

# WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

## PROCUREMENT SERVICES

313 Luck Avenue SW  
Roanoke, Virginia 24016  
Phone: 540-343-4417  
<http://www.wvrifa.org/>

**August 15, 2018, revised August 18, 2018**

### REQUEST FOR PROPOSAL TO PROVIDE ENGINEERING DESIGN SERVICES

for the

### WOOD HAVEN ROAD WATER AND SEWER EXTENSION PROJECT

1. **Invitation:** Sealed competitive negotiable proposals for engineering design services for the Wood Haven Road Water and Sewer Extension project will be accepted at the Roanoke Valley-Alleghany Regional Commission (administrative agent of the WVRIFA), 313 Luck Avenue, Roanoke, Virginia, 24016 until **5:00 PM local time, Friday, August 31, 2018**. Interested firms are required to download the full Request for Proposal from the Authority's website under RFQs and RFPs. Any addenda, if needed, will be posted at this location on or before Tuesday, August 28, 2018.

2. **General:** The Western Virginia Regional Facility Authority (Authority) seeks proposals from qualified engineering firms to provide engineering design services as follows:

Completion/development of survey, preliminary engineering, bid-ready construction plans and specifications, and bidding assistance required for the extension of water and sewer service from its current terminus on Wood Haven Road to the property owned by the Authority. See diagram on page five.

3. **Scope of Services:** The successful engineering consulting firm will provide complete engineering design services for the identified project(s). Design services shall include preparation of bid-ready construction plans and specifications and bidding assistance including, but not limited to, the following:

A. Attendance at a design kick-off meeting with the Authority to finalize the construction project scope(s)

i. The selected firm will prepare and distribute the design kick-off meeting minutes.

B. Submittal of budget-level cost estimate(s) prior to initiating design based on the construction scope(s) outlined in the design kick-off meeting

C. Complete survey of the project area, where necessary

i. Field survey work required to produce bid-ready construction plans is expected to be limited to location of utilities via Miss Utility design locations, property corners and monuments defining rights-of-way, storm drainage features, etc., along with a centerline survey where necessary, strip topography where necessary, and existing water and/or sewer features once the alignment(s) are determined. City of Roanoke

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and/or County of Roanoke GIS base mapping will be acceptable for general base mapping beyond the immediate construction area. Construction survey and staking will be provided by the contractor and will not be included under this contract.

- D. Easement plat preparation, if necessary
  - i. The Authority will acquire and record all necessary easements concurrent with the detailed design. As soon as possible in the design process, the successful firm will provide the Authority with any necessary recordable but un-signed easement plats for landowner negotiation. Easement plats shall show the tax number, complete property owner name, parcel street address, total parcel area, existing easement area(s), and new permanent and temporary easement area. Easement plats shall be accompanied by a spreadsheet listing the following for each plat: tax number, parcel street address, complete property owner name, owner mailing address, total parcel area, assessed land value, new permanent easement area, and new temporary easement area. Once the land owner agrees to the acquisition, the successful firm will provide final, signed easement plats for recordation.
- E. Geotechnical investigation, if necessary
  - i. Proposers may either state that a geotechnical investigation is not assumed to be necessary or summarize the assumed extent of any geotechnical work.
- F. Submittal of 50 percent complete design plans and specifications for review and comment by the Authority
- G. Complete erosion and sediment control measures design per the Virginia Department of Conservation and Recreation standards/regulations, which may require a narrative in addition to plan details
- H. Submittal of final design plans and specifications, accompanied by a detailed construction cost estimate, to the Authority for review
  - i. Final design plans and specifications shall be based on the following (minimum) guidelines and requirements:
    - a) The Western Virginia Water Authority's Regional Design and Construction Standards (Standards) (available at [www.westernvawater.org](http://www.westernvawater.org)) are intended to substitute for and/or supplement Division 2 specifications (e.g., pipe and valve specifications, etc.). The Standards also include standard details. The specifications, along with the construction plans, shall reference and/or include the Standards as necessary. The successful firm can download the details in AutoCAD format (available at [www.westernvawater.org](http://www.westernvawater.org)), if necessary, for the plans. Proposers are strongly encouraged to become familiar with the Standards prior to submitting proposals.
- I. Apply for all applicable permits from the governing jurisdiction(s) (i.e., City of Roanoke, County of Roanoke, Western Virginia Water Authority, Virginia Department of Transportation, Norfolk Southern, Army Corps of Engineers, Virginia Department of Conservation and Recreation, Joint Permit Application(s), etc.) on behalf of the Authority and address all comments concurrent with the Authority's final design review
  - i. The successful design firm shall submit the plans to all applicable governing jurisdictions for review but will not be required to secure the actual permit on behalf of the contractor, if necessary. The successful design firm will be responsible for permit review fees up to \$500 per permit, but all necessary permit "bonds" will be provided by the Authority. While preferred, final plan approvals from governing jurisdictions are not necessarily required prior to bidding the project. Plan review shall proceed concurrent with the Authority's final review as specified herein; however, plan review schedules are recognized as unpredictable.
- J. Attendance at a final design review meeting to discuss Authority comments, if necessary

