



NEW RIVER VALLEY REGIONAL COMMISSION

REQUEST FOR PROPOSAL On- Call Architecture + Engineering Services

Proposal Due Date: February 12, 2025

2:00 p.m.

Radford, Virginia

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CONSULTANT REQUEST FOR PROPOSALS

New River Valley Regional Commission On-Call Architectural and Engineering Services

January 8, 2025

GENERAL

The New River Valley Regional Commission is seeking expressions of interest from consulting architectural and/or engineering firms who wish to be considered to provide on-call professional services for the New River Valley Regional Commission. The selected firm(s) will support Commission staff and regional partners with further development of the New River Water Trail. Services may include, but are not limited to: conceptual planning, construction estimating, final design, legal/permitting, construction management, and inspection services for the successful development of boat access facilities and supporting appurtenances. The selected firm(s) will be familiar and have experience working with state and federal programs.

The objective of this project is to implement strategies and concepts developed through recent local planning and engagement activities. Services may include, but are not limited to: design and engineering schematics, developing construction estimates, construction documentation, stormwater management, and other professional services as required to implement New River Water Trail plans. In addition, the selected firm(s) will be familiar of and have experience working with state and federal programs.

The New River Valley Regional Commission reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the New River Valley Regional Commission to do so. This Request does not commit the New River Valley Regional Commission to provide any payment for costs associated with the preparation of proposals submitted in response to this Request for Proposal. The Commission shall have the option to renew on-call service agreements for four additional one-year terms. The competitive negotiations for said professional services may result in awards to more than one offeror.

The New River Valley Regional Commission reserves the right to alter the project delivery method at any time during the contract period. The New River Valley Regional Commission will notify the consultant of such decision, revise the scope of services and respective man-hours. The change will be implemented utilizing an additional task order or supplemental agreement based on the contract type.

PROCUREMENT SCHEDULE

- Deadline for submitting Proposal Statements-- February 12, 2025
- Review Proposal Statements and short-list firms – February 13-24, 2025
- Interviews/Technical Presentations with short-listed A/E – February 26- March 5, 2025
- Final Consultant Selection – March 5-7, 2025
- NRVRC and A/E Firm Negotiate the Agreement-- March 10-13, 2025
- NRVRC Board Approval -- March 27, 2025

CONFLICT OF INTEREST:

The change in a project delivery method for this contract may result in a potential conflict of interests for the consultant and any of its team members. As such, the scope of services and their role may be revised and redefined to meet the project need as identified by the New River Valley Regional Commission. The consultant and its team members may not be allowed to participate in ANY subsequent contracts (design and/or construction) related to this project. The Conflict-of-Interest determination will be made in accordance with the Virginia Procurement Act.

SCOPE

The successful Firm shall, at a minimum, be responsible for providing professional expertise and other resources required to perform the following tasks:

1. Participate in monthly project management team meetings
2. Develop conceptual plans and quantity of materials cost estimates
3. Permitting and environmental compliance
4. Provide complete construction plans and bid documents
5. Assist with procurement
6. Provide construction oversight and review pay requests
7. Construction management

SCOPE OF WORK:

This Request for Proposal does not commit the New River Valley Regional Commission 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.

All procurement related questions or information should be directed to Kathleen Armstrong, New River Valley Regional Commission Regional Planner II/ Community Designer Email: karmstrong@nrvc.org

SELECTION CRITERIA:

- Proposals will be evaluated on the following criteria: 40 points
- Method and plan for providing services: 40 points
 - Understanding of Scope
 - Proposed approach
 - Organizational capability and capacity
 - Qualifications and experience: 40 points
 - Firm qualifications in similar type of services
 - Team/Personnel's qualifications in similar type of services
 - Familiarity coordinating design of riverine facilities
 - Opportunity for business participation 20 points
 - Planned DBE/SWaM involvement

EXPRESSION OF INTEREST (EOI):

