

REQUEST FOR QUALIFICATIONS

Notice is hereby given that consultant qualifications will be received by the Town of Chincoteague, Virginia for:

RFQ # 09-001 Storm Water Management Support

by filing with the Town of Chincoteague, 6150 Community Dr., Chincoteague, VA 23336 until:

Date: **November 30, 2009**

Time: **5:00 P.M. EST**

Qualifications submitted after the due date will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault.

A detailed Request for Qualifications (RFQ) information packet including general information, requested services, submittal requirements, and evaluation process is available upon request.

The Town of Chincoteague reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Chincoteague's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with the Town of Chincoteague's equal opportunity requirements.

Dated this 9th day of November, 2009.

Town of Chincoteague
Request for Qualifications

<u>Request for Qualification Information:</u> RFQ Number RFQ# 09-001 RFQ Name: Storm Water Management Date Issued: November 09, 2009 Contact Person: Harvey Spurlock Phone #: (757) 336-3366 Email Address: harvey@chincoteague-va.gov Submittals November 30, 2009 @ 5:00pm Accepted Until	<u>Submittals Delivered to:</u> Physical/Mailing Town of Chincoteague Address: 6150 Community Dr. Chincoteague, VA 23336
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General Information

NOTICE: Notice is hereby given that letters of interest and statement of qualifications will be received by the Town of Chincoteague, Virginia, for storm water management support by filing with the Town at the above location.

PURPOSE/BACKGROUND: The Town of Chincoteague (the "Town") is soliciting requests for qualifications for the purpose of obtaining professional storm water management engineering support services. The anticipated scope of work may include, but shall not be limited to, the evaluation of existing conditions, recommended upgrades, the development of designs, and potentially a comprehensive storm water management plan

QUALIFICATIONS: This work will require the firm to have the following qualifications:

- Five (5) or more years of related experience
- Experience working with municipal and regulatory entities
- Extensive experience with storm water management

SUBMITTAL REQUIREMENTS:

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas.
 - A description of the firm's experiences working with municipal government.
 - Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members.
 - Up to three (3) examples of similar projects .
 - A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone and fax numbers.
 - Responses must be limited to no more than ten (10) sheets excluding specific project examples, references, resumes and covers. Sheets shall be printed double sided.
 - Provide 3 copies of your Submittal.
 - Provide a general manpower rate schedule
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- **PROPRIETARY PROPOSAL MATERIAL** - Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

- **SIGNATURES:** RFQ's shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.
- **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:
 - Experience of firm with similar projects;
 - Experience of proposed project team and key team members
 - Overall quality of statement of qualifications; and

The Town may select a limited number of consultants for in-person interviews before the selection committee.

- **QUESTIONS:** Questions regarding this project may be directed to Harvey Spurlock via e-mail at harvey@chincoteague-va.gov. Unauthorized contact regarding this RFQ with other Town employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Town. Any oral communications will be considered unofficial and non-binding on the Town.
- **REJECTION OF SUBMITTALS:** The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the Town. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the Town. Once the Town and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the Town. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest ranked firm. The Town shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.
- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town. An Indefinite Quantity Indefinite Delivery (IDIQ) type contract with a minimum three year term is anticipated/
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with the Town of Chincoteague equal opportunity requirements. The Town of Chincoteague is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is the Town of Chincoteague's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

- **INSURANCE REQUIREMENTS:** The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor
- **BUSINESS REGISTRATION AND TAXATION:** The consultant or consultants awarded the contract will be subject to Town of Chincoteague Business Registration regulations as presented in the Chincoteague Town Code. Questions about the Town's Business Registration process should be directed to the Town office at 757-336-6519.
- **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, firm agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.
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- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.