

**REQUEST FOR PROPOSAL
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES
WATER SYSTEM PLANNING AND DESIGN**

- I. General: The Town of Hillsville, Virginia (Town) seeks proposals from qualified engineering firms to provide professional engineering services for the Town's water system. The Town will select one firm to provide the services requested using the "Competitive Negotiation Procedure for Professional Services" as outlined in the State Procurement Act.
- II. Scope of Services: The Town seeks professional engineering services to prepare a Preliminary Engineering Report (PER) and Environmental Report, funded by Rural Development (RD), to coordinate leak detection, and explore future water line replacements, meter replacements, and meter reading and billing software options. The PER will provide recommendations for specific water system improvements that will improve overall operations and efficiency, and which will support the completion of a funding application for design, construction, and related activities. The proposed improvements and subsequent funding application will also be supported in an accompanying Environmental Report meeting RD requirements. The Town reserves the right to continue with the selected firm to provide design, bidding assistance, construction contract administration, and inspection services upon funding approval for the recommended improvements.
- III. Site Visits: Site visits are strongly discouraged in the interest of reducing costs prior to shortlisting or the interview stage.
- IV. Contents of Proposals: Each firm which wishes to submit a proposal in response to this Request for Proposals (RFP) must submit three (3) copies of an unmodified SF 330, bound with a cover, along with a transmittal letter of not more than two pages.
- V. Evaluation of Proposals: Selection criteria shall include the information contained in Standard Forms (SF) 330, references, similar projects, experience with the RD funding program, and familiarity with the Town's water system. The proposals will be ranked and negotiations will begin with the top-ranked Offeror in accordance with the State Procurement Act.
- VI. Rejection of Proposals: The Town reserves the right to reject any or all proposals received.
- VII. Labor and Civil Rights Provisions: Offerors shall comply with the following: President's Executive Order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Order #12138 and #11625 regarding utilization of MBE/WBE firms; the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990; and the Age Discrimination and Employment Act. Offerors 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.

Participation is encouraged from businesses certified as small businesses, women owned businesses, minority owned businesses, and disadvantaged owned businesses.
- VIII. Deadline: All proposals must be received by 4 pm on June 26, 2015. Proposals shall be mailed or delivered to Retta Jackson, Town Manager, P. O. Box 545, 410 North Main Street, Hillsville, VA, 24343.