

REQUEST FOR PROPOSAL
Town of Altavista, Virginia

INFRASTRUCTURE ASSESSMENT PRELIMINARY ENGINEERING REPORT
SCOPE OF SERVICES

Mosley Heights Community Revitalization Project

Issue Date: June 6, 2024

Title: Mosley Heights Community Revitalization Project

Commodity Code: Infrastructure Assessment PER Services

Issuing Agency & Address: Town of Altavista
510 7th Street, Altavista, VA 24517

Location of Work: Mosley Heights Area, Town of Altavista, Virginia

Period of Contract: **June 2024 – June 2025**

Contact Person: Jefrado Granger, Project Manager
Central Virginia Planning District Commission
828 Main Street, 12th Floor, Lynchburg, VA 24504
O (434) 845-5678, x. 7608; m (434) 818-7608
jefrado.granger@cvpdc.org

Proposal packages must be labeled: **Mosley Heights Project Infrastructure PER Assessment**

Proposals are due by 2:00 pm EST, on June 28, 2024, to Jefrado Granger, 828 Main Street 12th Floor, Lynchburg, VA 24504. Proposals will be date stamped and recorded as they are received. Proposals received after this date and time will not be considered and will be returned to the proposer unopened. All questions must be submitted **before 5:00 p.m. EST, Sunday, June 16, 2024.** Responses to all questions will be posted on **Tuesday, June 18, 2024**, to the CVPDC's website at <https://www.cvpdc.org/procurements>. Additionally, and if necessary, an addendum will be issued and posted to the same place. If an addendum is issued, the due date will be extended by three (3) business days to allow offerors time to revise their proposals.

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 current GSA Form 330 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 FIRM:

DATE: _____

By: _____

(signature in blue ink)

(print or type name)

Title: _____

FEI/FIN#: _____

Phone: _____

REQUEST FOR PROPOSALS INFRASTRUCTURE ASSESSMENT PRELIMINARY ENGINEERING REPORT

BACKGROUND

The Town of Altavista has received a CDBG Planning Grant from the Virginia Department of Housing and Community Development (VDHCD) to provide an assessment of housing and infrastructure needs within the Mosley Heights community. The goal is to create a redevelopment strategy that will eventually provide revitalization to the entire Mosley Heights community. The Town of Altavista will utilize the results of the assessment, along with other project evaluation elements, in order to develop a community improvement construction grant to VDHCD in the summer of 2025.

PURPOSE AND SCOPE OF SERVICES

The Town of Altavista desires to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of a Professional Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in assessing infrastructure matters related to roads, drainage, sidewalks, lighting and sanitary sewer. The selected firm(s) shall furnish all expertise, labor and resources for preliminary engineering and cost estimating services relating to this project. A contract for these planning services would be substantially complete by October 31st, 2024. The following generally highlights the services that the firm will be required to perform:

1. The Engineer will investigate the adequacy of the current roads, sidewalks, lighting, and drainage areas within the project area to service safe transportation movement, both vehicular and pedestrian and to adequately remove and transfer runoff within the project area. The Engineer will recommend necessary improvements that will eliminate current deficiencies and meet current VDOT standards.
2. GIS and mapping services as needed for this project.
3. The Engineer will include, within the PER recommendations, financial estimates that will include construction costs as well as long-term cost estimates for sidewalk, road, and drainage maintenance.

The Town of Altavista may, at its sole discretion, amend or extend its contract with the successful proposer to include building design and construction management services should the Town submit and be awarded a construction improvement grant from VDHCD. Any new agreement will include required activities as stipulated by VDHCD.

PROPOSAL REQUIREMENTS

1. Proposals shall be signed by an authorized representative of the firm. 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.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.

3. One (1) manually signed original and 2 printed copies of the proposal shall be submitted along with one electronic copy. The printed copy of the proposal shall be bound in a single volume where practical.
4. 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.

PROPOSAL CONTENTS

1. Proposals should outline the firm's qualifications to provide this service. Please provide three references and contact information for similar work and copies or web-based links to examples of similar work.
2. Brief company profile (including sub-consultants, if any) and an effective statement as to why the firm or team of firms is uniquely qualified to assist the Town of Altavista in the Mosley Heights Community Revitalization Planning Grant initiative.
3. Name of firm's key contact person, including telephone number, address, and email address.
4. List of similar projects, particularly community infrastructure projects, completed by the individual or firm within the last five years.
5. Name and qualifications of staff members who will be responsible for providing services on this project.

EVALUATION CRITERIA

Proposals shall be evaluated by the Town of Altavista and the Central Virginia Planning District Commission using the following criteria:

1. Expertise, experience, and qualifications of the firm for providing the services described in the Scope of Services.
2. Expertise, experience, and qualifications of any special consultants proposed for providing the services described in the Scope of Services.
3. Geographic location of the firm's office where work will be performed in relation to the project location.
4. Firm's 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 firm in providing services on projects of similar size, scope, and features as those required on this project.
6. Expertise and past experience of the firm in providing services on projects funded by federal and/or state grant programs, particularly Community Development Block Grant (CDBG).
7. Qualifications and experience of the firm project manager to be assigned to this project.
8. Size of the firm relative to the size of the project.
9. Financial Responsibility as evidenced by the firm's carrying of Professional Liability Insurance.
10. Local government experience of key personnel assigned to this project.

SELECTION PROCESS AND AWARD OF CONTRACT

The Town of Altavista will appoint a Selection Committee to review and evaluate all proposals submitted by firms or individuals responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined above and will consider the firm’s overall suitability to provide the required services by the October 31st, 2024, deadline. The Town of Altavista will also consider the firm’s ability to remain within the project’s construction timeline, budget, and operational constraints, with consideration of the comments and/or recommendations of the firm’s previous clients, as well as other references.

