

Request for Proposals (RFP)

Professional Engineering Services and Design

Eastern Shore of Virginia Rail Trail, Birdsnest, VA-to-Melfa, VA

Proposal Receipt Date: February 27, 2026 at 11:00 PM

1. Introduction

The Accomack-Northampton Planning District Commission (the Agency), in coordination with the Federal Highway Administration (FHWA), invites qualified professional consulting firms to submit proposals to provide professional engineering and design services for an approved segment of a 49.1-mile rail trail corridor (the Project). The Project will be delivered as part of the Better Utilizing Investments to Leverage Development (BUILD) Grant Program and administered in accordance with all applicable Federal laws, regulations, and FHWA guidance.

The purpose of this RFP is to select an Engineer of Record with demonstrated experience in multimodal trail and trailhead planning, preliminary engineering, and design for federally funded transportation projects, including compliance with accessible pedestrian route and other FHWA requirements.

2. Project Background

This segment of the rail trail corridor follows the former railroad right-of-way and has been approved for development as a shared-use path/rail trail with rail track and ties removed. The Project is intended to improve multimodal connectivity, enhance safety, support community access and recreational use, and advance local, regional, and Federal transportation goals.

Federal funding for this Project has been awarded under the BUILD program, and is subject to FHWA authorization and oversight.

3. Scope of Services

The Consultant shall perform professional services necessary to advance the Project through preliminary engineering and design to construction advertisement in compliance with FHWA requirements.

NEPA compliance and supporting environmental evaluation work is being completed by others and will be communicated. Other services shall include, but are not limited to, the tasks outlined below.

Task 1: Project Management and Coordination

- Coordinate with the Agency, the Agency's on-call consultant, FHWA, utility owners, and other stakeholders as needed
- Conduct primarily virtual design team meetings and provide meeting summaries
- Prepare monthly progress reports

Task 2: Existing Conditions and Data Collection

- Review available plans, studies and completed survey
- Conduct field reviews of the corridor
- Identify constraints including utilities, drainage features and adjacent land uses
- Verify right-of-way limits and access points

Task 3: Preliminary Engineering and Concept Development

- Develop preliminary horizontal and vertical alignments to a level of accuracy commensurate with grade control necessary to ensure positive drainage and ADA compliance.
- Develop typical sections, cross-sections, and design criteria for roadway and trailheads
- Identify and evaluate alternatives, as appropriate
- Prepare preliminary cost estimates
- Identify potential risks and mitigation strategies
- Evaluate trailhead parking concept documents

Task 4: Environmental Coordination

- Coordinate with the Agency's environmental consultant to ensure design consistency with environmental commitments
- Identify any design-related impacts requiring additional coordination or documentation

Task 5: Design Development

- Prepare plans, exhibits, and technical memoranda suitable for FHWA review
- Incorporate applicable FHWA and AASHTO design standards
- Address ADA accessibility requirements and PROWAG standards, as applicable

Task 6: Public and Stakeholder Coordination

- Support public involvement activities consistent with FHWA requirements
- Prepare graphics and materials for public or stakeholder meetings
- Address comments received during coordination activities

Task 7: Deliverables

- Preliminary engineering plans and exhibits both hard-copy and electronic
 - Technical memoranda documenting design decisions
 - Final cost estimates and schedule
 - Draft and final plans and contract documents suitable for FHWA review and approval
 - Assisting in drafting responses to questions received during Advertisement of Construction Contract
 - Answering any design questions during Construction
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4. Period of Performance

The FHWA approved and authorized the period of performance for the design phase. The Engineer of Record will have nine months from their Notice to Proceed (anticipated March 31, 2026) to deliver the Final contract documents for Advertisement.

5. Applicable Federal Requirements

The Consultant shall comply with all applicable Federal requirements, including but not limited to:

- Title 23, United States Code
 - 23 CFR and 49 CFR, as applicable
 - 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements
 - National Environmental Policy Act (NEPA)
 - Title VI of the Civil Rights Act of 1964
 - Americans with Disabilities Act (ADA) and applicable VDOT accessibility standards
 - Disadvantaged Business Enterprise (DBE) requirements (49 CFR Part 26), as applicable
 - Buy America Act and Build America, Buy America Act requirements
 - Section 508 accessibility requirements, as applicable
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6. Procurement Method

Consultant selection will be based on qualifications without consideration of price. Following selection, the Agency will negotiate a fair and reasonable cost with the most highly qualified firm.

7. Proposal Submission Requirements

Proposals shall be limited to 10 pages, single-sided, not including the cover page or resumes. Proposals shall include the following sections:

A. Firm Qualifications and Experience

- Firm background and relevant experience with similar FHWA-funded rail trail projects in the Eastern United States
- Experience with preliminary engineering and design through construction advertisement under Federal-aid requirements

B. Project Understanding and Approach

- Understanding of the Project goals and constraints as well as the Eastern Shore of Virginia region
- Proposed technical approach and methodology

C. Project Team

- Identification of key personnel and their roles
- Resumes highlighting relevant experience

D. Past Performance

- Examples of comparable projects completed within the last five years

Proposals must be submitted by Friday, February 27, 2026 at 11:00 pm in accordance with the instructions provided in this RFP.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated understanding of the Project – 30%
 - Qualifications and experience of the firm and key personnel – 20%
 - Knowledge of Virginia's Eastern Shore and past performance on similar federally funded projects – 25%
 - Project approach and technical methodology – 25%
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9. Contract Type

The anticipated Engineer of Record contract type is fixed-price.

10. Reservations and Disclaimers

The Agency and FHWA reserve the right to: 1) reject any proposal deemed non-responsive (relative to regulatory requirements and agency requirements); and 2) to cancel this RFP if it is determined to be in the best interest of the Government. This RFP does not obligate the Agency or FHWA to award a contract or to pay any costs incurred in preparation of a proposal.

11. Point of Contact

All communications regarding this RFP shall be directed to:

Anne Doyle, Director of Planning, Accomack-Northampton Planning District
Commission: adoyle@esvaplan.org, 757-787-2936, ext. 115.
