



Request for Proposals  
Contract - 2014-02 RFP - -277-14  
Virginia International Raceway Water System PER

1. The Halifax County Service Authority (the “Authority”) has been awarded a planning grant by the Virginia Department of Health (VDH) to prepare a Preliminary Engineering Report (PER) to evaluate the Virginia International Raceway Community Water System wells and elevated water storage tank due to high levels of fluoride, radium and petroleum by-products and to establish a plan of action. The purpose of this request is to solicit proposals from qualified engineering firms to prepare the plan and submit it for review by the VDH. Details of the proposal as outlined in the grant award are attached (Exhibit A) to this Request for Proposals and incorporated herein.
2. It is the intent of the Authority to enter into a single contract with one qualified and competent engineering firm, licensed to do business in the Commonwealth of Virginia firm to complete the project in accordance with the conditions of the grant. The selection of one will be made in accordance with the procedures outlined in §2.2-4301.3.a “Procurement of Professional Services” Code of Virginia 1950 as amended.
3. Each firm that wishes to submit a proposal in response to this Request must submit four (4) copies of its written proposal. The proposals must contain a Standard Form (SF) – 330 plus other information to assist the Authority in its evaluation of the firm’s abilities according to the criteria listed below and such information as the firm may feel is relevant to fully demonstrate its capabilities. The Authority reserves the right to reject any and/or all proposals submitted.
4. Selection criteria will include but not be limited to the information contained in SF – 330. Attention will be paid to the following items:
  - a. Qualifications, availability, accessibility and experience of the individuals who will perform and supervise the work requested by the Authority.
  - b. Knowledge and familiarity with the Halifax County Service Authority and the existing water lines
  - c. The performance of the firm in similar projects.
  - d. The approach employed to complete the project.



- e. The ability of the firm to provide the Authority with digital files throughout a project; this may include but not be limited to Adobe Acrobat Portable Document Format (PDF), AutoCAD (DWG), Microsoft Word (DOC), Excel (XLS), etc.
  - f. Errors and Omissions liability coverage in the amount of at least \$1,000,000
  - g. Bona fide effort to recruit and engage minority enterprises
5. The Proposals must be submitted to the Authority by 4:00 pm September 15, 2014 All copies of the proposals shall be submitted to the following address:
- Halifax County Service Authority  
Mark S. Estes – Executive Director  
2529 Houghton Avenue  
South Boston, Virginia 24592

Proposals submitted in the public procurement process are subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or proprietary information must be clearly identified to prevent disclosure, and the reason for confidentiality must be stated

6. The submissions will be reviewed and interviews scheduled after the deadline. It is the intent of the Authority to complete its negotiations with the firm selected so that the contract(s) will be awarded at the Authority's regular Board meeting on October 16, 2014.
7. Upon receipt of the proposals, the Authority will evaluate all materials submitted by responding firms and rank the proposals in order according to the selection criteria set out in Section 4. above. The Authority will engage in discussions with two or more firms deemed the most qualified, responsible and suitable on the basis of the initial responses and with emphasis on professional competence to provide the required services. After completion of the interview process, the Authority will select, in order of preference, on the basis of the selection criteria set out in Section 4. above and all information gathered in the selection process, two or more firms whose professional qualifications and proposed services are deemed the most meritorious. At that time, the Authority will enter into negotiations with the first choice to determine if a contract satisfactory and advantageous to the Authority can be negotiated at a price deemed fair and reasonable; and if so to enter into such a contract; and if not, to negotiate with the second



choice and so on until a contract satisfactory and advantageous to the Authority can be negotiated at a price deemed fair and reasonable.

8. Questions relating to this request are to be directed to Mark S. Estes – Executive Director via email: [mestes@hcsa.us](mailto:mestes@hcsa.us) Phone 434-575-4240 ext. 23
9. Disadvantage Business Enterprises are encouraged to submit proposals. Applicants must comply with the following:
  - a. The Presidents Executive order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin;
  - b. The presidents Executive Orders # 12138 & 11625 regarding utilization of MBE & WBE firms;
  - c. The civil rights act of 1964.
  - d. 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.

