



2529 Houghton Avenue
South Boston, Virginia 24592
Phone: 434-575-4240

March 18, 2022

REQUEST FOR PROPOSAL

**TERM CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
for
COMPREHENSIVE WATER AND WASTEWATER ENGINEERING AND RELATED SERVICES**

1. Invitation:

Sealed competitive negotiable proposals for term contracts for professional engineering services for comprehensive water and wastewater engineering and related services will be accepted at the Halifax County Service Authority (Authority) Office, 2529 Houghton Avenue, South Boston, Virginia 24592 until **2:00 PM local time, Monday, April 22, 2022**. Interested firms are required to download the full Request for Proposal from the Authority's website www.hcsa.us, under Planning/Development/Procurement, Requests for Proposals – Engineering Term Contracts. Any addenda, if needed, will be posted at this location on or before 5:00 p.m. on Friday, March 24, 2022.

2. General:

The Halifax County Service Authority (Authority) seeks proposals from qualified engineering consulting firms to provide professional engineering and related services on a term contract basis. These services will assist in implementing the Authority's continued annual investments in the region's utility infrastructure, and expected additional investments through the Infrastructure Investment and Jobs Act. The Authority intends to award multiple term contracts to multiple engineering consulting firms under this procurement based on the qualifications and expertise of each Offeror. The Authority will appreciate good judgment on behalf of each firm regarding whether or not the firm fully meets the stated qualifications.

Services to be provided under these contracts will support the Authority's execution of a variety of projects, including but not limited to, those projects identified in the Authority's annual CIP, master plan, jurisdictional cooperative projects, or other projects as identified by the Authority.

The Authority provides no guarantee of the amount of work to be assigned to selected firms under this term contract. The Authority may issue other solicitations for professional engineering services for specific projects during the term of the contract. Successful Offeror(s) that are awarded a contract under this solicitation are also encouraged to submit proposals on future solicitations.

3. Typical Scope of Services:

The scope of services consists of engineering consultation services facilitating the delivery of the Authority's Capital Improvement Program and support of ongoing operations. This includes water treatment, transmission, distribution, pumping, storage and associated infrastructure, as well as wastewater treatment, collection, conveyance, pumping, inflow and infiltration, and associated infrastructure. Projects may be new infrastructure, replacement of existing infrastructure, or the rehabilitation/improvement of existing infrastructure. The Authority envisions its consultants provide

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project approaches using innovative engineering solutions to minimize impacts to the community, the environment, and to facilitate cost-effective execution. The successful engineering consulting firm(s) will provide complete professional engineering services, including, but not limited to, all personnel, materials and equipment, for the selected project task(s). Professional engineering services may include conceptual design/studies/analyses, easement acquisition assistance, detailed design (i.e., preparation of bid-ready construction plans and project manual along with bidding assistance), permitting, and construction phase services, including but not limited to, the following:

- a. Project Planning, Preliminary Engineering, Conceptual Design/Studies/Analyses
- b. Detailed Design
- c. Construction Phase Services
- d. Asset Management and Planning
- e. CMOM Development and Implementation
- f. Sewer System Evaluation Studies
- g. Hydraulic Modeling
- h. Infrastructure Condition Assessments
- i. Flow Monitoring and Data Analysis
- j. Master Planning, Capital Improvement Plan Development
- k. On-call services for representing the Authority with jurisdictional projects (Locality, VDOT, etc.)
- l. Development Plan Review Services
- m. Erosion and Sediment Control Program Support
- n. Serving as Project Advisor for alternative project delivery methods
- o. Advising and consulting on complex infrastructure issues

4. Other Services:

Other professional, technical, and administrative services that are incidental to the completion of a project may be awarded as a part of a project task order. The sum of incidental services shall not comprise a majority of the total work required for completion of a project. These tasks may include but are not limited to subsurface utility engineering, environmental services, land use permitting, preparation of reports, presentations, funding requests, project representation at community meetings, etc.

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5. Task Orders

For each project requested by the Authority, the Engineer shall provide a written proposal detailing the scope of services, an associated completion schedule and proposed fee. Task Order proposals shall include a man-hour breakdown for the project assignment including major sub-tasks with associated fees. Projects will be awarded as individual Task Orders and may be awarded on either a lump sum or time and materials not-to-exceed basis, as requested by the Authority. Each Task Order shall be negotiated separately. If mutually acceptable terms are not achieved, the Authority reserves the right to obtain the necessary services from another source.

