

County of Henry

P.O. BOX 7
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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

OCTOBER 16, 2015
REQUEST FOR PROPOSAL
RFP # 15-11183-A163
HENRY COUNTY PURCHASING DEPARTMENT

The Henry County Public Service Authority solicits firms to submit proposals for “**Engineering Services for Philpott Water Filtration Plant Expansion to 6 MGD.**” The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked “**Engineering Services for Philpott Water Filtration Plant Expansion to 6 MGD**” RFP #15-11183-A163 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, November 18, 2015, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

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Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). The Henry County Public Service Authority reserves the right to extend/broaden the scope of this RFP to the awarded vendor for this project and any future projects of the same and or similar scope for a period of five (5) years from date of award notice. This contract and any future contracts shall be active until the projects are complete and possibly through all phases of work. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

Illegal Aliens

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

Contact for this RFP:

It is the responsibility of the prospective consultant to inquire about and to clarify any requirements of the Request for Proposal which are not understood. All inquiries concerning this Request for Proposal should be addressed to Michael Ward, P.E., Director of Regulatory Compliance & Technical Applications, at the above address, by calling (276) 634-2540, or e-mailing at mward@co.henry.va.us

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

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THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **15-11183-A163** for **Engineering Services for Philpott Water Filtration Plant Expansion to 6 MGD.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Philpott Water Filtration Plant Expansion to 6 MGD

I. Introduction

The Henry County Public Service Authority (HCPSA) owns and operates the Philpott Water Filtration Plant (PWFP). The PWFP consists of a 4 MGD raw water intake/pump station located on the Smith River and a conventional water filtration plant.

II. Scope

The HCPSA desires to expand the PWFP to a capacity of 6 MGD to provide potable water to its customers over the planning period. The HCPSA has completed a Preliminary Engineering Report (PER) as well as the pilot testing to support the findings of the PER. The PER and the pilot testing have been approved by the VDH. Funding for the project has been secured from the DWSRF – VDH Construction Fund Program.

In order to be practicable and fiscally advantageous for the Consultant and the HCPSA, the HCPSA reserves the right to negotiate with the awarded Consultant on similar future projects that pertains to but not limited to (cause and effect projects) the current scope of work/project. This shall not bind the Consultant nor the HCPSA to any future contracts with the awarded Consultant.

Specifically, the selected engineering firm shall perform the following activities:

Comprehensive Engineering Services

1. Develop plans, specifications, contract documents and complete any necessary environmental reviews.
2. Continued negotiations with the ACOE, VDEQ, and all other permitting agencies to secure the Virginia Water Protection Permit.
3. Obtain all necessary regulatory approvals of plans and specifications upon completion and the VDH CTC.
4. Provide construction administration and inspection services for the project.
5. Provide assistance to the HCPSA as necessary for the various funding agencies involved.

6. Provide operational assistance including O&M Manuals, startup, and training.
7. Any other services required to complete the defined project.

III. Additional Requirements

Federal and State governments are committed to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and encourage their participation in the Henry County Public Service Authority procurement activities. Toward that end, the Henry County Public Service Authority encourages these firms to compete in this solicitation and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Companies and firms submitting proposals and contemplating subcontracting services or joint ventures shall take affirmative action steps in compliance with the Federal regulations, prior to the submission of its proposal, to encourage and solicit participation by businesses owned by women and minorities in fulfilling this request for services.

Contracts awarded pursuant to this solicitation shall be in accordance with the rules and regulations of the U.S. EPA, including, but not limited to, the following:

1. Federal Affirmative Action Program Requirements and Goals;
2. The Minority Business Enterprise (MBE) Program requirements;
3. The MBE Documentation Requirements;
4. The Certification of Non-segregated Facilities; and
5. The successful firm or company must also comply with Executive Order 11246, Nondiscrimination in Employment, Equal Employment Opportunity, the Copeland "Anti-Kickback" Act, and Part 60-1 "Obligations of Contractor and Subcontractors" extracts as taken from titles 40 and 41 of the Federal Register.

IV. Proposal Content

In the essence of minimizing costs to prospective firms, interested parties shall submit a one page cover letter and SF 330 documents. Additional information is discouraged.

V. Selection Criteria

Proposals will be evaluated based on the following information:

1. The proposed project team, including their qualifications on previous projects. (20%)
2. Vendors past related experience and in the surrounding area (100 mile radius) demonstrating ability to develop complete, economical solutions for similar projects in a timely manner. (40%)
3. Capacity to accomplish the work in a specified time. (20%)
4. Stability and continuity of the firm's personnel and management. (20%)