It is the policy of the Halifax County Service Authority to facilitate the establishment, preservation and strengthening of small businesses and business owned by women and minorities and to encourage their participation in the Authority's procurement activities. Toward that end, the Authority encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts and other contractual opportunities. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprises ([www.dmb.state.va.us](http://www.dmb.state.va.us)). Firms are asked, as part of their submission, to describe any planned use of such businesses.

10. The Halifax County Service Authority is an Equal Opportunity Employer. It does not discriminate against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran or any other basis prohibited by state law relating to discrimination in employment.

**Purpose:**

The Virginia International Raceway (VIR) water system is a community waterworks system located in southwestern Halifax County. The system has 42 total connections with consisting of 14 full year residential single family units. The system consists of five groundwater wells and a 250,000 gallon elevated steel storage tank. Only one of the five wells (No. 4) is currently operational due to high levels of fluoride, radium and petroleum-by products. Contaminants are becoming more concentrated as sampling continues. Periods of increased demand cannot be met with the single remaining well. Blending of Wells 3 & 5 was introduced until contaminate levels increased to where blending was no longer effective in producing levels under the PMCL. Blending of wells 3 or 5 with well No. 4 is not possible due to the physical location of the wells and distance from the elevated storage tank. The purpose of this PER is to provide the Halifax County Service Authority with viable alternatives to restore the water quality and capacity of the system with a logical plan of sustainability and revenue funding.

**Background:**

The VIR system is approximately 10 years old and began as a non-transient community waterworks consisting of five Class IIB wells and a 250,000-gallon elevated water storage tank. Initial system design capacity is 174,000 gallons per day. The distribution system consists of approximately 22,700 linear feet of 2, 4, 6, 8 and 10-inch waterlines and appurtenances. The wells average in depth of 300 feet and average yield is thirty-one (31) gallons per minute.

Annual compliance sampling for Radionuclides for the VIR well system has revealed an elevated level of radium as sampled at the entry points of wells 3 & 5 to the water distribution system. Wells 3 & 5 were initially blended as they shared a common header to the water system piping. Sample analysis from September, 2012 revealed a combined radium concentration of 6.5 pCi/L which exceeds the Primary Maximum Contaminant Level (PMCL) of 5 pCi/L. The uranium level is 3.7 pCi/L and is below the PMCL of 30 µg/L. Fluoride levels have also increased dramatically over the last several annual sampling cycles.

**Scope of Services:**

The PER will address available treatment options and systems and viable alternative source water options that may be considered by the Authority for continued sustainability and operation of the system with a logical plan on how to address and fund the recommended options through customer rates and/or available grant opportunities.



**EXHIBIT A**

**PROJECT DESCRIPTION, BUDGET & SCHEDULE**

Project: Virginia International Raceway Water System PER  
 Project Description:

The Virginia International Raceway (VIR) water system has five wells and a 250,000 gallon elevated storage tank. Only one (Well No. 4) of the five wells is currently operational due to high levels of fluoride, radium and petroleum-by products. Contaminants are becoming more concentrated as sampling continues. Periods of increased demand cannot be met with the single remaining well. Blending of Wells 3 & 5 was introduced until contaminate levels increased to where blending was no longer effective in producing levels under the PMCL. Blending of wells 3 or 5 with well No. 4 is not possible due to the physical location of the wells and distance from the elevated storage tank.

The following budget should reflect all grant eligible costs associated with the project.

| ACTIVITY   | ESTIMATED COST | START DATE | PROJECTED COMPLETION DATE |
|--|----------------|------------|---------------------------|
| Prepare, and submit PER to Danville Field Office (DFO) and Lexington Field Office (LFO). |                | 10/16/2014 | 12/10/2014                |
| Address DFO comments, formalize PER and submit to DFO and LFO.                           |                | 12/15/2014 | 12/26/2014                |
| Prepare Environmental Review and submit to LFO.  |                | 10/06/2014 | 12/11/2014                |
| Address Environmental Review Comments and resubmit to LFO                                |                | 1/26/2015  | 1/26/2015                 |
| <b>TOTAL COSTS</b>   |                |            |                           |