

# **REQUEST FOR PROPOSALS**

## **ALBEMARLE COUNTY SERVICE AUTHORITY PROFESSIONAL ENGINEERING SERVICES**

### **TERM CONTRACT**

#### **I. Introduction**

The Albemarle County Service Authority (ACSA) is seeking proposals from consulting engineering firms to provide professional engineering services on an “as needed” basis. The ACSA will select one or more firms to provide the services requested using the Competitive Negotiation Procedure for Professional Services as outlined in the Virginia Public Procurement Act. The ACSA shall enter into a one-year term contract with the selected engineering firm(s). These services will be provided on an annual basis and may be renewable annually, at the discretion of the ACSA, for three additional years for a total term of four years. The maximum amount for any work order and the annual maximum shall be in accordance with VA Code Section 2.2-4303.1, as amended. There is no guarantee of the amount of work that will be authorized. Services contracted during any part of a term will continue through completion of the services without regard to the end of the term and without obligation to renew the agreement.

#### **II. Scope of Services**

Projects may be any which are within the scope of architectural, professional engineering, and surveying, but are anticipated to be primarily water and wastewater planning, evaluation, design and construction contract administration assistance.

#### **III. Proposal Package Contents**

The consulting engineering firm shall provide six (6) copies of their proposals for architectural, engineering and surveying services. The proposals shall include the following:

1. Letter of Interest
2. Specific Point of Contact
3. Location of Office Where Majority of Services will be conducted
4. Related project experience including only water distribution and wastewater collection systems under 24 inches in diameter in existing communities, water storage tanks, and water and wastewater pump stations.
5. Resumés of Key Individuals (limit to one page each)
6. List of Services to be Sub-Consulted and Potential List of Sub-Consultants.
7. List of Five References Including Name, Address and Telephone Number of Contact Person.

#### IV. Proposal Evaluation Criteria

In determining a firm to be fully qualified and best suited to perform the services, the ACSA will consider the following factors (the weighted percentage used in the evaluation is given with each of the factors):

1. Qualifications and Depth of Key Personnel (40%)
2. Firm's Experience with Similar Size and Type of Projects (40%)
3. Geographic Location of Personnel Working on Projects (5%)
4. References (15%)

#### V. Selection Process

The ACSA will evaluate each of the proposals received using the criteria stated in Section IV. The consulting engineering firms will be ranked accordingly and at least the top three (3) firms will be selected for an interview. The interviews will either be held at the consulting engineering firm's offices at which the majority of the services will be completed, on-site at the ACSA offices, or will be conducted virtually using a software platform selected at the time interviews are scheduled. In any case the key personnel expected to work on a majority of the projects shall participate in the interviews.

Upon completion of the interviews, the ACSA will select one (1) or more consulting engineering firms with whom they will enter into an agreement for engineering services.

The ACSA reserves the right to reject any and all proposals and reserves the right to award or not award a contract, as may be in the best interest of the ACSA.

#### VI. Submissions and Deadlines

Six (6) copies of the proposals in response to this request shall be submitted on or before 5:00 p.m. local time on April 24, 2025, to the following address:

Jeremy M. Lynn, P.E.  
Director of Engineering  
Albemarle County Service Authority  
168 Spotnap Road  
Charlottesville, VA 22911

Alternatively, proposals may be submitted electronically through eVA or by email to [JLYNN@serviceauthority.org](mailto:JLYNN@serviceauthority.org). All inquiries concerning this Request for Proposals should be directed to Jeremy M. Lynn, P.E., Director of Engineering at (434)-977-4511.



## VII. Individual Term Agreements

Attached is a copy of the agreement for engineering services, which the successful consulting engineering firm(s) will be required to execute with the ACSA. No promise is made or implied that firms selected under this Request for Proposals, or who execute the agreement for engineering services will be selected to perform services on individual projects during the contract term.