The Town of Altavista will ask the top ranked firms to engage in individual discussions and interviews as part of the evaluation process. Proprietary information from competing proposers (including any data on estimated man-hours 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.

Suggested Timeline

Milestone	Date
Issue Date of RFP	June 5, 2024
Deadline to Submit RFP Questions	June 19, 2024
Deadline to Submit RFP Proposals	June 27, 2024
Evaluation of Submitted RFPs	June 28, 2024-July 2, 2024
Interviews of Top Ranked Firms	July 8, 2024-July 10, 2024
Selection of Top Ranked Firm	July 12, 2024
Contract Negotiation/Signing w/Top Firm	July 15 – 26, 2024
PER Completion	October 31, 2024

At the conclusion of the evaluation process, the firms will be ranked in priority order. The contract may be offered to the top-ranked firm or individual or the Town of Altavista may negotiate a contract at a fee considered fair and reasonable with the top-ranked firm or individual. If a contract satisfactory to both parties cannot be negotiated, the Town of Altavista will then enter into negotiations with the next highest-ranking firm and so on until an agreement is reached at a fee considered fair and reasonable.

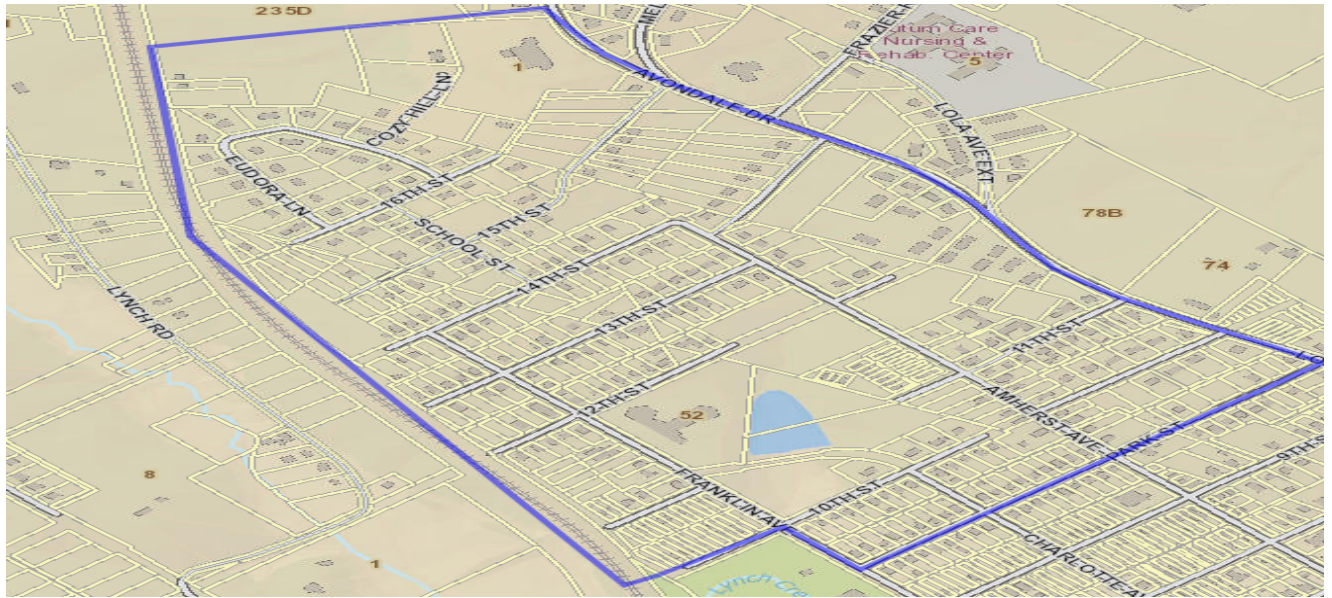
FEES

The fee for services shall be negotiated on a *lump sum basis* considering the Scope of Services required, the estimated man-hours required for each level/discipline, the typical labor rates for the various skill levels required for the work, and cost limitations (if any) set by DHCD and the CDBG program. Responses to this RFP are *not* to include a proposed fee for services.

INCURRING COSTS

The Town of Altavista is not liable for any cost incurred by contractors prior to the issuance of a contract.

PROJECT AREA



EQUAL OPPORTUNITY EMPLOYER

Minority- and/or female-owned businesses and Local (Section 3) County businesses are encouraged to apply. The Town of Altavista is an Equal Opportunity Employer. All responding businesses or individuals shall comply with Executive Order 11246.

ANTI-DISCRIMINATION

By submitting their proposal, the firm certifies to the Region 2000 that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

By signing this quotation, the bidder 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 employment of illegal aliens.

CONTINUATION TO SERVICE AGREEMENT

The Town of Altavista and the selected firm may agree to continue services rendered into an addendum to the initial agreement and implement the scope elements identified during the planning grant, at the option of both parties, if/when the Town is awarded a Construction Improvement Grant (CIG) related to this project.

SUBMITTAL SCHEDULE AND PROCEDURE

Respondents should submit two hard copies and one electronic copy at the below address by 2:00 p.m. on Friday, June 28th, 2024. All proposals will be date stamped and recorded upon arrival. Proposals received after the above noted submittal date and time will not be considered.

Jefrado Granger, Community Planner
Central Virginia Planning District Commission
828 Main Street, 12th Floor
Lynchburg, VA 24504