



January 14, 2011

**CITY OF NORFOLK
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSALS
for
BRIDGE INSPECTIONS & ENGINEERING SERVICES- FY 2011**

Services Requested

The City of Norfolk Department of Public Works is seeking proposals from qualified professional engineering firms to provide services on an as-required basis. The City intends to enter into an annual, renewable agreement with the firms selected to provide these services. Other related government organizations or agencies may be allowed to issue Work Orders under this Agreement, as permitted by the City. The City will provide a scope of services for each specific request for engineering services required under the Agreement. A request for services may include, but not necessarily be limited to, the following:

- Prepare inventory and operating load rating analyses for bridges in accordance with Virginia Department of Transportation (VDOT) guidelines.
- Provide in-depth inspection of bridges, culverts and depressed roadways, including all necessary testing procedures.
- Design and prepare contract documents for bridge repair, rehabilitation, or replacement.
- Prepare contract document packages for maintenance and repair needs on bridges, culverts and depressed roadways to reduce maintenance and repair backlogs of City forces.
- Provide shop drawing review, issue change orders, make periodic visits to the site to review progress of the work, conduct final and warranty inspections, and prepare as-built drawings for projects.

Requirements of Proposal

Proposals submitted in the public procurement process are subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or proprietary information must be clearly identified to prevent their disclosure, and the reason why protection is required must be stated (City Code Sec. 33.1-9).

Your proposal should address the proposed work and should include the following information:

- Professional qualifications of the project team, including resumes of the key staff individuals and their background.
- Profile of the firm's principals, staff, and facilities.
- Profile of the subconsultants and their background.
- Previous experience with similar types of projects, including the scope of work, the client, the status of the project, and the year the work was performed.

- The proposal should include statements concerning the availability and accessibility of staff to perform the work.
- Appropriate brochures, photographs or printed materials may be submitted at your option. In no event shall your proposal, including all attachments, brochures, covers, and dividers, exceed 20 sheets of paper. You are permitted to utilize the reverse side of all sheets.
- A list of current/proposed contracts in which your firm is engaged.
- Complete and include the attached form, Compliance with State Law – Authorization to Transact Business in the Commonwealth
- A written statement attesting that your firm maintains an errors and omissions liability insurance policy with a minimum limit of \$1,000,000.

Compliance with State Law

Bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission.

Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Minority Participation

It is the policy of the City of Norfolk to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprise (www.dmb.state.va.us). Firms are asked, as part of their submission, to describe any planned use of such businesses. Please include in your proposal whether your firm or any of your sub-consultants is a minority owned business described by one of the following categories: African American (male), African American (female), Caucasian (female), Hispanic (male), Hispanic (female), Asian American (male), Asian American (female), American Indian (male), American Indian (female), Eskimo (male), Eskimo (female), Aleut (male), Aleut (female), Other (male), Other (female).

Norfolk Businesses

It is also the policy of the City to support Norfolk businesses and workforce development, and the City encourages companies with corporate offices in Norfolk, and which employ Norfolk residents, to compete for City contracts. Please include in your proposal information regarding the location of your offices, the offices of your sub-consultants, and the employment of Norfolk residents by your firm or by your sub-consultants.

Emergency Services

These services may also be required during emergencies. The issuance of a Declaration of Emergency Conditions by authorized government officials shall cause any agreement or contract resulting from this proposal to be activated at the terms and conditions listed in the agreement or contract. The selected firm shall make available to

the City of Norfolk, during the time of emergency, its time, equipment, and expertise in those services for which the firm has been previously contracted. Failure to comply may result in termination of the agreement or contract by the City of Norfolk.

Evaluation of Proposals

Evaluation of proposals will be under the complete jurisdiction of the City of Norfolk. It is the intent of this Request for Proposal that all services be prepared complete in all respects without need for engaging separate technical expertise of professional services.

Upon receipt of the proposals, the City will evaluate all materials submitted by responding firms and rank the proposals in order of qualifications by virtue of technical competence, general background experience, availability, etc. The city shall engage in individual discussions with two or more firms deemed most qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. After completion of the interview process, the City shall select, in the order of preference, two or more firms whose professional qualifications and proposed services are deemed the most meritorious. At that time, the City will enter into negotiations with the first choice firm to determine an agreeable method of compensation for service. If negotiation cannot be successfully completed with the first choice firm, the City will then negotiate with the second choice firm, etc. Upon completion of negotiations, a formal contract agreement will be prepared and executed between the firm and the City of Norfolk.

Additional Information

All proposals are due in the office of the Director of Public Works, 7th Floor, City Hall Building, Norfolk, Virginia, 23510, no later than **2:00 p.m., Thursday, February 10, 2011**. Five (5) copies of this proposal shall be submitted. Should there be any questions concerning this proposal, please contact Wayne Webster of the Structural and Waterfront Bureau at (757) 664-4647.

John M. Keifer
Director

The Virginian Pilot – January 16, 2011
DemandStar – January 16, 2011

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**COMPLIANCE WITH STATE LAW – AUTHORIZATION TO TRANSACT BUSINESS IN THE
COMMONWEALTH**

I. CERTIFICATION

A. The Offeror/Vendor (Please fill in with your enterprise's complete name)

certifies that it is organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50.

The identification number issued to Offeror/Vender by the State Corporation Commission:

B. Offeror/Vendor that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall describe why it is not required to be so authorized:

Offeror/Vendor: _____

Signed: _____

Title: _____

Date: _____

II. INSTRUCTIONS

a. The Offeror/Vendor shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Vendor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's/Vendor's responsibility. Failure of the Offeror/Vendor to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the Offeror/Vendor non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror/Vendor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror/Vendor knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

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