



We work with the people who work the land.

Request for Proposal

For

Dam Break Inundation Study on Flood Control Dams

Issued by:

Headwaters Soil and Water Conservation District (HSWCD)

John Kaylor

RFP# DBIZ 6719

Issue Date: September 14, 2017

Proposal Submission Date: October 5, 2017 2:00pm EST

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Headwaters Soil and Water Conservation District
 John Kaylor
 70 Dick Huff Lane
 Verona, VA 24482

REQUEST FOR PROPOSAL (RFP) COVER PAGE

ISSUE DATE: September 14, 2017	REQUEST FOR PROPOSAL NUMBER: DBIZ6719	FOR: Dam Break Inundation Study
DATE/TIME LAST DAY FOR QUESTIONS: September 25, 2017 2:00pm	DATE/TIME PRE-PROPOSAL MEETING: N/A	DATE/TIME OF CLOSING: October 5, 2017 2:00pm
	PRE-PROPOSAL MEETING MANDATORY: No	

Headwaters Soil and Water Conservation District is an Equal Opportunity Employer and Provider

PROPOSER INFORMATION

Name of Proposer: _____ Telephone: _____

Address: _____

Contact Name: _____ Email: _____

By signing this response, Proposer(s) certify, acknowledges, understands, and agrees to be bound by the conditions set forth in this RFP.

 PROPOSER'S LEGALLY AUTHORIZED SIGNATURE

 DATE

 PRINT NAME

 TITLE

Please take a moment to let us know how you found out about this Request for Proposal (RFP):

*** This document must be completed and returned with proposal submission ***

1.0 INTRODUCTION AND GENERAL INFORMATION

HSWCD is requesting proposals regarding Dam Break Inundation Studies for flood control dams. HSWCD invites all interested parties to submit a written proposal to this Request for Proposal (RFP). The purpose of this RFP is to solicit proposals to establish a contract for inundation studies to be conducted on three (3) earthen dams located throughout Augusta County.

1.1 PROJECT OVERVIEW

HSWCD is looking to conduct dam break inundation studies on HSWCD owned South River dams Inventory #01509 (#6) Stoney Creek, Inventory #01522 (#7) Lake Wilda and Inventory #01514 (#19) Waynesboro Nursery during the summer of 2017. The project shall consist of the development of a dam break inundation engineering analysis, report and mapping for the dams stated. The successful proposer will coordinate work with HSWCD staff and landowners to access property, if needed. The date for final written and oral questions and/or clarification requests is September 25, 2017 2:00pm EST. All correspondence should be addressed to John Kaylor or Michael Jimenez. Final proposals are to be submitted via hand delivery or by mail to the issuing office by October 5, 2017 2:00pm EST. This RFP does not call for bonding requirements. However, the Proposer will need to maintain general liability policy with \$1,000,000 combined single limits as well as worker's compensation coverage of at least \$500,000. Proof of coverage will be required if the Proposer is selected to go to contract.

1.2 ISSUING OFFICE

This RFP is being issued by HSWCD from the issuing office listed below. The issuing office is the sole point of contact for this RFP. Please refer all inquiries to:

John Kaylor-Senior Conservation Specialist
Michael Jimenez-Dam Technician

Headwaters SWCD
70 Dick Huff Lane
Verona, VA 22482
Telephone: (540) 248-0148
E-mail: jkaylor@co.augusta.va.us
Mjimenez@co.augusta.va.us

Any RFP addenda/updates will be made available at HSWCD's web site <http://headwatersswcd.org>

1.3 PERTINENT DATES

Final questions prior to submission before: September 25, 2017 2:00pm EST
Submission Deadline: October 5, 2017 2:00pm EST

1.4 INFORMATION REQUESTED FROM PROPOSERS

Proposers may respond to the questions listed in Attachment B. Proposers are encouraged to recommend changes to the scope of work if it is determined, based on their experience, that there is a better approach. HSWCD is seeking best practices in this area and seeks feedback for improvement. Information provided on Attachment B will not influence selection for this RFP but may be considered for improvement to future RFPs.

1.5 CONFIDENTIALITY AND RFP OWNERSHIP

This RFP is both confidential and proprietary to HSWCD and HSWCD reserves the right to recall the RFP in its entirety or in part. Proposers agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of HSWCD.

Proposers shall not include or reference this RFP in any publicity without prior written approval from HSWCD, which, if granted, shall be granted by the issuing office. Proposers must accept all of the foregoing terms and conditions without exception. All proposals to the RFP will become the property of HSWCD and will not be returned.

1.6 DISCLOSURE OF PROPOSAL CONTENTS

Cost and price information provided in responses will be held in confidence and will not be revealed or discussed with competitors, except to the extent required by law. All other material submitted becomes the property of the HSWCD and may be returned only at the HSWCD's option. Responses submitted to the HSWCD may be reviewed and evaluated by any person other than competing Proposers at the discretion of the HSWCD. HSWCD has the right to use any or all ideas presented in any reply to the RFP. Where confidential or proprietary information is required, or should the vendor deem it necessary to submit such matter, they shall specify in writing, at the time the data or other material is submitted and specifically identify the data or materials to be protected, stating the reasons why protection is necessary. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.

2.0 DESCRIPTION OF THE ORGANIZATION

The Headwaters District is one of 47 Soil and Water Conservation Districts in the Commonwealth of Virginia. The Headwaters District serves the citizens of Augusta County, The City of Staunton and City of Waynesboro. The District is governed by an unpaid board of directors formed of local citizens who are either elected or appointed. The Headwaters Soil and Water Conservation District (HSWCD) serves as a clearing house for conservation information and administers a variety of conservation programs in coordination with a variety of local, state and federal partners.

2.1 HSWCD FACT SHEET

Between 1954 and 1980, 16 earthen dams were constructed for flood control across the HSWCD service area. The HSWCD owns and operates 11 flood control structures (dams) in Augusta County, the remaining

5 dams are owned and operated by their associated localities of the City of Waynesboro, City of Staunton, US Forest Service and the Department of Corrections.

3.0 SCOPE OF WORK

The Dam Break Inundation Study will consist of three earthen Dams. #6 Stoney Creek, #7 Lake Wilda and #19 Waynesboro Nursery. The successful Proposer must coordinate work with HSWCD staff and landowners to access property, if needed.

Proposers may submit a proposal for the RFP. Proposers shall complete the appropriate Proposal Price Breakdown table(s) and their Action Plan.

3.1 PROPOSAL PACKAGE

3.1.1. RFP for Dam Break Inundation Study on three (3) South River Dams (SR #6 Stoney Creek, SR #7 Lake Wilda, SR #19 Waynesboro Nursery) The following will be required for all three (3) dams listed above for successful completion of the project

1. The Dam Break Inundation Study shall conform with the Virginia Soil and Water Conservation Board Guidance Document on Dam Break Inundation Zone Modeling and Mapping Procedures (September 7, 2016)
2. Engineer shall perform a site visit to each Dam and all downstream road crossings within the estimated inundation limits. All existing structures at each Dam (principal and secondary spillways) and downstream road crossings shall be field verified (size / type). Digital Pictures of all Dams (including dam structures) and downstream road crossings (structures) will be required.
3. All modeling shall be performed utilizing GIS quality topographic information or better (more accurate). Topographic USGS maps shall not be permitted.
4. The engineer is required to utilize TR-55 methodology and Army Corps of Engineer's hydrologic / hydraulic programs (HMR 51/52, HEC-1, HEC-HMS and HEC-RAS). The engineer may utilize either Steady State or Unsteady State modeling.
5. The engineer must use standard and accepted methods to develop all input parameters, (e.g. breach parameters, curve numbers, lag time, etc.).
6. The engineer shall model the Probable Maximum Flood (PMF), PMF with breach (dam break), Spillway Design Flood (SDF), SDF with breach, and Sunny Day Breach events for each Dam.
7. The study limits for each Dam shall be determined where the PMF with and without breach water surface elevations converge within one foot.
8. Incremental Damage Assessment (IDA) or ACER-11 Analysis.
9. It is preferred that all mapping for each Dam be completed utilizing Esri ArcGIS software applications.
10. The inundation map must have the following additional information:
 - a. Probable Maximum Flood without dam failure (PMF)
 - b. The following text is required on all inundation maps also utilized for the Emergency Action Plan: "The information contained on this map is prepared for use in the notification of downstream property owners by emergency management personnel."
 - c. Since local officials are likely to use the maps for evacuation purposes, the following note should be attached to each map: "Mapping of flooded areas and flood wave travel times are approximate. Timing and extent of actual inundation may differ from the information presented on this map."

