

**TOWN OF CLIFTON FORGE, VIRGINIA**  
**Office of the Town Manager**  
**P. O. Box 631**  
**Clifton Forge, VA 24422**  
**540.863.2500**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**GENERAL ENGINEERING**

The Town of Clifton Forge will receive sealed Statements of Qualifications until 2:00 pm on Monday, December 22, 2014 for professional engineering, environmental and land surveying services on “as needed” basis.

NO submittals will be accepted by facsimile machine or via electronic mail. Any response received after the above date and time will be returned to the offeror unopened.

The Town will select one or more firms to provide the services requested using the “Competitive Negotiation Procedure for Professional Services” as outlined in the Virginia Public Procurement Act. MBE/WBE firms are encouraged to apply.

It is the responsibility of the prospective offeror to inquire about any portion of this invitation that the offeror does not understand. All inquiries concerning this invitation should be submitted no later than 10:00 am on Monday, December 15, 2014 to the Office of the Town Manager, via facsimile at 540.863.2534. This is the only opportunity town staff will offer to proposers to answer questions.

Respondents should plan to be available for interviews, if selected, on January 6, 2015.

**SCOPE OF SERVICES**

The Town of Clifton Forge is seeking proposals from qualified engineering firms to provide general professional engineering services regarding Town projects on an “as needed” basis. The services may include, but are not limited to: water distribution system analyses and design, pump station design, storm water management, transportation engineering, sanitary and storm sewer design, water treatment and wastewater treatment, bridge design and bridge inspections, dam inspections, and services association with grant applications and construction services.

At the present time, all of the specific services are not defined. It is anticipated that services will primarily be related to water and wastewater, but may include limited work in other engineering fields.

**SUBMITTAL REQUIREMENTS**

Firms wishing to submit a Statement of Qualifications in response to this Request for Qualifications must submit an original and three copies. Submittals must be received no later than 2:00 pm on Monday, December 22, 2014 to

**Town of Clifton Forge Manager’s Office**

**P.O. Box 631  
547 Main Street  
Clifton Forge, VA 24422**

Submittals should be sealed and clearly marked "RFQ Professional Engineering, Environmental and GPS Services" and must contain the following elements in order to be considered responsive:

1. Cover Letter not to exceed two pages.
2. Statement of Understanding of the Town of Clifton Forge's needs.
3. Qualifications and Experience of the Firm for professional engineering, environmental and GPS services under similar contractual arrangements for similar local governments in Virginia.
4. Qualifications, Background and Experience of Key Personnel to be assigned to the Town of Clifton Forge's projects. A Specific "Client Manager" should be indicated for primary contact between the Town's and the firm's staff assigned to various projects.
5. References. A minimum of five references, complete with name, title, organization and telephone number, must be included. These references should be clients for which the firm has provided professional engineering, environmental and surveying services on an "as-needed" basis.

#### **EVALUATION CRITERIA**

Submittals will be evaluated based on the following criteria and weighting system:

1. Responsiveness to this Request for Qualifications. (10 percent)
2. Experience of the firm providing these services under similar contractual arrangements to similar local government clients in the commonwealth of Virginia. (30 percent)
3. Depth, variety and availability of required staff disciplines. Key to availability is proximity to the Town and the ability to respond to Town requests quickly. (40 percent)
4. References. (20 percent)

#### **AWARD AND TERM OF CONTRACT**

After review of all proposals, the selection committee may interview a limited number of firms and negotiate a contract with the firm it feels most capable of providing the required services.

The Town of Clifton Forge shall enter into a two-year General Services Contract with the selected consultant(s). The contract may be renewed, at the discretion of the town, for up to three successive one-year terms.

### **ETHICS IN PUBLIC CONTRACTING**

By submitting a Statement of Qualifications, all Offerors certify and warrant their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor in connection with their submittal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services of anything present or promised, unless consideration of substantially equal of greater value is exchange.

### **ANTI-DISCRIMINATION**

The Town of Clifton Forge, Virginia is an Equal opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap. Minority and female-owned firms are encouraged to participate. The Town reserves the right to reject any of all Statements of Qualifications and to conduct business with the most responsive responder in the best interest of the town.

Offerors shall comply with the following:

- The President's Executive Summary Order #11246 prohibiting discrimination in Employment regarding race, color, creed, sex or national origin
- The President's Executive Order #12138 and #11625 regarding utilization of MBE/WBE firms
- The Civil Rights Act of 1964
- The Americans with Disabilities Act of 1990
- The Age Discrimination and Employment Act

The successful offeror 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.