The Authority may, but is not obligated to, request competing project Task Order proposals from more than one contract professional services firm when deemed appropriate and advantageous to the Authority. In cases where competing proposals are requested, the factors listed below will be used in the selection of the firm best qualified and suited to the assignment. Firms will not be required to compete for individual Task Orders based on price.

The Authority will assign individual projects or tasks to the firm that it believes is best suited to a specific project task based on the following factors:

- a. Qualifications, knowledge and experience of the Consultant's staff and affiliated sub-consultants as related to the particular project.
- b. Performance on past or current projects.
- c. Resources available compared to existing assigned workload.
- d. Effectiveness and reasonableness of project approach.
- e. Demonstrated ability to successfully execute the assigned task, including references for projects with similar scope and magnitude.
- f. Innovative and cost-effective solutions.
- g. Responsiveness to Task Order proposal requests

The Authority will strive to distribute project assignments to all firms awarded contracts.

6. Contents of Proposals:

Proposals should be prepared simply and economically, providing a straight-forward, concise description of capabilities to satisfy the requirement of the RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotion materials are not required or desired.

All Offerors shall have prior experience with providing services for other public utility organizations that provide water and wastewater services.

Proposals should be as thorough and detailed as necessary so that the Authority may properly evaluate the Offeror's capabilities. All proposals are required to submit the following as a minimum for a complete proposal:

Section 1 – Background and Capabilities of Firm

Proposals shall include a listing of services Offeror wishes to be considered for Task Order assignments and highlight specific area of expertise and/or value-added services applicable to the services contemplated to be provided under this RFP.

Section 2 – Project Methodology and Approach

Provide a detailed description of how the Offeror will accomplish multiple concurrent Task Order assignments of the type sought by this RFP. Include discussion on Offeror/Authority roles and interactions you anticipate over the durations of a given Task Order. Provide a description of how

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your firm will undertake quality control/quality assurance of Authority project. Provide a description of how your firm will define, achieve, and maintain client satisfaction.

Section 3 – Qualifications

Provide information sufficient to demonstrate the qualifications of the Offeror, its key staff that are proposed to be assigned to this contract, and subcontractors. Describe experience performing projects of similar size and scope within the past five (5) years. Provide at least three (3) references that your firm and key staff has provided similar services to. The Authority reserves the right to contact any references provided. Reference information shall include:

Client Name
Project
Description/Summary
Project Start/End Date
Client Project Manager name, email, and phone number

Section 4 - Resource Plan

A brief description of the Offeror’s organizational structure and proposed approach for delivering an effective services arrangement to the Authority. Identify key personnel who are proposed to service the Authority, their area(s) of experience, and years of experience providing similar services to similar clients as compared to this RFP. Short form resumes may be provided in an appendix.

It is recognized that the Scope of Services is broad and may be beyond the capabilities of a specific Offeror. Identify any specific proposed sub-consultants and areas of expertise.

Additionally, each proposal shall present an overview of the proposing firm’s capacity to provide timely response to individual Task Orders, if awarded, based workload projections over the next six (6) months (minimum).

All prospective Offerors are required to review the complete Request for Proposal. Offerors must acknowledge review of the complete Request for Proposal, including addenda, if any, within the proposal.

One (1) physical hard copy original, two (2) physical hard copies, and one (1) electronic copy of the proposal in PDF format shall be submitted. All proposals shall be printed double-sided on 8-1/2” x 11” paper and bound. All proposals must be received in sealed envelopes or packages with the statement “Proposal Enclosed” along with the name of the firm and the proposal title typed or written in the lower left-hand corner.

Submitted proposals shall remain binding for ninety (90) days from the deadline for submitting proposals stated above.

7. Selection Process:

The selection of one or more firms will be made in accordance with the procedures outlined in the Code of Virginia § 2.2-4303.1, “Architectural and professional engineering term contracting; limitations.” The Authority reserves the right to accept or reject, in whole or in part, any and all proposals and to waive informalities. Selection criteria will include, but not be limited to, the following:

- a. The proposing firm’s project team credentials with respect to the scope of services (20 points)

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- b. The proposing firm’s understanding of the project scope and the associated professional engineering services required to complete Task Orders assigned under the contract (20 points)
- c. The proposing firm’s demonstrated experience using innovative engineering solutions to minimize impacts to the community, the environment, and to facilitate cost-effective execution (20 points)
- d. The proposing firm’s ability to dedicate the necessary personnel to complete the requested professional engineering services in a timely manner (20 points)
- e. Knowledge and familiarity with the Authority along the Authority's needs, customers and service area (20 points)
 - i. Detailed knowledge of the Halifax County Service Authority design and Construction Standards, latest edition, shall be a minimum requirement for consideration under this procurement
 - ii.