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- i. The selected firm will prepare and distribute the final design review meeting minutes.
- K. Submittal of bid-ready construction plans and specifications
  - i. One (1) reproducible hard copy of the bid-ready plans and specifications shall be submitted.
  - ii. The bid-ready plans shall also be submitted to the Authority electronically in AutoCAD Design Web Format (.DWF) and Drawing (.DWG) format with all XREF drawings bound to the parent drawing. Each plan sheet shall also be submitted in individual Adobe Portable Document Format (.PDF) files. The bid-ready specifications shall be submitted to the Authority electronically in Microsoft Word format (.DOC) and individual Adobe Portable Document Format (.PDF) files.
  - iii. Bid advertisement, contract document distribution to bidders, etc. will be handled by the Authority using the Authority's website.
- L. Attendance at the pre-bid meeting
  - i. The Authority will prepare and distribute the pre-bid meeting agenda and minutes.
- M. Bidding assistance as necessary, including addressing bidder inquiries, etc.
  - i. The Authority will prepare and distribute all addenda.
- N. Attendance at the pre-construction conference
  - i. The Authority will prepare and distribute the pre-construction conference agenda and minutes.
- O. Conduct biweekly construction site visits.
- P. Review contractor pay requests.
- Q. Provide record drawings based on contractor markups.
- R. Provide construction observation services as required by the Western Virginia Water Authority and/or Virginia Department of Transportation.

4. Contents of Proposals: Each proposal shall include a detailed scope of services for all engineering design services listed herein and present solid evidence of the firm's qualifications to perform the work. Each proposal shall present the proposing firm's understanding of the project(s) along with the proposed approach to executing the design(s). Additionally, each proposal shall identify all key project personnel proposed for this project along with relevant experience of such individuals on similar projects.

All prospective proposers are required to review the complete Request for Proposal. Proposers must acknowledge review of the complete Request for Proposal within the proposal.

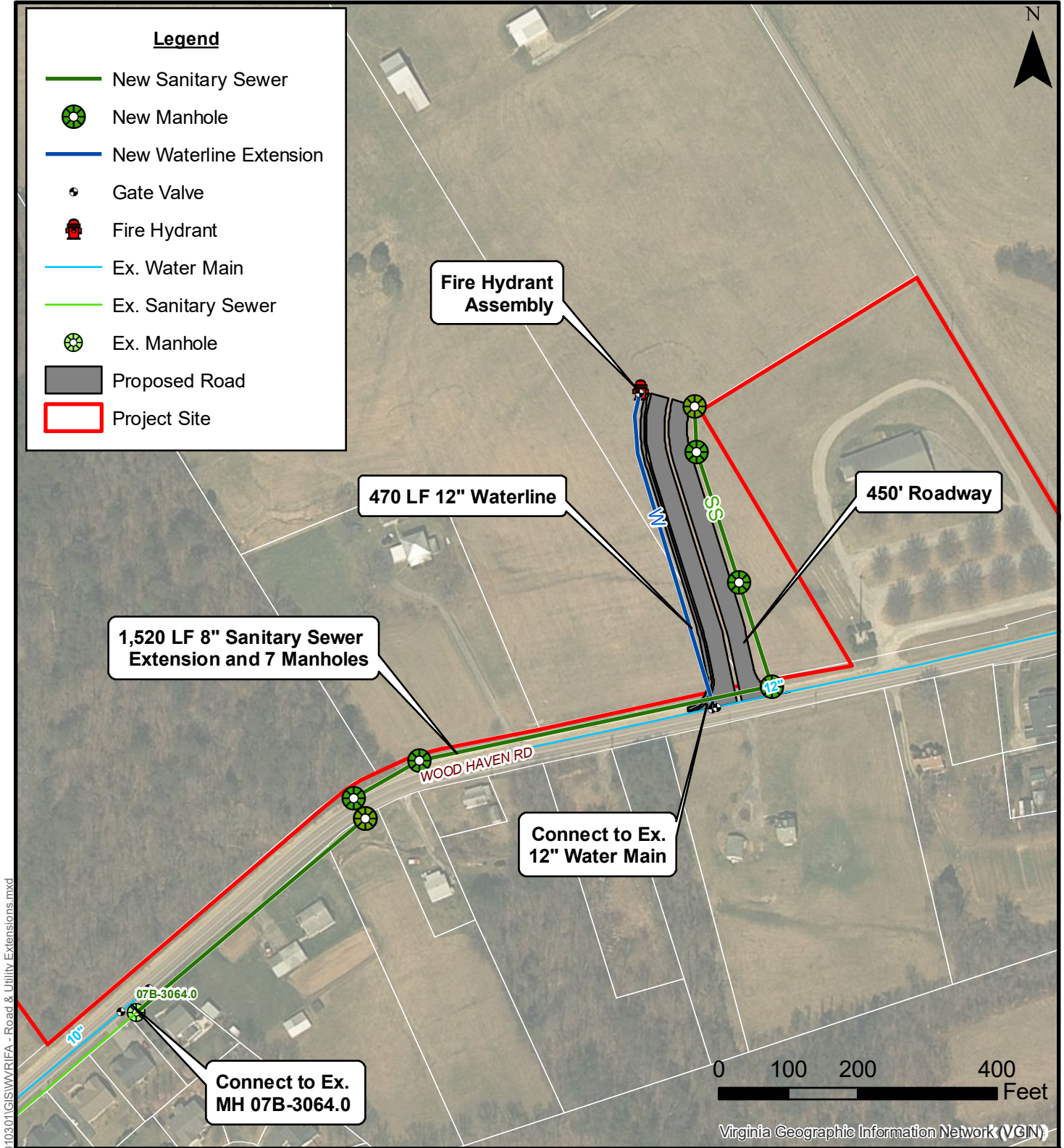
All proposals shall be printed double-sided on 8-1/2" x 11" paper and bound by a single staple in the upper left-hand corner. All proposals must be received in sealed envelopes or packages with the statement "Proposal Enclosed" along with the name of the firm and the proposal title typed or written in the lower left-hand corner. Proposing firms shall submit one (1) original and two (2) hard copies of the proposal, as well as one electronic copy on flash drive or compact disc.

