



TOWN OF TAZEWELL, VIRGINIA

REQUEST FOR PROPOSALS

ANNUAL TERM CONTRACT FOR PROFESSIONAL ARCHITECTURAL,
ENGINEERING AND RELATED SERVICES

ISSUE DATE: May 24, 2024
DUE DATE AND TIME: June 14, 2024, at 2:00 p.m. EST
RFP ID: ENGINEERING SERVICES 2024
CONTACT: Leeanne Regon
Interim Town Manager, Town of Tazewell
(276)988-2501
tazmanager@taztown.org
Mailing Address PO Box 608
Tazewell, VA 24651
Physical Address 211 Central Ave
Tazewell, VA 24651

I. Purpose and Scope of Services

The Town of Tazewell invites Statements of Qualifications from qualified firms for general professional architectural and engineering services required to support a variety of infrastructure and public works projects. The Town proposes to award an annual contract (with three renewal option years). Services are anticipated to include general consulting, preliminary engineering and architectural evaluations and reports, surveying, project design, bridge and road design, inspection, representation with regulatory agencies, construction administration, etc. Additionally, services may include assisting the Town with development of funding applications for federal/state/private funding including, but not limited to the Virginia Department of Housing and Community Development, Appalachian Regional Commission, USDA Rural Development, Economic Development Administration, Virginia Department of Environmental Quality, Virginia Department of Health, Virginia Department of Transportation, South East Rural Community Assistance Project, Virginia Tobacco Indemnification and Community Revitalization Commission, and others. For projects successful in obtaining funding, the Town reserves the right, if it so deems, to enter negotiations with the selected firm for design, inspection, and other related services for said projects as part of the services procured herein.

a) Competitive Negotiation

This procurement shall utilize competitive negotiation, pursuant to §§ 2.2-4302.2 and 2.24303.

b) Communications Prior to the Response Deadline

Any communications pertaining to the scope of work, the specifications, the preparation of submittal of a proposal, and all other communications referred to in this solicitation must be made in writing to the contact person listed below. Such communications shall be made no later than seven (7) business days prior to the date set for the receipt of proposals.

Leeanne Regon
Interim Town Manager, Town of Tazewell
tazmanager@taztown.org
Mailing Address
PO Box 608
Tazewell, VA 24651

II. Evaluation and Selection Criteria

Proposals will be considered based on the following criteria:

- a) Firm/Team's experience in architectural and engineering services. Expertise, experience, and qualifications of team in providing services in various scopes of work. (10 points)
- b) Personnel's experience in all types of services related to the architectural and engineering field. (10 points)
- c) Qualifications of Project Managers available to the firm. (10 points)
- d) Organizational capability. Ability to complete work in a timely manner, size of firm(s) relative to size of potential projects. (10 points)
- e) Knowledge and familiarity of funding regulations and agencies that provide funding to Virginia and the Town of Tazewell. (10 points)
- f) Overall interview. (10 points)

III. Proposal Format

There is no strict ordering of proposal content. Emphasis should be on completeness and clarity of content. Proposals must include a completed Form SF-330, along with a statement of qualifications that includes an organizational chart, resumes and responsibilities of team members, and a detailed listing of completed projects that are similar to the scope of this request.

IV. Submittal Instructions

Qualified, licensed firms shall submit Form SF-330, nine (9) bound copies of the firms' qualifications must be submitted by **2:00 p.m. Friday, June 14, 2024**, to be considered. Submissions must be addressed to:

Mailing Address: Leeanne Regon, Interim Town Manager
Town of Tazewell
ENGINEERING SERVICES 2024
P.O. Box 608
Tazewell, Virginia 24651

Physical Address: Leeanne Regon, Interim Town Manager
Town of Tazewell
211 Central Avenue

Except as otherwise provided, and in accordance with Virginia Code § 2.2-4342, all proceedings, records, contracts, and other public records relating to the Town's procurement transactions shall be open to the inspection of any citizen, or any interested person, firm, or corporation, in accordance with the Virginia Freedom of Information Act (Virginia Code § 2.23700 et seq.). Proposals shall not be available for inspection by Offerors until interviews, if scheduled, are completed. After award, all proposals become a matter of public record and are available for inspection by the public, except those portions of the proposals that were properly and timely identified as proprietary and/or copyrighted, and thus not subject to the Virginia Freedom of Information Act.

Unless otherwise specified, all formal proposals shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance. At the end of the ninety (90) calendar days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

V. Contract Award

a) Contract Negotiation

The Town intends to retain as many as two qualified A/E firms for retainer services. The Town shall consider the qualifications of each respondent firm and rank them accordingly. The Town shall negotiate fair and reasonable rates for services with the highest ranked firm. If the Town fails to reach an agreement with the highest ranked firm regarding rates, the Town shall conclude negotiations with the highest ranked firm and proceed to negotiate with the next highest ranked firm, until an agreement has been reached. The firm with whom the Town reaches an agreement and enters a contract shall be deemed the "Primary Firm." The highest ranked remaining firm shall be deemed the "Secondary Firm."

Work shall be assigned among the two ranked firms as follows:

Work for individual projects shall be assigned first to the Primary Firm.

Should the estimated cost of work be performed on an individual project be reasonably expected to cause the total cost of work performed by the Primary Firm during any one-year contract term to exceed \$10 million, the Town may negotiate with the Secondary Firm for a fair and reasonable rate to perform the work for that project. If the Town is unable to reach an agreement with the Secondary Firm, the Town may conclude negotiations with the Secondary Firm and re-advertise for services.

Should the Preliminary Engineering Report (PER) for any individual project estimate engineering costs for subsequent phases to be less than \$2.5 million total, including the PER, the Town may contract for subsequent phases of work with the firm

preparing the PER.

b) Term

The term of each contract shall be one year, renewable for up to three successive one-year terms, at the discretion of the Town. No firm shall perform more than \$2.5 million worth of work per project or more than \$10 million worth of work per contract term, pursuant to Section 2.2-4303.1 of the Code of Virginia.

c) Payment Terms

The fee schedules shall be negotiable upon the conclusion of each one-year term. No firm shall perform more than \$2.5 million worth of work per project or more than \$10 million worth of work per contract term, pursuant to Section 2.2-4303.1 of the Code of Virginia.

d) Additional Information

The Town of Tazewell reserves the right to accept or reject any or all proposals and to waive any formalities or technicalities it deems appropriate.

MBE/WBE/SBE firms are encouraged to submit qualifications. Applicants must comply with the following: The President’s Executive Order Number 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President’s Executive Orders Number 12138 and 11625 regarding utilization of MBE/WBE 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.

By signing this proposal, the Offeror certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits the employment of undocumented immigrants.

The Town of Tazewell is an Equal Opportunity Employer.

Authorized By: Tazewell Town Council

Offeror Signature _____ Date _____