ARCHITECTURAL & ENGINEERING SERVICES REQUIRED

PROJECT: ANNUAL SERVICES CONTRACT FOR INSPECTION OF VARIOUS STRUCTURES (PWCN-19-0135)

DESCRIPTION OF SERVICES: The City of Virginia Beach is soliciting Statements of Interest and Qualifications from interested firms to provide support of the City’s Bridge Maintenance, Inspection, and Major Rehabilitation Program. The Bridge Maintenance, Inspection and Major Rehabilitation program will include but not be limited to inspection services, emergency response services, technical analysis and evaluations, and preparation of construction documents for major rehabilitation work and other related services for bridges, bridge culverts, overhead signs, pedestrian bridges, bulkheads, pump stations, weirs, dams and spillways, and other various types of structures.

A licensed structural consulting engineer is required to provide structural inspection and reporting for bridges and bridge culverts in the City in accordance with Federal and State requirements. Additionally structural inspections may be required for overhead signs, pedestrian bridges, bulkheads, pump stations, weirs, dams and spillways, and other various types of structures.

Other related services may include the preparation of plans, specifications and cost estimates for detailed repairs or rehabilitation; construction inspection services; surveying, geotechnical and underwater investigation; overweight hauling application/process review and load analysis; and preparation of study reports. These services will be provided on annual basis and renewable annually for 4 additional years for a total term of 5 years. The maximum amount for any work order and the annual maximum shall be in accordance with § 2.2-4303.1 of the Code of Virginia as amended. There is no guarantee of the amount of work that will be authorized.

QUALIFICATION REQUIREMENTS: The successful firm must have a minimum of five (5) years of specialized experience in the field of structural engineering, inspection evaluation, and repair procedures for structures, and a history of successful performance on similar public works projects. Ability to provide a quick response time for emergencies or on projects of immediate need will be a significant factor. The firm must have specialized experience with regard to the State and Federal requirements for bridge inspection services for existing and new structures.

SELECTION CRITERIA: The selection criteria requires: (1) Professional qualifications of staff assigned [15%]; (2) Specialized experience in the type of work required [15%]; (3) Familiarity with project and conceptual approach proposed to address those requirements [15%]; (4) Quality of past performance on similar projects [10%]; (5) Experience and qualifications of any consultants [5%]; (6) Evidence of cost control effectiveness [5%]; (7) Current volume of work that could affect ability to complete the work on time [10%]; (8) Accessibility of the project team to the project site [15%]; (9) Capability to provide aesthetic design features in keeping with the City and community goals for a quality outcome [5%]; and (10) Demonstrated ability for a high degree of public participation and related coordination for input and resolution of project issues [5%]. The percentage listed in parenthesis is the weight that each selection criteria will have in the evaluation of the proposals.

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.

**SWaM CERTIFIED SMALL BUSINESS PARTICIPATION:** It is the policy of the City of Virginia Beach to encourage the participation of SWAM certified businesses in city procurement activities. In furtherance of this policy the City adopted sections 2-224.1 through 2-224.8 of the City Code on February 28, 1995 (commonly referred to as the "Minority Procurement Ordinance"). 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 Section 2-224.3, in order for a response to this RFP to be given further consideration, the offeror must provide a **SWAM-Certified Sub-consulting Participation Plan,** CVAB-P2 (“The Plan”) detailing at a minimum:

(a) Whether the offeror intends to utilize any sub-consultants;
(b) What, if any, SWAM-certified business sub-consultants the offeror intends to utilize;
(c) The work to be performed by each SWAM-certified business;
(d) The estimated dollar amount to be paid to each SWAM-certified business, performing work as a sub-consultant;

**The Plan is a matter of responsiveness.** If the offeror intends to utilize sub-consultants, The Plan must either (i) provide for at least 50% of the value of the sub-consulted work to be provided by a SWAM certified business or (ii) provided detailed documentation showing with specificity, the efforts undertaken to meet the 50% usage requirement.

**If The Plan does not meet the above referenced requirements, the entire proposal shall be declared nonresponsive.** Offeror is required to have on file with the Purchasing Division the composition of the offeror’s workforce, which should be updated annually. Offeror shall also be required to provide monthly updates as to payments made to sub-consultants listed on the plan via the **Monthly SWAM-certified Sub-consultant payment Data Sheet (CVAB-P).** Prior to final payment, each offeror shall submit a report documenting its efforts undertaken in compliance with “The Plan”. The Plan shall become a part of the contract with the City of Virginia Beach. **SWAM-Certified Sub-consulting Participation Plan** forms are available on the City of Virginia Beach Purchasing Division’s website, located at [Minority Business Council Documents :: VBgov.com - City of Virginia Beach](http://www.VBgov.com) and by contacting the City of Virginia Beach Purchasing Division at (757) 385-4438.

**OFFEROR MUST ADDRESS ALL ELEMENTS OF THE SWAM CERTIFIED SMALL BUSINESS 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.

**FAILURE TO SUBMIT A SWAM CERTIFIED SMALL BUSINESS PARTICIPATION PLAN WITH THE PROPOSAL SHALL RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE.**

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 parties should submit statements of interest and qualifications (SEVEN copies) to Mr. Phillip J. Koetter, P.E., City of Virginia Beach, Public Works Operations, 3556 Dam Neck Road, Virginia Beach, Virginia 23453 no later than 5:00 pm, April 3, 2019. For additional information contact Jimmy Evans, P.E. at (757) 385-1470.

Notice of intent to award any contract resulting from this RFP will be publicly posted for inspection at the City of Virginia Beach, Public Works Operations, 3556 Dam Neck Road, Virginia Beach, Virginia.

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