- d. Potential Damage Locations with required Information.
 - e. A list of downstream inundation zone property owners and occupants, including telephone numbers.
11. The engineer shall also create a Drainage Area (DA) Map showing all utilized drainage area's for the studies.
 12. Maps shall be produced at a standard scale and be of high enough quality and resolution to be easily legible, this will likely require a panel scheme so structures of significance can be viewed in conjunction with model results.
 13. The maps shall include all pertinent elements sufficient to interpret the results and the maps in general (e.g. labels on all significant structures, up-to-date aerial imagery, index for panel maps, legend, north arrow, scale, map projection, title, etc.).
 14. All maps (inundation and DA) shall be provided in 11x17 paper format and in PDF format. Four paper copies are required.
 15. The report and all accompanying maps shall be signed and sealed by a Professional Engineer currently licensed to practice in the State of Virginia.
 16. Electronic files containing both the hydrologic and hydraulic modeling shall be provided as well as GIS files of the inundation zone, drainage basin, cross-sections (as appropriate), impacted structures, and any other information required to run the models.
 - a. GIS files can be in ESRI File Geodatabase or ESRI Shapefile formats if vector, and shall have an appropriate and correctly defined spatial reference system assigned (horizontal & vertical). Area features shall be represented by properly closed polygons, this includes inundation zones and drainage basins.
 - b. All provided electronic files shall be complete enough to reproduce and rerun the modeling input parameters to produce the same model outputs.
 17. The engineer report shall include the following:
 - a. Discussion of the Dam in question, Dam owner, Dam location, and watershed specifics (stream names)
 - b. Discussion of the programs utilized to develop each DBIZ.
 - c. Detailed list of all input parameters, origins of each parameter, and how each parameter was developed.
 - d. The particular PMP utilized and what storm event was controlling for the Dam in question (6, 12, or 24 hour)
 - e. Stage-Storage-Discharge for the dam spillway
 - f. Detailed description of all downstream impacts and road crossings.
 - g. Detailed list and description of all assumptions utilized.
 - h. Hazard Classification Determination.

Proposer's Name: _____

Table 1: Proposer Price Breakdown Package –South River Dams (3)

Item #	Work or Materials	South River inventory #01509 #6 Stoney Creek	South River Inventory #01522 #7 Lake Wilda	South River Inventory #01514 #19 Waynesboro Nursery
Package 1				
1	Dam Break Inundation Study/Mapping			
2				
3				
Package #1 Total Project:				

* This document must be completed and returned with proposal submission *

3.2 Ownership of Documents

3.2.1. Electronic files including but not limited to geotechnical, hydrologic, hydraulic modeling, stability and integrity analysis and calculations shall be provided as well as any GIS or AutoCAD, HEC, and all other electronic files of any work and any other information required to run the models.

3.2.2. GIS files can be in ESRI File Geodatabase or ESRI Shapefile formats if vector, and shall have an appropriate and correctly defined spatial reference system assigned (horizontal & vertical). Area features shall be represented by properly closed polygons, this includes inundation zones and drainage basins.

a. AutoCAD Files shall be compatible with Civil 3D

b. All provided electronic files shall be complete enough to reproduce and rerun the modeling input parameters to produce the same model outputs.

3.3 SPECIAL TERMS AND CONDITIONS

3.3.1. Proposals Considered: All proposals submitted will be considered, however if Proposer's proposal price exceeds the funding available to HSWCD, Proposer's proposal may be rejected or negotiated. After the closing date, all proposals will be reviewed.

3.3.2. Subcontracting: Subcontracting is allowed in this RFP. In the event that the Proposer desires to subcontract part of the work specified herein, the Proposer shall furnish HSWCD with the names, addresses, contact persons, qualifications, references, and type of work to be performed and the experience of their proposed subcontractors for HSWCD approval. The Proposer shall, however remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the RFP.

3.3.3. Prime Proposer Responsibilities: The Proposer shall be responsible for completely supervising and directing the work under this Contract and all approved subcontractors that he may utilize. Subcontractors who perform work under this Contract shall be responsible to the Proposer. The Proposer agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees. The Proposer shall provide a copy of the Subcontractor's Certificate of Insurance with the appropriate insurance coverage to HSWCD prior to execution of the Contract. Subcontractors are subject to the same insurance requirements as the prime contractor.

3.3.3. Conduct in the Work Place: HSWCD has a standard of zero tolerance for all acts or threats of violence in the workplace or work location. HSWCD will not tolerate any behavior by any person, which poses a threat to the safety and security of any HSWCD employee. Unauthorized possession or use of firearms, or other dangerous weapons is prohibited. Drivers shall not operate under the influence of any controlled substance

3.3.4. Work Completion Date: All work must be completed by **April 16, 2018**. If work is not completed by this deadline, 1% of the contract amount will be deducted for each day past the **April 16, 2018** deadline. This will be determined on a case by case basis and HSWCD retains the sole right to determine waiver of this deduction. HSWCD will take into account weather conditions and unexpected events and situations.