8. Schedule of Procurement

The Authority intends to carry out procurement of these professional services in line with the schedule below; however, this schedule is subject to change. Known Offerors may be contacted directly by the Authority regarding significant schedule changes. All Offerors are responsible for monitoring the Authority’s website for updated information.

Milestone	Responsible Party	Target Date
Issuance of RFP	Authority	03/18/2022
Submission of Questions	Potential Offeror	03/24/2022
Addenda Published	Authority	03/28/2021
Submission of Proposals	Offerors	04/22/2022
Shortlist Selection	Authority	05/06/2022
Interviews*	Offerors	05/16/2022 (week of)
Intent to Award	Authority	05/23/2022
Award Contract	Authority	05/25/2022

Interviews*: The Authority may, at its sole discretion, elect to conduct formal interviews or informal follow-up discussions with some or all short-listed offerors. Offerors will be notified at time of short-list selection whether an interview is requested.

9. Term of Contract:

The Authority may enter into an initial one (1) year term contract or multiple term contracts with the successful engineering consulting firms to perform the professional engineering design services described herein. Term contracts awarded during this procurement shall commence on the negotiated start date and shall continue for a maximum period of one (1) year with the potential for extending services for up to four (4) additional one-year terms. Individual Task Orders fees shall not exceed \$250,000 and the sum of all Task Orders assigned under any term contract in one (1) contract year shall not exceed \$1,000,000. Any unused amount(s) from a contract term will not be carried forward to any subsequent term. Term of Contract, of the Request for Proposal, the Authority may enter into a term contract or multiple term contracts with the successful engineering consulting firms. Attached is an unexecuted version of the Agreement that the successful firms will be required to execute with the Authority.

An Agreement, including a specified scope of services, deliverable schedule and reasonable fee structure, shall be negotiated for each Task Order awarded under the term contracts. Successful engineering firms will not be required to compete based solely on fees for each task order.

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Rates and fees negotiated as part of the individual task orders shall be fixed for a minimum of one (1) year. All terms and conditions of the Agreement(s) shall survive until the work is complete.

Successful firms will be required to provide a Certificate of Insurance for each Task Order awarded. Attached is Exhibit 1 – Insurance Requirements.

Successful firms will be required to provide a Negotiated Rate and Reimbursable Expense Schedule for each Task Order including major sub-tasks with associated fees. Attached is Exhibit 2 – Sample - Negotiated Rate and Reimbursable Expense Schedule.

Successful firms will be required to submit a written proposal detailing the scope of services, an associated completion schedule, and proposed fee for each Task Order. Once agreed upon, the Authority will prepare Exhibit 3 – Project Task Order Form, will attached the firm’s written proposal to Exhibit 3, and will submit to the firm for signatures. The Authority will then execute the document and provide a copy to the firm. Attached is Exhibit 3 – Sample Task Order Form. The Authority reserves the right to request proposals and contract with other engineering consulting firms for specific projects at any time.

10. Statement of Non-Discrimination:

The Authority does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. The Authority does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1.

The Halifax County Service Authority is committed to fostering the utilization of Disadvantaged Business Enterprises (DBEs) in all its procurement activities. MBE/WBE firms are encouraged to submit proposals. Proposers must comply with the following: the Presidents’ Executive Order # 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President’s Executive Orders # 12138 and 11625 regarding utilization of MBE/WBE/DBE firms; and the Civil Rights Act of 1964. Bidders must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin.

11. Questions Pertaining to this Proposal:

Questions pertaining to this proposal shall be submitted prior to 5:00 PM local time, Tuesday, March 24, 2022 and shall be directed to:

Mark S. Estes, Executive Director.
e-mail: mestes@hcsa.us

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SIGNATURE SHEET

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All prospective proposers are required to review the complete Request for Proposal. Proposers must acknowledge receipt of the complete Request for Proposal by signing this Signature Sheet (or a similar document containing the acknowledgement and firm information below) and submitting it with the proposal.

Firm: _____

Virginia State Corporation Commission Number: _____

Address: _____

Primary Contact: _____

Primary Contact E-mail Address: _____

Phone: _____

Fax: _____

Authorized Signature*: _____

Printed Name: _____

Title: _____

Date: _____

* Authorized signatory shall have legal authority to bind the firm in contract.