

**REQUEST FOR PROPOSAL  
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES  
TOWN OF WYTHEVILLE SSES PROJECT**

General: The Town of Wytheville, Virginia (Town) seeks proposals from qualified engineering firms to provide professional engineering services for the Town's wastewater system. The Town will select one firm to provide the services requested using the "Competitive Negotiation Procedure for Professional Services" as outlined in the State Procurement Act.

Scope of Services: The Town seeks professional engineering services to perform a Sanitary Sewer Evaluation Study (SSES). The SSES may consist of, but is not limited to, the following: flow monitoring, smoke testing, manhole inspections, CCTV pipe inspections, and pipe cleaning. The Town reserves the right to also award services to the selected firm related to design plans, technical specifications, permitting, bidding documents as other services needed to implement the recommendations of the evaluation as well as bidding assistance, construction contract administration, and inspection services.

Contents of Proposals: Each firm which wishes to submit a proposal in response to this Request for Proposals (RFP) must submit four (4) copies of their proposal, bound with a cover, along with a transmittal letter of not more than two (2) pages.

Evaluation of Proposals: Selection criteria shall include the information contained in Firm Background, Experience with Similar Projects, Team Resumes, references, and experience with DEQ funding programs, and capability to perform services in a timely manner. The proposals will be ranked and negotiations will begin with the top-ranked Offeror in accordance with the State Procurement Act. Proposals will be considered based on the following criteria:

1. Familiarity and verifiable experience with SSESs (20%).
2. Knowledge and experience with funding agencies (20%).
3. Qualifications and experience of individuals on project team (20%).
4. Capability to perform services in a timely manner (20%).
5. Proximity to project area and accessibility to client (20%).

Rejection of Proposals: The Town reserves the right to reject any or all proposals received.

Labor and Civil Rights Provisions: Offerors shall comply with the following: President's Executive 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; and the Age Discrimination and Employment Act. Offerors 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.

Participation is encouraged from businesses certified as small businesses, women owned businesses, minority owned businesses, and disadvantaged owned businesses.

Deadline: All proposals must be received by 2:00 pm on Tuesday, October 13, 2020. Proposals shall be mailed or delivered to Trevor Hackler, Town Engineer, Town of Wytheville, 150 E. Monroe St., Wytheville, VA 24382.