3.3.5. Indemnification: Proposer agrees to indemnify, defend and hold harmless HSWCD, its officers, agents, volunteers, and employees from any claims, damages and actions of any kind or nature The contractor accepts responsibility for any accidents associated with their work and furthermore will not hold HSWCD responsible for any accidents and/or injuries.

3.4 INVOICING AND PAYMENT PROCEDURES

3.4.1. All invoices, itemized per dam, per line item activity, shall be submitted to the HSWCD for review and approval.

3.4.2. Payment will be made upon inspection and approval, by HSWCD of the completed project components. The Proposer, at their own expense, will be required to address all deficiencies found by HSWCD staff regarding the contract scope of work. The Proposer may wish to invite HSWCD staff to inspect the work prior to completion. The Proposer may receive a 1099-Misc for payments made for work completed.

3.5 DIRECTIONS TO DAMS

Directions are from HSWCD office. Proposers should familiarize themselves with the location of each dam and how to best travel from one dam to the next. Also note which dams are located on private property, behind locked gates, or on Forest Service Land. See Attachment D

5.0 PROPOSAL SUBMITTAL REQUIREMENTS

5.1 FORMAT

Proposer shall submit one hard copy of their proposal on 8-1/2" X 11", single-sided, and bound on the left side. HSWCD will not return proposals nor will it compensate the Proposer for any expenses associate with proposer's participation in this process. Elaborate artwork, visual and other presentation aids are not required.

5.2 CONTENT

The proposal shall provide information necessary for the HSWCD to evaluate the qualifications, experience, and expertise of the Proposer to provide services. The Proposer is to make a written proposal which presents an understanding of the work to be performed. The Proposer shall ensure that all information required herein is submitted with the Proposal

The proposal shall include the following required documents listed below. Failure to submit all requested information may result in the proposal being unresponsive.

1. Cover Page: use page 3
2. Attachment E . Qualifications, Experience & Action Plan:
Provide a brief description highlighting qualifications and experience in association with the specified dam projects and/or similar services. Briefly outline your plan to complete the identified Scope of Work for the package(s). Specify if subcontractors will be used to complete the work and highlight their role.
3. Proposal Price Breakdown Table 1 and/or Table 2: use page 8
4. Attachment B. General Proposer Information and Recommendations Questionnaire: **Optional**
5. Attachment C. Insurance Requirements Form:
6. Required Addenda: if any

5.3 SUBMISSION INSTRUCTIONS

All proposals must be in a sealed envelope. Proposals shall be submitted no later than **October 5, 2017 2:00pm EST**. Any proposals received after this date and time will not be accepted.

HSWCD is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or inter-office mail system. It is the sole responsibility of the proposer to ensure that its proposal reaches HSWCD by the designated date and hour. Facsimile and email submittals are not acceptable.

Proposals shall be mailed or hand-delivered to and marked as follows:

Headwaters Soil and Water Conservation District
70 Dick Huff Lane
Verona, VA 24482
Sealed Proposal: Dam Break Inundation Study
#DBIZ6719
Attn: John Kaylor

Faxed or emailed responses will not be accepted.

Normal office hours of the HSWCD are Monday through Friday, 7:30am to 4:00pm, except State holidays.

HSWCD may issue addenda or clarifications prior to the due date and time for the RFP submission. It is the Proposer's sole responsibility to check the HSWCD's website <http://headwatersswcd.org> regularly for any addenda or clarifications.

6.0 GENERAL CONDITIONS

These General Conditions shall apply to all contracts awarded by HSWCD unless otherwise specified in writing. Proposers are expected to inform themselves fully as to the conditions, requirements and specifications before submitting proposals. Procurement by HSWCD is subject to the Virginia Public Procurement Act (VPPA) Title 2.2, Chapter 43 of the Code of Virginia.

ADDENDUM/ADDENDA: Addition(s) or supplement(s) to the solicitation to clarify, modify or support information will become part of the RFP/contract.

RESPONSIBLE PROPOSER: An individual, company, firm, corporation, partnership or other organization having the capability in all respects to perform fully the contract requirements, and also having the moral and business integrity and reliability which will assure good faith performance.

RESPONSIVE PROPOSER: An individual, company, firm, corporation, partnership or other organization having submitted a proposal which conforms to proposal submittal requirements of the RFP.