5. Selection Process: The selection of one or more firms will be made in accordance with the procedures outlined in the Code of Virginia § 2.2-4301.3.a, Procurement of professional services. The Authority reserves the right to accept or reject, in whole or in part, any and all proposals and to waive informalities. Selection criteria will include, but not be limited to, the following:
- A. The proposing firm's understanding of the project(s) as outlined herein
  - B. The proposing firm's project approach outlining the execution of the project design(s) from the initial field investigations through final completion of the project(s) as outlined herein

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- C. The selection committee will review proposals and invite a limited number of top scoring firms to interviews/presentations. These presentations to the selection committee will likely occur at some point between September 10 and September 19.
- D. Qualifications and experience of the firm and of the individuals on the proposed project team; desired qualifications include:
  - a. Technical capabilities of the firm with respect to the specific requirements of the project(s) including water distribution system design with an emphasis on water line replacement projects in urban/developed areas
  - b. Qualifications and experience of the individuals who will perform and supervise the work requested by the Authority; desired qualifications include a minimum of ten (10) years experience in municipal water line project design with an emphasis on water line replacement projects in urban/developed areas
  - c. Performance of the firm and proposed project team in similar situations and projects
  - d. The ability to dedicate necessary staff to complete the requested services in a timely manner
  - e. Detailed knowledge of the Western Virginia Water Authority's Regional Design and Construction Standards, latest edition
- 6. Term of Contract: The Authority may enter into a contract with the successful engineering consulting firm to perform the engineering design services described herein. The contract will be based on a lump sum fee structure. Submitted proposals shall remain binding for ninety (90) days from the deadline for submitting proposals stated above. The Authority reserves the right to negotiate and award a not-to-exceed fee contract to the successful engineering consulting firm to perform limited construction administration services for the design project(s), if necessary.
- 7. Statement of Non-Discrimination: The Authority does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or any other basis prohibited by state law relating to discrimination in employment. The Authority does not discriminate against faith-based organizations in accordance with the Code of Virginia § 2.2-4343.1.
- 8. Questions Pertaining to this Proposal: Questions pertaining to this proposal shall be submitted prior to 5:00 PM local time, Friday, August 24, 2018 and shall be directed to:

John Hull  
Assistant Director  
Telephone: 540-797-0805  
e-mail: [jhull@wvrifa.org](mailto:jhull@wvrifa.org)



**WVRIFA - Wood Haven Technology Park**  
**Utility & Roadway Improvements**



**Draper Aden Associates**  
*Engineering • Surveying • Environmental Services*

2206 South Main Street  
 Blacksburg, VA 24060  
 540-552-0444 Fax: 540-552-0291

Richmond, VA  
 Charlottesville, VA  
 Hampton Roads, VA

Raleigh, NC  
 Fayetteville, NC  
 Northern Virginia

SCALE: 1" = 200'

JOB #: 16010324-010301

**FIGURE**  
**1**

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