

**Request for Proposals
Annual Services Contract
Accomack-Northampton Planning District Commission**

1.0 Introduction

The Accomack-Northampton Planning District Commission (A-NPDC) is seeking proposals from qualified professional engineering firms (Firm) to provide consulting and engineering services related to the 49-mile, multi-use trail entitled the *Eastern Shore Rail Trail* (ESRT) and necessary extensions. Initial tasks within the Scope of Work will focus on an approximately 17-mile segment of the ESRT between Birdsnest, VA and Melfa, VA that has been awarded federal RAISE grant funding of \$23 million by the Federal Highway Administration. The work will include, but not be limited to: engineering cost estimating and bid analyses, mapping, analysis of Design-Build method v. Design-bid-build method of project delivery, development of bid documents for appropriate project delivery method, inspection services including testing services, hydraulic analysis, permitting, environmental review and NEPA documentation, and other project support for federally funded transportation projects.

The resulting Contract is expected to be for a term of three-to-five years with options for three additional one-year extensions. Professional services will be priced according to the individual task order. In order to preclude conflict-of-interest issues in the event a Design-Build method of project delivery is employed, the successful engineering firm would be unable to be a partner on a Design-Build proposal.

2.0 Proposal Information

Proposals are due no later than **Friday, May 17, 2024 at 4:00 P.M.** In order to be considered for selection, Offerors must submit a complete response to the RFP. Proposals may be submitted electronically through eVA or by U. S. Mail, overnight service or hand delivery.

2.1 Electronically through eVA

- a. For guidance on how to submit a proposal, contact eVA Customer Care at 1-866-289-7367.
- b. If the offeror determines that part or parts of its proposal are trade secrets or proprietary information that is not to be open to public inspection, the Offeror must submit an additional copy of its proposal that eliminates such part or parts. This copy shall be identified with the words "REDACTED COPY".

2.2 U. S. Mail, overnight service or hand delivery

- a. A digital version of the proposal in PDF or DOC format on a USB.
- b. If the Offeror determines that part or parts of its proposal are trade secrets or proprietary information that is not to be open to public inspection, the Offeror must submit an additional digital copy of its proposal that eliminates such part or parts. This copy shall be identified with the words "REDACTED COPY" and should be submitted on the same USB to this address:

Anne Doyle, Director of Planning
Accomack-Northampton Planning District Commission
23372 Front Street
Accomac, Virginia 23301
757-787-2936, ext. 115

This Request for Proposals and any addenda are also available on the A-NPDC website at: <https://www.esvaplan.org>. Clarification of the terms and conditions of this proposal should be directed to Anne Doyle at adoyle@a-npdc.org. All inquiries that affect the nature of the proposed contract or proposal contents will be conveyed to all perspective offerors by means of a *questions and answers* section on the A-NPDC website. A-NPDC will 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. The Accomack-Northampton Planning District Commission is an Equal Opportunity Employer and is committed to ensuring no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964 (*78 Stat. 252, 42 U.S.C. §§ 2000d-2000d-4*). The successful proposer and any subconsultants selected to perform work pursuant to this RFP will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 workdays after notification of their selection.

3.0 Scope of Work

The selected firm shall provide comprehensive consulting services for A-NPDC for the Eastern Shore Rail Trail (ESRT) and necessary extensions through task orders that will be developed based upon requests from A-NPDC staff. Each task order will reference the terms and conditions agreed upon in the Contract. Each task order will outline specific scope of services, schedule, and fee. A-NPDC intends to utilize this Contract for any activity that is required to implement the ESRT projects that are under its responsibility.

The Scope of Services for ESRT projects and necessary extensions will include: engineering cost estimating, project limits review, mapping, an analysis of design-build method v. design-bid-build method of project delivery, development of bid documents for appropriate project delivery method, inspection services including testing services, hydraulic analysis, permitting, environmental review and NEPA documentation, and other project support for federally funded transportation projects.

4.0 Proposal Content and Format

Qualified Firms shall provide information in accordance with the content and format requirements of this Request for Proposal. The Firm's proposal shall not exceed 20 pages and shall be organized in the following order:

- a. Transmittal letter and statement on Firm's understanding of Scope of Services
- b. Familiarity with Virginia's Eastern Shore region
- c. Firm's professional qualifications, staff and their relevant experience with multi-use trail, transit and bicycle pedestrian access projects
- d. Listing of proposed subconsultants
- e. Listing of the multi-use trail projects (no project older than five years) with proposed Firm staff's experience
- f. Understanding of and relevant experience with federal funding programs including federal discretionary grant projects
- g. Reference list not to exceed 10 references.

5.0 Selection Policies

A-NPDC 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 Proposals if it is in the best interest of A-NPDC to do so. This Request for Proposals does not commit A-NPDC 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.

A-NPDC will select a Firm to provide the services requested using the Competitive Negotiation procedure for Professional Services as outlined in the Virginia Public Procurement Act. The selected firm shall provide a completed Certification Regarding Debarment form, attached, within 10 workdays after notification of their selection.

A selection committee shall evaluate and rank each proposal based on the established selection criteria included within this Request for Proposals. Firms submitting the top-ranking proposals will be selected for interview. The final ranking of the proposals, post-interview, shall be based on a majority decision. A-NPDC reserves the right to immediately enter into negotiations without performing interviews. 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 Proposals. In the event that negotiations with the highest-ranking firm cannot be concluded with agreeable terms, A-NPDC shall initiate negotiations with the next highest-ranking Firm until a satisfactory agreement is reached. A-NPDC 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 A-NPDC's best interests.

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

6.0 Selection Committee and Proposal Evaluation Criteria

A selection committee will be formed to review the proposals. The selection committee evaluation and selection process will be used to determine the most qualified Firm. The following criteria will be considered in evaluating the proposals:

- 6.1 Statement on understanding and technical approach to the Scope of Services **(25%)**
- 6.2 Experience with rural transportation projects, including multi-use trails **(20%)**
- 6.3 Firm and staff qualifications **(20%)**
- 6.4 Relevant experience with federal funding programs including discretionary grant projects **(15%)**
- 6.5 Familiarity with the Eastern Shore region **(10%)**
- 6.6 Listing of proposed subconsultants and subcontractors **(10%)**

7.0 Submission Requirements

Submittals shall be prepared providing a description of the Firm's capabilities to satisfy the requirements of the Request for Proposals.

CERTIFICATION REGARDING DEBARMENT

(To be completed by the proposer upon notification of selection)

- 1) The below-signed Proposer certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civically charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the Proposer is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the Proposer.

Signature

Date

Title

Name of Proposing Firm

CERTIFICATION REGARDING DEBARMENT

(To be completed by a Subconsultant, if any)

- 1) The prospective subconsultant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective subconsultant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the Proposer.

Signature

Date

Title

Name of Subconsultant Firm