

**REQUEST FOR PROPOSAL
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES
TERM CONTRACT**

- I. General: The Town of Pocahontas (the OWNER) seeks proposals from qualified engineering firms to provide professional engineering services on an “as needed” basis. The Town of Pocahontas will select one firm to provide the services requested using the “Competitive Negotiation Procedure for Professional Services” as outlined in the State Procurement Act.
- II. Scope of Services: The Town of Pocahontas seeks professional engineering services to assist with particular projects as may be needed. Projects may be any which are within the scope of professional engineering and surveying, but are anticipated to be primarily planning, design, construction contract administration, and operation assistance for various water and enhancement projects.
- III. Site Visits: Site visits are strongly discouraged in the interest of reducing costs prior to shortlisting or the interview stage.
- IV. Term of Contract: The Town of Pocahontas shall enter into a one-year term contract with the selected engineering firm(s). The contract will automatically renew unless otherwise indicated by the OWNER, for up to four successive one-year terms.
- V. Contents of Proposals: Each firm which wishes to submit a proposal in response to this Request for Proposals (RFP) must submit three (3) copies of an unmodified SF 330 along with a cover letter of not more than two pages.
- VI. Evaluation of Proposals: Selection criteria shall include the information contained in Standard Forms (SF) 330, references, or information from any other source. The proposals will be ranked and negotiations will begin with the top-ranked Offeror in accordance with the State Procurement Act.
- VII. Rejection of Proposals: The Town of Pocahontas reserves the right to reject any or all proposals received.
- VIII. Labor and Civil Rights Provisions: Offerors shall comply with the following: President’s Executive Order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President’s Executive Order #12138 and #11625 regarding utilization of MBE/WBE firms; the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990; and the Age Discrimination and Employment Act. Offerors must certify that they do not or will not maintain or provide for

their employees any facilities that are segregated on the basis of race, color, creed, or national origin.

Participation is encouraged from businesses certified as small businesses, women owned businesses, minority owned businesses, and disadvantaged owned businesses. WBE/DBE utilization goals may apply depending on the project assignments and funding sources to be undertaken.

- IX. Deadline: All proposals must be received by 5 pm on May 20, 2011. Proposals shall be mailed attention to Mr. Johnathan Gibson, Mayor, Town of Pocahontas, 300 Centre Street, P.O. Box 128, Pocahontas, Virginia 24635.