REQUEST FOR PROPOSALS
PRELIMINARY ENGINEERING DESIGN SERVICES
FOR
STATE ROUTE 930 CORPORATE PARK DRIVE EXTENSION PROJECT
BEDFORD COUNTY, VIRGINIA

Deadline for Submission of Statements of Qualifications:

5 PM, Friday, April 10, 2015

Submissions Directed To:

Mark K. Reeter
County Administrator
County of Bedford, Virginia
County Administration Building
122 East Main Street, Suite 202
Bedford, Virginia 24523

540-586-7601- Telephone
mreeter@bedfordcountyva.gov - Email Address for Submission
Project Overview:

Bedford County, Virginia is presently seeking Statements of Qualifications (SoQs) from professional civil engineering consultants for the preparation of a Preliminary Engineering Report (PER) for a construction project to extend existing Virginia State Route 930 - Corporate Park Drive from its present cul-de-sac terminus approximately .35 mile to a new intersection with U.S. Highway 220 - Forest Road, the new intersection to align with the existing signalized intersection of Virginia State Route 666 - Elkton Farm Road and Forest Road in the Forest area of Bedford County (the Project). The purpose of this proposed extension is to relieve frequent congestion at the intersection of Corporate Park Drive and Virginia State Route 663 - Perrowville Road caused by the intermix of daily commuter traffic generated largely by employees of various businesses located along Corporate Park Drive with traffic associated with nearby Jefferson Forest High School, other businesses and residential developments along Perrowville Road by providing a direct outlet for Corporate Park Drive to and from Forest Road. Please refer to the Project Area Map attached to this Request for Proposals (RFP) for additional information and conceptual general alignment of the proposed Corporate Park Drive extension and intersection with Forest Road.

The information to be generated by the PER shall be sufficient for the following purposes:

(1). To establish the desired alignment of the Corporate Park Drive extension from its existing cul-de-sac terminus to its intersection with Forest Road.

(2). To establish the general road construction standards and specifications for the Project and related appurtenances and infrastructures consistent with the requirements of the Virginia Department of Transportation (VDOT) for incorporation of the Corporate Park Drive extension into the state system of secondary highways.

(3). To determine the improvements to the existing signalization scheme at the intersection of Elkton Farm Road and Forest Road and possible turn lane configuration on the southbound lane of Forest Road to support the new Corporate Park Drive - Forest Road intersection.

(4). To preliminarily determine the presence of any topographic, geologic, environmental and historical conditions or concerns associated with the Project.

(5). To calculate and project preliminary cost estimates for construction of the Project, including final engineering design services and construction project administration of sufficient detail and accuracy to be
useful to Bedford County for the submission of future applications for VDOT Revenue Sharing Program funding for the Project.

Bedford County anticipates utilizing the selected consultant for final engineering design and construction administration/project management services, under separate contracts negotiated during the course of Project implementation.

**Scope of Services:**

Specific work elements of the PER shall include the following:

- Kick-off meeting with VDOT representatives
- Field survey work minimally necessary to support other PER work elements
- Preliminary plan and profile drawings
- Preliminary cross section drawings
- Preliminary storm water design
- Preliminary utility extensions and relocations
- Preliminary budget development
- Preliminary right-of-way (shown on plan and profile drawings)
- Completion and submission of EQ-429 (to initiate VDOT’s State Environmental Review Process)
- Wetland Investigation
- Assist Bedford County with Revenue Sharing Application preparation as may be requested
- Geotechnical evaluation to determine appropriate pavement section
- Intersection and signalization study of proposed Corporate Park Drive extension/Forest Road/Elkton Farm Road intersection
- VDOT review fees

Work performed shall meet all of the requirements for PE administration set forth in the VDOT Local Administered Projects (LAP) Manual, available for download at the following URL:


**Time of Delivery:**

It is anticipated that a Notice to Proceed with work under the Scope of Services will be issued by Bedford County within the month of July, 2015 (coordinated with the anticipated award of VDOT Revenue Sharing Program funds applied for the Project), and the final PE Report to be completed no later than September 30, 2015. Assistance to Bedford County with completion of an application for VDOT Revenue Sharing Program funds in 2015 for final engineering design and construction of the Project if requested shall be rendered in accordance with the VDOT submission deadline.
Statement of Qualifications:

Interested consultants should submit their Statement of Qualifications (SoQ) document consisting of not more than twenty (20) pages as indicated on cover page of this Request for Proposals in PDF format by email. SoQs will be evaluated and scored by Bedford County based on the following points system (50 points maximum):

Experience of consultant generally with similar projects - 25 points maximum
Experience of consultant's principal or lead engineer to be assigned with similar projects - 20 points maximum
Other relevant factors - 5 points maximum

This procurement will be conducted on the basis of competitive negotiation for professional services in accordance with §11-37 of the Code of Virginia, as amended. The information provided in the SoQs and the resulting scoring will be used as a basis for selecting consultants for interview. A Selection Team appointed by the Bedford County Administrator will score the SoQs, conduct interviews and form a recommendation as to the most qualified consultant to be presented to the Board of Supervisors. Interviews will be conducted with at least the two (2) highest-scoring consultants, with contract negotiations initiated with the top-ranked consultant based on the outcome of the interviews. If a contract satisfactory to the County can be negotiated, a recommendation will be made to the Board of Supervisors that award of contract be made to that consultant. Otherwise, negotiations with the top-ranked consultant shall be formally terminated and negotiations with the second-ranked consultant initiated. The contract will not be entered into until Revenue Sharing Program funds are awarded to Bedford County for this Project.

Pre-Submission Conference:

Bedford County will conduct a non-mandatory Pre-Submission Conference to address consultant questions concerning this RFP on Wednesday, April 1 at 2:30 PM at the Bedford County Public Library - Forest Branch 15583 Forest Road (U.S. 221), Forest, Virginia 24551.

Questions:

Substantive and clarifying questions concerning this RFP and the Project will be addressed at the Pre-Submission Conference; interested firms are therefore strongly encouraged to attend.