

ARCHITECTURAL & ENGINEERING SERVICES REQUIRED

PROJECT: Annual Services Engineering Contract #39 for Various Public Utilities Projects (PUCN-23-0014).

DESCRIPTION OF SERVICES: The City of Virginia Beach is soliciting statements of interest and qualifications from consulting firms to provide professional engineering services including, but not limited to, the following: survey, plat preparation; environmental site assessments; vibration monitoring; subsurface test pits for soils and ground water information; corrosion analysis and corrosion prevention design; flow monitoring, smoke testing, television inspection in PACP format, manhole inspections; engineering reports; design and construction documents for water tanks, water pump stations, various water or sanitary sewer extensions (to include vacuum sewer), neighborhood water and sewer system rehabilitation, waterline replacement, and construction administration; assistance with program or project management of capital improvement efforts; sanitary sewer pump station design, replacement, modifications, or rehabilitation of existing water or sanitary sewer pump stations; and design of sanitary sewer rehabilitation with traditional and trenchless methods, identify stormwater drainage areas, prepare stormwater quality and quantity calculations, prepare a Storm Water Pollution Prevention Plan (SWPPP) and obtain a SWPPP Permit, in accordance with the City's VPDES permit.

The term of the contract will be for one year with the possibility of three one-year renewals as determined by the City. The contract will require the consulting firm to perform engineering and analysis; report preparation; and related tasks; etc. for various City of Virginia Beach projects. A Scope of Services will be prepared, fees negotiated, and an individual work order will be issued for each separate project or task.

QUALIFICATION REQUIREMENTS: The successful firm will possess specialized experience in the engineering, design and construction contract preparation for the public utilities projects and activities described above. The firm will have a demonstrated history and ability to provide a quick response to small and large projects of immediate need using technological innovation and creativity.

SELECTION CRITERIA: (1) Professional qualifications of the staff or design team to be assigned to the project (15 points); (2) The extent of specialized experience of the firm in the type of work required (15 points); (3) The degree of familiarity of the firm with the particular project's requirements, and the conceptual approach proposed by the firm to address these requirements (15 points); (4) The quality of the past performance of the firm on similar projects in the general and City projects in particular (15 points); (5) Experience and qualifications of any sub-consultants to be used by the architect and/or engineer (10 points); (6) Evidence of cost control effectiveness (7 points); (7) Current work volume of the firm that could affect the ability of the firm to complete the work in the required time frame (10 points); (8) Accessibility of the project team to the project site (8 points); (9) The capability of the firm to provide aesthetic design features in keeping with City and community goals for a quality outcome (2 points); (10) Demonstrated ability to establish a process for high degree of public participation and related coordination for input and resolution of project issues (3 points).

PROPRIETARY INFORMATION: Offerors are advised that Section 2.2-4342 of the Code of Virginia, i.e., the Virginia Public Procurement Act, shall govern public inspection of all records submitted by the Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342, Offeror shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is needed. Furthermore, the Offeror shall submit proprietary information under separate cover, and the City reserves the right to submit such information to the City attorney for concurrence of the Offeror's claim that it is in fact proprietary. References may be made within the body of the proposal to proprietary information; however, all information contained within the body of the proposal not labeled proprietary or otherwise not meeting all three of the requirements of Section 2.2-4342 shall be public information in accordance with State statutes.

SMALL BUSINESS SUBCONTRACTING/CONSULTING PARTICIPATION:

It is the policy of the City of Virginia Beach to encourage the participation of SWAM certified businesses in city procurement activities, including the procurement of professional and other professional services by competitive negotiation. In furtherance of this policy the City adopted sections 2- 224.1 through 2-224.8 of the City Code on February 28, 1995. City Council amended sections 2-224.1 through 2-224.8 of the City Code on September 27, 2011, to enact an Enhancement program for SWAM-certified Businesses (commonly referred to as the “Small Business Enhancement Program”).

Pursuant to City policy, it is strongly encouraged that the offeror submit a Small Business Subcontracting Participation Plan detailing the SWaM-certified businesses, certified by the Commonwealth of Virginia Department of Small Business and Diversity, that the offeror intends to utilize to perform the services indicated in the scope of services.

The [Small Business Subcontracting Participation Plan](#) (“The Plan”) is located on the SWaM Business Office webpage, Business Development Initiatives, [Small Business Subcontracting Participation Plan \(Form CVAB-E2\)](#).

The offeror may be required to have on file with the Purchasing Division the composition of the offeror’s workforce, which may be updated annually, using the [Prime Contractor Workforce Composition Form](#). Offeror shall also provide monthly updates as to payments made to sub-consultants/contractors listed on “The Plan” via the [Monthly Subcontracting Payment Data Sheet \(CVAB-E\)](#).

Prior to final payment, the offeror may be required to submit a report documenting, using the [Monthly Subcontracting Payment Data Sheet \(CVAB-E\)](#), its efforts undertaken in compliance with “The Plan”. “The Plan” shall become a part of the contract with the City of Virginia Beach.

OFFEROR IS STRONGLY ENCOURAGED TO ADDRESS ALL ELEMENTS OF THE SMALL BUSINESS SUBCONTRACTING PARTICIPATION PLAN IN ITS RESPONSE TO THE RFP.

If detailed responses are not practicable at this stage due to uncertainty as to the precise scope of the project, please indicate that the specifics are unknown at this time. Statements of Interest and Qualifications should be limited to 25 pages, not including attachments (resumes, 254 and 255 forms, photographs, charts, etc., if desired). Interested firms should submit sealed Statements of Interest and Qualifications (six copies) to Contracts Office, Department of Public Utilities, 2809 S. Lynnhaven Road, Suite 250, Virginia Beach, Virginia 23452, no later than close of business (5:00 P.M. local time) **August 30th, 2022**, for additional information, please email PUContracts@vbgov.com.

Notice of intent to award any contract resulting from this RFP will be publicly posted for inspection at the City of Virginia Beach, Purchasing Division, 2401 Courthouse Drive, 3rd Floor, Virginia Beach, VA 23456.

THE CITY OF VIRGINIA BEACH DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS