

Request for Proposals  
For  
Water/Wastewater Engineering Services for  
Northumberland County, Virginia  
*RFP# 22-051622*

Issue Date: May 16, 2022

Northumberland County  
72 Monument Pl./P.O. Box 129  
Heathsville, VA 22473

**REQUEST FOR FINANCIAL ADVISORY SERVICES PROPOSALS**

Northumberland County, Virginia is currently accepting proposals from qualified firms for Water/Wastewater Engineering Services.

A full copy of the request for proposals package is available at [www.co.northumberland.va.us](http://www.co.northumberland.va.us).  
Proposals are due on **May 31, 2022 at 2:00 PM.**

# Northumberland County, VIRGINIA *RFP#22-051622*

## Water/Wastewater Engineering Services

### GENERAL FORM AND PROPOSAL COVER SHEET FORM

All inquiries for information regarding this solicitation should be directed to Luttrell Tadlock at [ltadlock@co.northumberland.va.us](mailto:ltadlock@co.northumberland.va.us) at least five days working days before the deadline.

Answers will be posted in addendum form on the Northumberland County web site at least 48 hours prior to the deadline. It is the offeror’s responsibility to obtain addenda.

Original and three copies of the complete proposal are to be delivered by the deadline to the location indicated below along with one pdf/word edition on a memory stick. Proposals are to include a completed cover sheet form.

Proposals will be received until the time listed on the cover sheet. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. Postmarks will not be considered.

Proposals shall be mailed or hand delivered to: **Northumberland County; c/o Luttrell Tadlock; 72 Monument Pl./P.O. Box 129; Heathsville VA 22473**. The returned envelope or package should be clearly marked with “*RFP-22-051622: Water/Wastewater Engineering*” on the lower left corner of the return envelope or package.

In compliance with this Request For Proposals and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Business Name (print)		Federal Taxpayer Number (ID#)	SCC ID Number
Business Common (trade) Name and Address for PM Location		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

Proposed Project Manager Name		Title	PELSCIDLA Registration Number
Telephone Number	Fax Number	Toll Free Number	E-mail Address

## **Section 1. Introduction**

Northumberland County, Virginia is seeking the services from a qualified vendor to provide water/wastewater engineering services on an “on-call” basis open-ended contract. Northumberland County intends to enter into a contract for an initial period of three (3) years with the option for automatic renewals under the terms and conditions of the original contract for up to two additional one-year terms, unless either party gives written notification to the other party ninety (90) days prior to expiration of the then-current term that they do not wish to renew. The contract(s) and any renewals of the contract(s) are subject to the availability of funds and annual appropriations by the Board of Supervisors. Price increases, if any, shall be in accordance with initial contract or negotiated at time of renewal.

Certifications and Registrations: Engineers must be registered with the Department of Commerce and the Commonwealth of Virginia in accordance with the requirements of the Code of Virginia.

## **Section 2. Scope of Services**

Proposals are requested for engineering and consulting services in the following specific professional disciplines:

- Water/Wastewater Utility Engineering: Physical plant design, maintenance, and operation; wells, pump stations, odor control, distribution/collection line upgrade/rehabilitation, regulatory compliance, and permitting

The scope of service under this contract may include, but is not limited to, the following tasks on an as needed basis:

1. Feasibility Studies
2. Preliminary Plans and Work Drawings
3. Construction Documents
4. Site surveys/Analysis
5. Structural Analysis
6. Geotechnical Investigations
7. Budget Estimates
8. Mechanical and Electrical Systems
9. Design and Analysis
10. General Support for Capital Planning
11. Quality Control Reviews
12. Environmental Analysis (Site)
13. Materials and special third-party testing
14. Construction-Phase Services

### **Section 3. Proposal Requirements**

The following items are to be addressed in a written proposal:

1. The proposal shall include all information necessary for the County to evaluate the suitability of the proposing firm to provide the water/wastewater engineering services described herein.
2. The proposal must include the following organizational information:
  - Name of company (or other business entity) submitting proposal
  - Type of business entity (i.e. corporation or partnership)
  - Place of incorporation
  - Name, location and telephone number of the Water/Wastewater Engineer's representative to contact regarding all matters pertaining to the proposal
  - If the proposer intends to subcontract any of the work set forth in this RFP, then the proposer shall include the subcontractor's name, address, telephone number and the function that the subcontractor shall perform
3. The proposal shall demonstrate the experience, resources, and capabilities of the proposer to perform these services. In this regard, the proposal should contain a concise summary of the firm's or proposer's qualifications, organizational structure, past experiences, and names, addresses and telephone numbers of references.
4. The proposal shall include a detailed description of the education, experience, current certifications, and the availability of the key personnel that the firm or proposer intends to assign to work with the County.
5. The proposer must provide a complete list of their most recent water/wastewater engineering relationships (since January 1, 2021) within the Commonwealth of Virginia. The list must include names, addresses, and telephone numbers of the contact persons as well as a brief description of work performed including the dollar amount of bond issues or other financings.
6. Proposer shall provide a brief description of their water/wastewater engineering efforts in states other than Virginia.

### **Section 4. Instruction for the Submission of Proposals**

#### *1. Expense for Preparing Proposals*

The County is not responsible for any expenses incurred by the respondents to this RFP in preparing and submitting a proposal.

#### *2. County's Right to Reject Proposals*

Northumberland County has the sole right to reject any or all of the proposals it receives in response to this RFP.

#### *3. Submitting Proposals*

Proposals are to be submitted according to the information on the proposal cover form. It is the responsibility of the Offeror to assure that his/her proposal is delivered to the place

designated for receipt of proposals and prior to the time set for receipt of proposals. Proposals received after the time designated for receipt of proposals will not be considered or opened. In the event that the Northumberland County offices are closed due to inclement weather and/or emergency situations prior to or at the time set aside for the receipt of proposals, the receipt of proposals date will default to the next open business day at the same time

## **Section 5. Evaluation of Proposals**

1. *Period allowed for County acceptance of proposal.* Any proposal resulting from this solicitation shall be valid for 90 days after the proposal submittal deadline. At the end of the 90-day period, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.
2. *Interview:* Prior to making an award pursuant to this solicitation, the County reserves the right to require Offeror to interview with a County review committee to determine whether Offeror is fully qualified to provide the goods and services as set forth herein. The interview is intended to show that Offeror is fully qualified, that Offeror's services will be provided in a completely satisfactory manner, and that Offeror is competent to meet or exceed the performance specifications. Failure by an Offeror to comply promptly with a request for interview may result in its proposal being rejected.
3. *Award:* The County will follow procedures for competitive negotiation as set forth in Virginia Code § 2.2-4302.2. Unless all proposals are canceled or rejected, the County will select for negotiation two or more Offerors that the County determines to be fully qualified and best suited among those submitting proposals on the basis of factors specified in this solicitation, including price. Negotiations may include modifications of the proposal price and of the specifications to be included. Price shall be considered, but need not be the sole or primary determining factor. The County shall initiate negotiations by written notice to the selected Offeror. The times, places, and manner of negotiating shall be agreed to by the County and the selected Offeror. Failure by an Offeror to comply promptly with a request to schedule negotiations may result in its proposal being rejected. After negotiations have been conducted with each Offeror so selected, the County will select the Offeror which, in its opinion, has made the best proposal and provides the best value, and will award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

The County reserves the right to reject any and all proposals in whole or in part, to waive any informality, to negotiate the proposal price, and to modify the specifications prior to making an award.

4. *Announcement of Award:* Following the announcement of the decision to award a contract as a result of this solicitation, the County will publicly post such notice on the County website.
5. *Oral Presentation:* Offerors who submit a proposal in response to the solicitation may be required to give an oral presentation of their proposal to the County. This provides

an opportunity for the Offeror to clarify and elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.

6. *Evaluation Criteria:* Proposals shall be evaluated by using the following criteria:
  - Responsiveness and completeness of the proposal
  - Experience with water/wastewater engineering services
  - Specific plan or methodology to be used to perform the services
  - Experience working with municipal governments and municipal projects
7. *Applicable laws and courts:* This solicitation and any resulting contract shall be governed in all respects by the law of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the court of appropriate jurisdiction in Northumberland County, Virginia. Offeror shall comply with all applicable federal, state and local laws, rules and regulations.
8. *Ethics in public contracting:* By submitting their proposal, Offeror certifies that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with the proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
9. *Debarment status:* By participating in this procurement, Offeror certifies that it is not currently debarred by the Commonwealth of Virginia or Northumberland County, Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Offeror further certifies that they are not debarred from filling any order or accepting any resulting order, or that it is not an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or County of Northumberland, Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
10. *Investigation of qualifications of contractor:* Offeror agrees to cooperate with such reasonable investigation as the County deems proper and necessary to determine the ability of Offeror to satisfy the terms of any contract that may be awarded pursuant to this Solicitation. Investigation may include inspection of Offeror's physical facilities prior to award to satisfy questions regarding Offeror's capabilities. Further, the County reserves the right to reject any bid if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to fulfill the obligations of the contract.
11. *Additional users/cooperative procurement:* This procurement is being conducted under the provisions of Section 2.2-4304 of the Code of Virginia. As stated, a public body may purchase from another public body's contract even if it did not participate in the Request for Proposal, if the Request for Proposal specified that the procurement was being conducted on behalf of other public bodies. Except for contracts for architectural

and engineering services and most construction contracts, if agreed to by the selected Contractor, other public bodies may utilize the contract awarded pursuant to this Solicitation, if any. The selected Contractor shall deal directly with any public body it authorizes to use the contract. The County, its official and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transaction between the selected Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages, or injury resulting to any other party from use of a contract awarded pursuant to this Solicitation, if any. Northumberland County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the selected Contractor may conduct such notification.

### **Section 5. Termination**

Subject to the provisions below, an awarded contract may be terminated by the County upon thirty days advance written notice to the other party. However, if any work or service hereunder is in progress but not completed as of the date of termination, then the contract may be extended upon written approval of the County until said work or services are completed and accepted.

1. Termination for Convenience – In the event that this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs (if applicable).

2. Termination for Cause – Termination by the County for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs (if any) shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

3. Termination Due to Non-Appropriation of Funds in Succeeding Fiscal Years – When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled, and the Respondent shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID.

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by Northumberland County.

If this quote for goods or services is accepted by Northumberland, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

- A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is \_\_\_\_\_.
  
- B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is \_\_\_\_\_.
  
- C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):\_\_\_\_\_.

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

\_\_\_\_\_  
Legal Name of Company (as listed on W-9)

\_\_\_\_\_  
Legal Name of Offeror/Bidder

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name and Title



ALL PROPOSALS MUST BE RECEIVED BY THE CLOSING DATE AND TIME TO BE CONSIDERED

CHECKLIST FOR PROPOSAL SUBMISSIONS

**IMPORTANT:**

The following items must be enclosed in a sealed envelope, clearly marked on the outside of the envelope “***RFP-22-051622: Water/Wastewater Engineering***”. Proposals shall be mailed or hand delivered to: **Northumberland County; c/o Luttrell Tadlock; 72 Monument Pl./P.O. Box 129; Heathsville VA** in order for your proposal to be considered responsive:

- 1) Original and three (3) copies of the complete proposal, signed by an individual authorized to bind the organization. Including a pdf/digital copy of the signed document on a memory stick.
- 2) Signed “**GENERAL FORM AND PROPOSAL COVER SHEET FORM**”.
- 3) All items requested contained in Sections 1-3 of the solicitation.
- 4) A completed Proof of Authority to Transact Business in Virginia form, signed by an individual authorized to bind the organization.
- 5) Any and all Addendum acknowledgments signed by an individual authorized to bind the organization. It is the responsibility of the Offeror to be aware of any issued Addenda.

Northumberland County reserves the right to reject any and all bids/proposals and waive all informalities. In the event Northumberland County chooses to reject all bids/proposals, Northumberland County will re-advertise or make the purchase on the open market.

Northumberland County does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Accommodations will be made for handicapped persons upon prior request.

If you have any questions regarding the above documents, please contact the individual(s) listed on the Certification Page of this document