HSWCD, THE DISTRICT or OWNER: Headwaters Soil and Water Conservation District

SUBCONTRACTOR: A business entity that has a contract to supply labor or materials to the prime contractor to whom the contract was awarded or to any subcontractor in the performance of the work provided for in such contract.

SUCCESSFUL PROPOSER: Following the evaluation of proposals and successful negotiations, the Proposer who is awarded a contract to deliver all or part of the Scope of Work.

6.1 CONDITIONS OF BIDDING

BID/PROPOSAL ACCEPTANCE PERIOD: Unless otherwise specified, all bids/proposals submitted shall be binding and may not be withdrawn for sixty (60) days following the bid/proposal opening date and time, unless extended by mutual consent of all parties. If the bid/proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

CANCELLATION OF SOLICITATION: The RFP may be cancelled, but shall not be cancelled solely to avoid awarding a contract to a particular responsive and responsible Proposer.

CLARIFICATION OF TERMS: If any prospective Proposer has questions about the specifications or other solicitation documents, the prospective Proposer should contact the HSWCD in accordance with established deadlines. Any revisions to the solicitation will be made only by addendum issued by HSWCD.

DEBARMENT STATUS: By signing their bid/proposal, the Proposer certifies that they are not currently debarred from submitting bids/proposals on contracts from any agency, public entity/locality or authority of the Commonwealth of Virginia.

DISCRIMINATION PROHIBITED: In the solicitation or awarding of a contract HSWCD shall not discriminate against a Proposer 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.

ERRORS IN BIDS/PROPOSALS: When an error is made in extending total prices, the unit price will govern. Proposers are cautioned to recheck their bids/proposals for possible errors prior to submission.

ETHICS IN PUBLIC CONTRACTING: By submitting their bids/proposals, the Proposers certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Proposer, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction.

SAFETY AND OSHA STANDARDS: All parties performing services for HSWCD shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or property within and around the work site areas under this contract shall be remedied per the regulatory agency's guidelines.

7.0 INSURANCE REQUIREMENTS

This RFP does not require bonding. However, the Proposer will need to maintain a general liability policy with \$1,000,000 combined single limits as well as worker's compensation coverage of at least \$500,000. Workers' Compensation Coverage is required for employers of three or more employees, to include the employer. Proof of coverage will be required if the Proposer is selected to go to contract. All insurance coverages shall be written by companies licensed to do business in Virginia and shall be administered by a Virginia registered agent. Use Attachment C: Insurance Requirements Form.

8.0 ADDITIONAL QUESTIONS

Questions related to the RFP or requests for clarification may be directed to John Kaylor or Michael Jimenez, by email (Jkaylor@co.augusta.va.us, Mjimenez@co.augusta.va.us) all questions must be received no later than **September 25, 2017 2:00pm EST**. It is the responsibility of all Proposers to ensure that they have received all addenda and to include signed copies of any and all addenda with their proposal submission as required.

9.0 EVALUATION CRITERIA

Selection of the successful proposal will be based upon submission of proposals meeting the selection criteria. Proposal evaluations will be based on a weighted scale, using the following minimum selection criteria:

Pre-Criteria: Responsiveness: The proposal conforms to RFP submission requirements using the required forms as provided.

1) Qualifications, Experience and Action Plan:

- a) **Qualifications & Experience:** Specific information on the proposer's ability to deliver the required services and information on prior experience with specific dam maintenance projects and/or similar services. (30%)
- b) **Quality of Previous Work:** The Proposer may present previous work performed in the past. HSWCD may compare the materials to meet criteria (30%)
- c) **Clearly Defined Action Plan:** The Proposer identifies tasks to be completed, has a realistic timeline for completion of all components at each dam in the package, and clearly outlines the use of subcontractors (if applicable). Action plan demonstrates a clear understanding of the goals and desired quality of the project. (20%)

- 2) **Price:** Costs will not be the sole deciding factor in the selection process, but will be considered in the case of this RFP. Reasonableness of the price(s) in comparison to the value offered and relevancy of that value to HSWCD's requirements. (20%)

As part of the evaluation process, HSWCD may ask questions of a clarifying nature as required. The HSWCD may also request an oral presentation to explain the proposal and answer questions.

HSWCD reserves the right to refuse any and all proposals. HSWCD reserves the right to work with the Proposer to match work with funding and select individual project components for contract.

9.1 EVALUATION AND SELECTION PROCESS

The HSWCD will review proposals received and determine responsiveness and will evaluate responsive proposals received in accordance with the evaluation criteria specified for this RFP. The preliminary result may cause the HSWCD to shortlist those Proposers that best meet the criteria. Shortlisted Proposers may be invited to submit clarifications and/or make a presentation following specific HSWCD requirements.

The HSWCD may request best and final offers from all or the shortlisted Proposers. HSWCD reserves the right to negotiate options with the lowest responsive and responsible bidder if it deems it necessary. The HSWCD will select the Proposer that meets the goals of the RFP and the requirements to successfully perform the services at the best value. Best value is determined by balancing the price and the quality of the proposal based on the best interests of HSWCD.

10.0 CONTRACT TERMS

10.1 NEGOTIATIONS

10.1.1. HSWCD may invite a Proposer to enter into negotiations with the intention to contract. If negotiations are not successful, HSWCD may terminate negotiations and begin contract negotiations with the next ranked Proposer offering the best value.

10.1.2. HSWCD may initiate concurrent negotiations with more than one Proposer. In concurrent negotiations HSWCD will treat each Proposer fairly, and will advise each Proposer, that it wishes to negotiate with, that concurrent negotiations will be carried out and will hold separate negotiation meetings with each Proposer.

10.2 NOTIFICATION OF OUTCOME

At any point after conclusion of negotiations, but no later than 30 business days after the date the Contract is signed, HSWCD will inform all unsuccessful Proposers of the name of the successful Proposer, if any. HSWCD may make public the name of the Successful Proposer and any unsuccessful Proposers.

10.3 CHANGES TO THE CONTRACT:

By mutual agreement by all parties in writing, to modify the terms, conditions or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties.

10.4 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION (W-9 FORM)

The successful Proposer will be required to complete and submit an original copy of Request for Taxpayer Identification Number and Certification (W-9 Form) to HSWCD at the time of contract. The HSWCD will furnish the form to the successful Proposer(s).



ATTACHMENT E: Qualifications, Experience & Action Plan

If additional space is needed, use a separate page and attach.

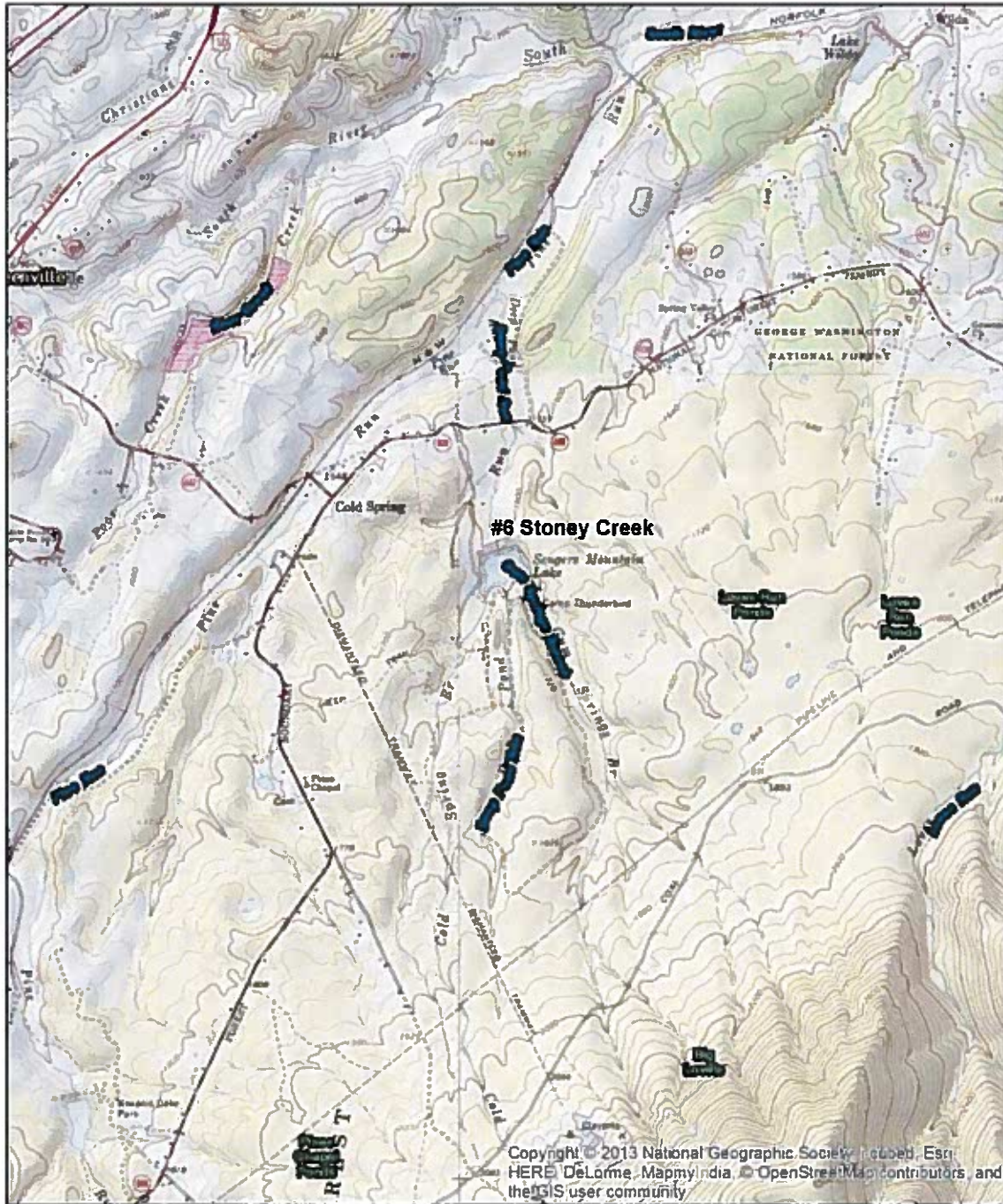
We work with the people who work the land.

