

**REQUEST FOR PROPOSALS**  
**FOR PROFESSIONAL ENGINEERING & SURVEYING SERVICES**  
**Flood Mitigation Assistance Grant Program (FMA)**

**A. PROJECT DESCRIPTION**

The Northern Neck Planning District Commission (NNPDC) will be implementing a Flood Mitigation Assistance (FMA) project for Northumberland County and Richmond County, Virginia. The planned improvements will include the elevation of two (2) homes, one located on River Road in Northumberland County, the other on Little Florida Road in Richmond County. Both homes reside in “AE” Flood Zones.

**B. SCOPE OF SERVICES**

The engineering services being procured for both elevations will include total design for the permitting and construction of flood-code compliant foundation systems for the “AE” zone. In each case, the individual homeowners will be consulted to provide input as to what will happen with their homes, and this will be a part of the design criteria. Plans will be submitted to FEMA for historic review and approval. There is an established budget for the Project, and therefore, a cost-effective design will also be essential.

1. Basic Design Services. Engineer shall prepare plans and specifications necessary to permit and construct two foundation systems that comply with all County, FEMA, VDEM, and the USBC. All designs are required to be submitted to FEMA for review and approval. Any necessary revisions will be made by the engineer for compliance with FEMA requirements.

The plans and specifications shall comply with all applicable State and Federal rules and regulations and receive all approvals and required permits from all regulatory agencies having jurisdiction over the improvements, including, but not limited to, County Building Departments, Zoning Departments, Virginia Department of Emergency Management, the Department of Environmental Quality, the Department of Historic Resources, the Federal Emergency Management Agency division of the Department of Homeland Security, and the homeowner. Basic Services will also include site plans, elevation certificates before and after elevations, and the location of all utilities required to be moved, disconnected, or relocated to accomplish the improvements.

2. Bidding and Contracting Services. The engineer shall assist the Northern Neck Planning District Commission by preparing the advertisement for bids and coordinating the bidding process to include:

- a) Provide bid documents to be distributed to contractors that request them.
- b) Answer questions and clarify bid documents through the issuance of addenda to the bid documents.
- c) Assist the Commission with placing the contractor under contract, including review and approval of all necessary insurance certificates and bonds.

3. Construction Administration Services. The engineer shall perform construction administration services to include:

- a) Have a representative available for a preconstruction conference.
- b) Reviewing for approval all shop drawings, material specifications, methods of installation, and contractor submittals.
- c) Perform progress inspections necessary to certify compliance with the specifications.
- d) Resolving contractor inquiries and questions during construction, including interpretation of plans and specifications, materials, and methods of construction.

The engineer should communicate with the Project Management Team on a regular basis during the design phase of the project and during the construction phase to update the Team and Community on the progress of construction.

4. Surveying Services. The surveyor will provide an official Elevation Certificate to determine how high each house will have to be elevated. After the house is elevated and construction is completed by others, the surveyor will provide a new Elevation Certificate to the Northern Neck Planning District Commission reflecting the improvements.

### C. PROPOSAL CONTENTS

All respondents should submit a written Proposal or Statement of Qualifications to include information about the respondent directly related to each of the Selection Criteria outlined in Section E herein. All information should be submitted succinctly. As governed by the Virginia Public Procurement Act, proposals shall not include estimates of costs or man hours to perform desired services.

#### D. SELECTION PROCESS

The project's Management Team will appoint a selection committee to review and evaluate all proposals submitted by firms responding to this RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Section E herein. The committee may ask the top ranked firms to attend a presentation interview as part of the evaluation process.

At the conclusion of the evaluation process, the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with the Commission. If a contract satisfactory to all parties cannot be negotiated, the committee will then enter into negotiations with the next highest ranking firm, and so on until an agreement is reached.

#### E. SELECTION CRITERIA

The respondents will be evaluated based on the following criteria (Proposals should address each of these areas):

1. List 3 projects most recently completed by the project manager that will be assigned to the project by your firm that are similar to the work to be done as described in the scope of this RFP.
2. List the most recent experience your firm has had in completing work funded with Federal Emergency Management Hazard Mitigation Grants.
3. Does your firm currently have property surveyors on staff? If not, explain how you would procure the needed services.
4. Discuss the process that your firm will require for contractors to obtain approval of materials, methods of installations, and other submittals.
5. Discuss the frequency and thoroughness of inspections that would be performed by your firm that is included under Basic Services.
6. What is the current work load of the staff person who will be assigned the responsibility for the project? Assuming final design decisions will be made by the Management Team in a timely manner, and no extended delays in the acquisition process, when could your firm be ready to bid the proposed construction?

7. Describe and discuss any problems and possible solutions you foresee in completing the scope of work.

F. SUBMITTAL

Respondents should submit 2 copies of their Proposal to:

Jerry W. Davis, AICP, Executive Director  
Northern Neck Planning District Commission  
457 Main Street  
P.O. BOX 1600  
Warsaw VA 22572  
804-333-1900

Proposals must be delivered to the offices of the Northern Neck Planning District Commission by 5 P.M., October 31, 2017. Proposals received after the deadline will not be ranked. Local, minority-owned, and female-owned firms are encouraged to respond.