement

Design a storm drain improvement for the White Haven subdivision. The existing storm drain entering White Haven enters White Haven Drive from an existing VDOT storm drain, then crosses private property through an existing storm drain to Willow Road. The existing storm drain is inadequate, and should be redesigned to be located within the Town's rights-of-way along White Haven Drive and Willow Road. The Task includes:

1. analyze the drainage area contributing to the White Haven Drive storm drain and determine flows.
2. design an alternative alignment within Town right-of-way to convey stormwater to the outlet at Quantico Creek.

3. prepare construction plans and specifications, bidding documents and a construction cost estimate.
4. a cost proposal for providing any CEI services during construction.

## **SUBMISSION OF PROPOSAL**

### **General Requirements**

All responses to the requested information should be answered thoroughly, but be as succinct as possible. The responses to information requested in the Specific Requirements section below should be fully contained within the body of the response. No firm may submit more than one proposal.

### **Specific Requirements**

The following information in the order listed below and all other information identified in the Request for Proposals (RFP) shall be submitted either electronically to the Dumfries Director of Public Works, Richard Paul West at [rwest@dumfriesva.gov](mailto:rwest@dumfriesva.gov) or via United States Postal Service, attention Dumfries Director of Public Works, Richard Paul West, 17755 Main Street, Dumfries, Virginia 22026. Failure to provide any of the listed items will result in elimination from consideration.

The submittal shall include the following items:

#### *Letter of Interest*

At a minimum, the letter of interest should include the following:

- a. The name and address of the Consulting Firm and the states in which incorporated.
- b. The name, address, telephone number, and e-mail address of the designated contact and principals authorized to conduct negotiations for the Consulting Firm.
- c. A brief description of the Consulting Firm's interest in performing the required services.
- d. Description of previous experience with the proposed services and products.
- e. The rate sought for the provision of contract staff services as specified in the RFP.

#### *Description of Qualifications and Experience*

Qualifications and experience must address the requirements of this RFP in accordance with the specific scope of services being requested. At a minimum, this section should include the following:

- a. Overview of Firm, including size of organization and types of services provided.
- b. Applicable individual and corporate Virginia licensing and/or certification information.

Proposals are due **on December 05, 2014, by 5:00 PM**. Please be informed that early or late proposals will not be accepted.

## **COMPETITIVE NEGOTIATION PROCESS (§2.2-4302.2 Code of Virginia)**

1. Issuance of a written Request for Proposal indicating in general terms that which is sought to be procured, specifying the factors that will be used in evaluating the proposal and containing or incorporating by reference the other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the contractor.
2. Public notice of the Request for Proposal at least 10 days prior to the date set for receipt of proposals by posting on the Department of General Services' central electronic procurement website or other appropriate websites. Additionally, public bodies shall publish in a newspaper of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities. In addition, proposals may be solicited directly from potential contractors.
3. For nonprofessional services selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.