

**REQUEST FOR PROPOSALS**  
**General Engineering Services – Term Contract**  
**Town of Dublin**  
1/26/2024

**1.0 INTRODUCTION**

The Town of Dublin (Town) is seeking proposals from qualified professional engineering firms (Firm) to provide engineering services, on an as needed basis. It is anticipated that one firm will be selected to provide services requested using the competitive negotiation procedure for professional services, as outlined in the Virginia Procurement Act. The work will generally include, but shall not be limited to, water/wastewater system evaluation and design, environmental engineering, lead inventory mapping, permitting, consent order management, construction administration, funding procurement assistance, etc. Proposals received from interested Firms will be evaluated for their professional qualifications, experience, and competence necessary for the completion of the requested services. The Town will enter into a Term Contract agreement with a consulting firm for (1) year, renewable for up to 3 additional years with contract amount limits as outlined in the Virginia Procurement Act (2.2-4303.1).

**2.0 PROPOSAL INFORMATION**

Proposals are due no later than ***3:00 pm on February 26, 2024*** in the Town's office located at 101 Dublin Park Road, Dublin, VA 24084. Clarification of the terms and conditions of this proposal should be directed to Tyler Kirkner, at (540) 674-4798 or [tkirkner@dublintown.org](mailto:tkirkner@dublintown.org). All inquiries that affect the nature of the proposed contract or proposal contents will be conveyed to all parties receiving this Request for Proposals. The Town shall not be responsible for any information given by way of verbal communication.

Disadvantaged Business Enterprises (small or minority and/or women owned firms) are encouraged to submit proposals. MBE/WBE firms are encouraged to submit proposals.

The Town is an equal opportunity/employer and will not discriminate on the basis of race, creed, color, national origin, age, or handicap. The Firm 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; that they will not discriminate against any employee or applicant for employment because of race, religion, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Engineer. The Town does not discriminate against faith-based organizations.

The Firm shall comply with the President's Executive Order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Orders #12138 and #11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964.

**3.0 SCOPE OF WORK**

The selected Firm shall provide comprehensive consulting services for the Town through task orders that will be developed based upon requests from Town staff. Each task order will reference the terms and conditions agreed upon in the Master Term Services Agreement. Each task order will outline specific scope of services, schedule, and fee. The Town intends to utilize this term contract for any activity that is required to operate the facilities that are under the Town's responsibility.

#### **4.0 PROPOSAL CONTENT AND FORMAT**

Qualified Firms shall provide appropriate information in accordance with the content and format requirements of this Request for Proposal. The Firm's proposal shall be organized in the following order:

- a. Transmittal letter
- b. Table of Contents
- c. Statement on understanding of Scope of Services
- d. Familiarity with the Town
- e. Firm qualifications
- f. Proposed Firm staff and their qualifications
- h. Listing of proposed subconsultants
- i. Listing of similar projects with proposed Firm staff's experience
- j. Understanding of and relevant experience with funding programs
- k. Reference list

#### **5.0 SELECTION POLICIES**

The Town reserves the right to accept or reject any or all proposals received as a result of this request, or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Town to do so. This Request for Proposal does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

The Town will select a consultant or Firm to provide the services requested using the Competitive Negotiation procedure for Professional Services as outlined in the Virginia Public Procurement Act.

The Town will evaluate and rank each proposal based on the established selection criteria included within this Request for Proposal; however, the Town reserves the right to immediately enter into negotiations without performing interviews if a proposal is clearly the top-ranking proposal received. Negotiations shall begin with the highest-ranking Firm deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors stated in this Request for Proposal. In the event that negotiations with the highest-ranking firm cannot be concluded with agreeable terms, the Town shall initiate negotiations with the next highest-ranking Firm until a satisfactory agreement is reached. The Town shall select the offeror which, in its opinion, has the best qualifications and provides the best value, and shall award the contract to the offeror, as determined to be in the Town's best interests.

The Town prohibits discrimination and requires compliance with state and federal immigration laws as defined under the Code of Virginia Chapter 43 Virginia Public Procurement Act. The Town is an equal opportunity employer and encourages participation of small businesses, minority owned businesses, women owned businesses and service-disabled veteran owned businesses in all procurement activities.

The Town does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. MBE/WBE firms are encouraged to submit.

Any offeror who desires to protest the contract award shall submit such protest in writing to the Town no later than ten days after the announcement of the award.

#### **6.0 PROPOSAL EVALUATION CRITERIA**

The Town's Council will review the proposals. The Council's evaluation and selection process will be used to determine the most qualified Firm. Evaluation criteria will generally involve relevant experience, specific

expertise, and performance references on previous projects. The following criteria will be considered in evaluating the proposals:

- 6.1 Statement on understanding of Scope of Services
- 6.2 Familiarity with the Town
- 6.3 Firm qualifications
- 6.4 Proposed Firm staff and their qualifications
- 6.5 Listing of proposed subconsultants and subcontractors
- 6.6 Listing of similar projects with proposed Firm staff's experience
- 6.7 Understanding of and relevant experience with funding programs

## **7.0 SUBMISSION REQUIREMENTS**

Submittals shall be prepared providing a straightforward, concise description of the Firm 's capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are not required or desired. Submit three copies of the Firm's proposal in a sealed envelope or package that is clearly marked as response to this Request for Proposal. Deliver proposal submittals no later than ***3:00 pm on February 26, 2024***. Responses received after this time will not be considered. Proposals by hand delivery, US Postal Service express mail, or private delivery service (FEDEX, UPS, etc.), should be sent to:

Tyler Kirkner  
Town Manager  
101 Dublin Park Road (P.O. Box 1066)  
Dublin, VA 24084

## **8.0 INQUIRIES**

Clarification of the terms and conditions of this proposal should be directed to Tyler Kirkner, at (540) 674-4798 or [tkirkner@dublintown.org](mailto:tkirkner@dublintown.org). All inquiries that affect the nature of the proposed contract or proposal contents will be conveyed to all parties receiving this Request for Proposals. The Town shall not be responsible for any information given by way of verbal communication.