Provide a brief description highlighting qualifications and experience in association with the specified dam projects and/or similar services.

Briefly outline your plan and associated timeline to complete services outlined in the Proposal Package(s) on page 6. Specify if subcontractors will be used to complete the work and highlight their role

Package #1: Dam Break Inundation Study on three (3) South River Dams (#6 Stoney Creek, #7 Lake Wilda and #19 Waynesboro Nursery)

Attachment A: #6 Stoney Creek (01509)



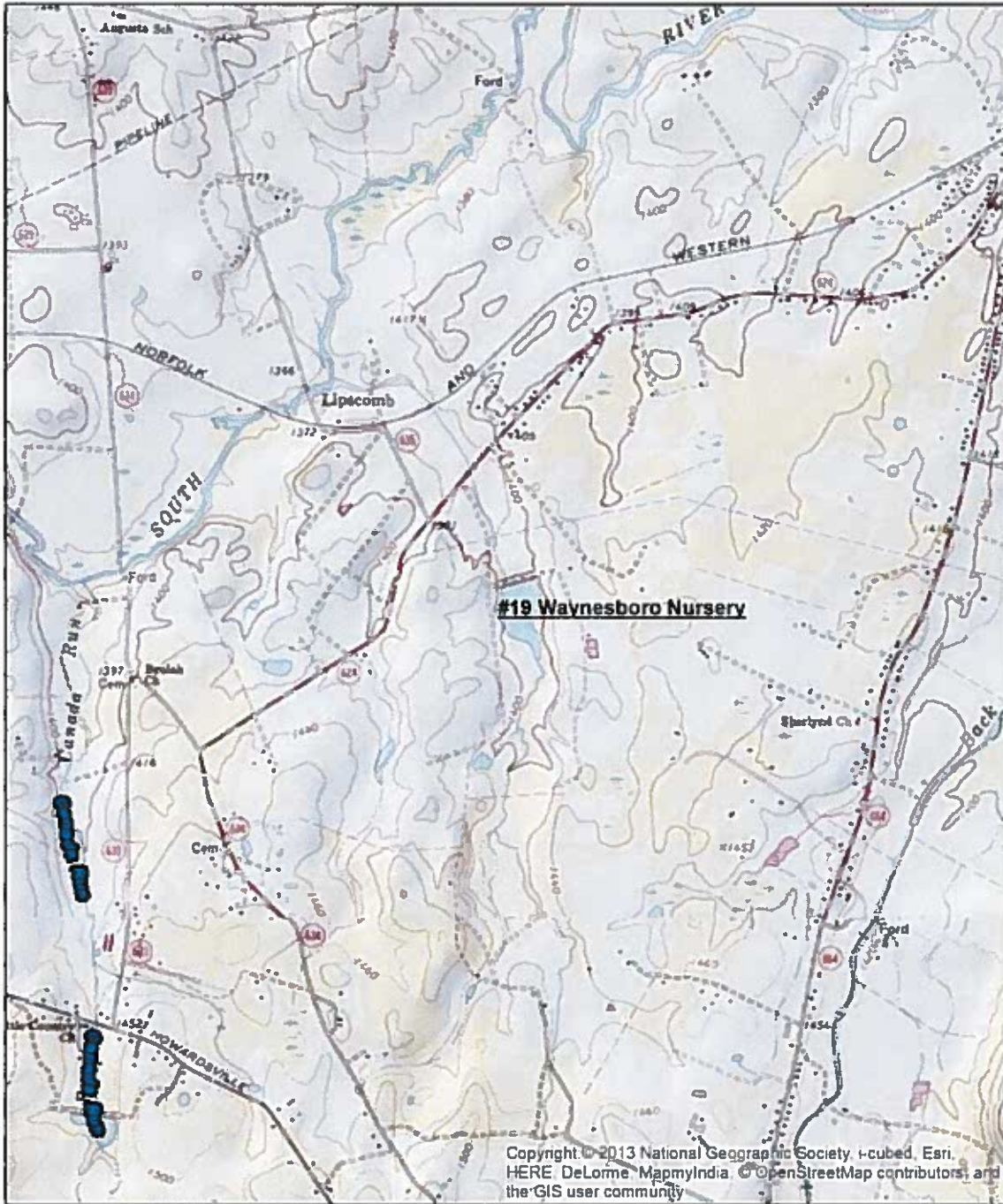
We work with the people who work the land.