1. The Expression of Interest shall be organized in the following order:
 - Transmittal letter
 - Table of Contents
 - Understanding of Scope of Work
 - Proposed Project Approach with Schedule
 - Estimated fee for services
 - Resumes of Key Personnel and proposed team, including subconsultants (include an organization chart). All individuals identified as Key Personnel shall remain on the Consultant's Team for the duration of the procurement process and, if the consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to Town of Pulaski for approval, who, at its sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.
 - Project Experience – provide not more than 6 comparable projects your firm has worked on in the last 10 years, include construction value, which team member worked on the project and completion dates.
 - Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm.
 - Certification Regarding Debarment form(s)
 - Certification Regarding Lobbying, Form CD-511
 - DBE Commitment and Confirmation Letter (if applicable)
 - Response to RFP Expression of Interest Item 6 (below)

- Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
 - Full size copies of Commonwealth of Virginia DPOR registration certificate for the Key Personnel
2. The EOI shall provide information that will indicate your firm's ability and/or capacity to work on this project(s).
 3. The EOI should provide a total not to exceed a (1) one-page informational resume on the qualifications and experience of each specific personnel responsible for accomplishing tasks required under the scope of services. The project manager shall have a minimum of (5) five years' experience in managing similar type and size projects. Indicate the location of the office where the person is currently working if different from where work is to be performed.
 4. The EOI should list subconsultants and subcontractors planned to assist with the project.
 - A project approach discussion is neither required nor desired for this project.
 5. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
 - Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
 - Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
 - Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

6. Each business entity (prime and subconsultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice engineering, surveying, hydrologic and hydraulic analysis, geotechnical analysis and landscape architecture, should provide evidence including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, as well as providing full size copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed

below. The EOI should convey the requested information for each regulant by the use of a concise table or matrix. (All full-size copies of the Commonwealth of Virginia State Corporation Commission (SCC) and Department of Professional and Occupational Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page restriction):

- The Commonwealth of Virginia SCC registration detailing the name, registration number, type of corporation and status of the business entity.
- For this Project/Contract, the Commonwealth of Virginia DPOR registration information for each office practicing or offering to practice any professional services in Virginia: Provide the business name, address, registration type, registration number, expiration date.
- For this Project/Contract, the Commonwealth of Virginia DPOR license information for each of your Key Personnel practicing or offering to practice professional services in Virginia: Provide the name, the address, type, the registration number, and the expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.
- For this Project/Contract, the Commonwealth of Virginia DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (e.g., real estate appraisal): the business name, the address, the registration type, the registration number, and the expiration date.

Failure to comply with the law with regard to those requirements in Virginia (whether federal or state) at the time of the EOI submittal regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your EOI submittal(s), in the sole and reasonable discretion of the Department, non-responsive and in that event your EOI submittal(s) may be returned without any consideration or evaluation.

ADMINISTRATIVE

1. Prior to the time of submittal of the EOI, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission. Information about entity formation can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation <http://www.dpor.virginia.gov/>, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render

any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting an Expression of Interest to the New River Valley Regional Commission. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.

2. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
3. The method of payment will be lump sum. For purpose of determining the lump sum fee, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm.
4. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts."

If litigation directly or indirectly results from or arises out of a granted exemption, the contractor will be responsible for all litigation costs incurred by contractor and/or New River Valley Regional Commission associated with such litigation. In no event shall the New River Valley Regional Commission or its officers, employees or agents be liable to the contractor as a result of any disclosure of records or data collected by the New River Valley Regional Commission, its officers, employees or agents, pursuant to an audit, special investigation, or any study requested by the Inspector General's Office, whether or not the Inspector General has determined that the requested exclusion from disclosure under FOIA is necessary to protect the trade secrets or financial records of the private entity, and in no event shall the New River Valley Regional Commission, or its officers, employees, or agents be liable to the contractor for any damages or other claims arising directly or indirectly from a determination that the exclusion from public disclosure will not be granted.

5. **Submittals** shall be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. 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 neither required nor desired. Submit the Firm's Expressions of Interest (EOI) as a searchable PDF file no later than 2:00 p.m. on *February 12, 2025*. Responses received after this time will not be considered. Expressions of Interest by hand delivery, US Postal Service express mail, private delivery service (FEDEX, UPS, etc.), or email should be sent to:

Kathleen Armstrong, New River Valley Regional Commission,
Regional Planner II/ Community Designer

6580 Valley Center Dr. Suite 123 Radford,
VA 24141 karmstrong@nrvc.org

6. The New River Valley Regional Commission assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.
7. The New River Valley Regional Commission 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.
8. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
9. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register may result in the bid/proposal/expression of interest being rejected.