

# REQUEST FOR PROPOSALS

Issue Date: **February 1, 2019**

**RFP#26-015001**

Title: **South River Dam #26 (Inv#015001)  
Mid-Level Gate Engineering Design**

Issuing District & Address: **Headwaters Soil and Water Conservation District  
70 Dick Huff Lane  
Verona, VA 24482**

Location of Work: **South River Dam #26**

Period Of Contract: Single project services

All inquiries for information should be directed to:

Name: **Michael Jimenez**  
Phone #: **540-248-0148**  
Email: **mjimenez@co.augusta.va.us**

**IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING DISTRICT SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:**

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

Sealed proposals for furnishing the services described herein will be received until 1:00 p.m. local time on February 22, 2019. **Proposals must reach the above address by the deadline stated.**

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Proposer:

_____	Date: _____
_____	By _____ (Signature in Ink)
_____	Typed Name: _____
_____ Zip: _____	Title: _____
FEIN/SSN # _____	Telephone No. ( ) _____

**PRE-PROPOSAL CONFERENCE:** *A pre-proposal conference will not be held.*

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***NOTE:*** Electronic copies of A/E Data Forms AE-1 through AE-6 (DGS-30-004) are available for download at the following website: <http://forms.dgs.virginia.gov/>

## **I. APPLICABILITY OF THE A/E MANUAL**

The A/E Manual as defined in the Commonwealth of Virginia Construction and Professional Services Manual, current edition, as amended, **shall not apply** to the contract.

## **II. PURPOSE**

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in Regulated Impounding Structure Design.

The A/E shall provide professional services for the project described in Part V of this RFP consistent with the Virginia Impounding Structure Regulations and United States Department of Agriculture Natural Resources Conservation Service (NRCS) standards for Flood Control Dams.

## **III. BACKGROUND**

Headwaters Soil and Water Conservation District is seeking the engineering services to design a Mid-Level Gate for installation at South River dam #26. This dam is a regulated impounding structure with the inventory number of 015001. The proposed mid-level gate will allow for a secondary dewatering method for maintenance purposes.

## **IV. INFORMATION AVAILABLE**

*As-Built Drawings for South River Dam #26 dated December 24, 2008. Located on our website: [www.headwatersswcd.org](http://www.headwatersswcd.org)*

## **V. SCOPE OF SERVICES:**

The selected A/E shall furnish all expertise, labor and resources for complete **design and permitting** for the design of a Mid-Level Gate in accordance with the requirements of Dam Safety and NRCS. The following generally highlights the services that the A/E will be required to perform: (Note: the installation will need to be performed under water. Please take that into consideration when making the design for the mid-level gate.)

- A. Develop a Preliminary Design submission consistent with the requirements of Dam Safety and NRCS. Respond to all review comments and resolve outstanding design issues prior to submission of documents to Dam Safety.
- B. Obtain an Alteration Permit from Dam Safety for the project.
- C. Provide complete construction drawings and specifications with professional seals and signatures.
- D. Provide specifications which reflect current requirements, standards and product availability.
- E. Prepare A/E cost estimate for the project.

**VI. PROPOSAL REQUIREMENTS:**

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include: the completed and signed RFP cover page 1; and the completed and signed Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6; One (1) manually signed original and [three (3) copies] of the proposal shall be submitted to the District. Each copy of the proposal shall be bound in a single volume where practical.
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.
- F. To reduce the effort and expense of responding to RFP's, provide uniformity in the type information requested, and enhance the review and evaluation process, the standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA (DGS-30-004), shall be used by A/E's responding to RFP's.
- G. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6 is available for download at the <http://forms.dgs.virginia.gov> website.

**VII. EVALUATION AND AWARD OF CONTRACTS:**

- A. Evaluation Criteria: Proposals shall be evaluated by the District using the following criteria:
  - 1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section V, Scope of Services.
  - 2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section V, Scope of Services.
  - 3. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
  - 4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.
  - 5. Expertise and past experience of the A/E in providing services on projects of similar

- size, scope and features as those required on this project.
6. Qualifications and experience of the A/E's project manager to be assigned to this project.
7. A/E's recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.
8. A/E's experience in providing services in conformance to Virginia Dam Safety Regulations and NRCS Standards.
9. Size of the firm relative to the size of the project(s).
10. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

Generally, the selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

- B. **AWARD OF CONTRACT:** After evaluation of the Proposals received in response to the RFP, the District shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated manhours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VII and the information provided and developed in the selection process to this point, the District shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the District can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the District determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

#### **VIII. FEES:**

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated manhours required for each level/discipline and the typical labor rates for the various skill levels required for the work.

#### **IX. ATTACHMENTS**

Attachment A: Architectural/Engineering Firm Data, Forms AE-1 through AE-6 (DGS-30-004)

Attachment B: As-Built Drawings for South River Dam #26 dated December 24, 2008.