Attachment A: #7 Wilda (01522)



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Attachment A: #19 Waynesboro Nursery (01514)



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**ATTACHMENT B: GENERAL PROPOSER INFORMATION AND RECOMMENDATIONS-
OPTIONAL**

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HSWCD requests that Proposers answer the following questions in their response to this RFP. Proposers are encouraged to recommend changes to the scope of work if it is determined, based on their experience, that there is a better approach. HSWCD is seeking best practices in this area and seeks feedback for improvement. **Information provided on this form will not influence selection for this RFP but may be considered for improvement to future RFPs.**

1. From your past experience, has HSWCD identified all the major elements which you have provided in past break inundation studies? If not, please provide information on other necessary components.

Note this form is only to gather information for future RFPs and will not be used in the evaluation process of this RFP.



ATTACHMENT C: INSURANCE REQUIREMENTS

We work with the people who work the land.

By signing and submitting a bid or proposal the proposer certifies that if awarded the contract, they will have the following insurance coverages no later than ten (10) business days after contract is awarded.

1. The Proposer will maintain a general liability policy with \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia.
2. The Proposer will maintain workers' compensation coverage in compliance with the laws of the Commonwealth of Virginia. Workers' Compensation Coverage is required for employers of three or more employees, to include the employer. The coverage must have statutory limits and be with an insurer licensed to conduct business in the Commonwealth of Virginia. The Proposer will also carry employers liability insurance with a limit of at least \$100,000 bodily injury by accident/\$500,000 bodily injury by disease policy limit/\$100,000 bodily injury by disease each employee.

With all policies listed above, the insurer or agent of the insurer must issue a certificate of insurance to show evidence of coverage.

PROPOSER STATEMENT

I understand the Insurance Requirements associated with this RFP and will comply in full if awarded this contract.

Name of Firm: _____

Signature: _____ Date: _____

Name: _____ Title: _____

(Print)

*** This document must be completed and returned with proposal submission ***



ATTACHMENT D: DIRECTIONS TO DAMS

We work with the people who work the land.

Directions to #6 Stoney Creek (01509)

- From interstate 81 take exit 213 A towards US-11 South
- Continue on Rt. 11 South for 1.6 miles and turn left on Greenville School Road for 1.7 miles
- Turn Left onto Cold Spring Road and continue for .5 miles
- Turn Right onto Lake Drive Road and continue for .25 miles
- The dam will be on left side of the road.





ATTACHMENT D: DIRECTIONS TO DAMS (CONTINUED)

We work with the people who work the land.

Directions to #7 Lake Wilda (01522)

- From interstate 81 take exit 213 A towards US-11 South
- Continue on Rt. 11 South for 1.5 and turn left onto Indian Ridge Road for 3 miles
- Turn Right onto Wilda Road for .07 miles and Turn right at the bridge
- The dam will be on the right side of the drive.





ATTACHMENT D: DIRECTIONS TO DAMS (CONTINUED)

We work with the people who work the land.

Directions to #19 Waynesboro Nursery (01514)

- From I-64 take exit 18 at the base of the mountain
- Turn south onto Mt. Torrey Road (Rt. 624)
- At Lyndhurst turn right, west onto Route 664 for just 200 feet and then turn left onto Lyndhurst Road (Rt. 624). Proceed south on Lyndhurst Rd. for approximately 2 miles
- Turn left at the first drive past Shields Salvage yard.
- Continue down blacktop road and the dam will be on the left side.

