

Town of Bluefield
Request for Proposals
Professional Engineering and Related Services

- I. General: The Town of Bluefield, Virginia is seeking proposals from qualified firms to provide professional engineering and other professional related services on an “as needed” basis. The town will select a firm or firms to provide the requested services under the “Competitive Negotiations Procedure for Professional Services” as outlined in the Town Code, and the Virginia Procurement Act.
- II. Scope of Services: The Town seeks professional engineering and other professional related services to assist with specific projects as needed. Projects may be any that are within the scope of professional engineering, planning, surveying, studies, geographical information systems and related areas. Specific areas include but are not limited to:
- Civil Engineering and Design
 - Environmental Engineering and Design
 - Architectural Design
 - Erosion and Sediment Control
 - Stormwater Management
 - Flood Plain Management
 - Planning
 - Surveying
 - GIS Mapping and Related Design
 - Construction Materials (Field and Laboratory) Testing and Oversight
 - Environmental Services including Hazardous Materials Clean-up.
 - Implementation of E-Government Programs utilizing the Internet.
- III. Term of Contract: The Town shall enter into a one-year term contract with the selected engineering firm(s). The contract may be renewed, at the discretion of the Town, for up to five successive one-year terms.
- IV. Evaluation of Proposals: The selection criteria shall include the information contained in Standard Forms (SF) 254 and 255, references or information from any other source. Proposals will be scored based on the following criteria: Familiarity with the Town and its infrastructure; experience of key personnel; the overall experience of the firm in the above reference areas; and current workload demonstrating that the firm can meet the needs of the Town. Current and former clients may also be contacted in the evaluation of these proposals. MBE/WBE/SBE firms are encouraged to submit bids. Bidders must comply with the following: the President’s Executive Order Number 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President’s Executive Orders Number 12138 and 11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964. Bidders must certify that they do not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin.
- V. Contents of Proposals: Each firm which wishes to submit a proposal in response to this RFP must submit eight (8) copies of an unmodified SF 254 and 255 along with a cover letter of not more than 2 pages.
- VI. Rejection of Proposals: The Town reserves the right to reject any or all proposals received.
- VII. Deadline: All proposals must be received at: The Town Manager’s Office, P.O Box 1026, 112 Huffard Drive, Bluefield, VA by 9:00 a.m. on Friday, October 14, 2016. Please note that Federal Express and other overnight delivery services do not guarantee morning delivery to Bluefield, VA. Next day delivery usually arrives mid-to-late afternoon. If you will be using one of these services for delivery of your proposal, please take this into consideration.

REQUEST FOR PROPOSAL TO PROVIDE PROFESSIONAL ENGINEERING SERVICES

The Town of Bluefield, Virginia is soliciting proposals for professional engineering and other professional services on an “as needed” basis. The Town will select a firm or firms to provide the requested engineering services for Town wide improvements and projects.

MBE/WBE/SBE firms are encouraged to submit bids. Bidders must comply with the following: the President’s Executive Order Number 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President’s Executive Orders Number 12138 and 11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964. Bidders must certify that they do not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin.

Qualified, licensed firms shall submit a SF-254 and SF-255. Eight bound copies of the proposal shall be submitted by 9:00 a.m. eastern standard time on Friday, October 14, 2016, in order to be considered. Please submit to: Town of Bluefield, Attn: Engineering Services RFP, P.O. Box 1026, 112 Huffard Drive, Bluefield, Virginia 24605. A complete request for proposal, scope of services, and questions may be addressed to Mike Watson, Town Manager at (276) 322-4626 or email watson@bluefieldva.org. Information is also available online at www.bluefieldva.org. Equal Opportunity Employer.