

**REQUEST FOR PROPOSAL
BRUNSWICK COUNTY
DEPARTMENT OF SOLID WASTE
ENGINEERING SERVICES
FOR DEVELOPMENT OF A SOLID WASTE
CONVENIENCE/RECYCLING CENTER
November 9, 2017**

Brunswick County, Virginia will accept proposals for engineering services for the development of a solid waste convenience/recycling center to be constructed in Brunswick County.

The purpose of this RFP is to solicit the input of vendors in making recommendations on how to best meet the needs of Brunswick County in developing the solid waste convenience/recycling center.

Those submitting proposals shall list on a separate sheet of paper any variations from or exceptions to the conditions of this proposal. This sheet shall be labeled "Exception(s) to Proposal Conditions" and shall be attached to the proposal.

Award of this project is dependent on approved funding from the Brunswick County Board of Supervisors.

Submit Request for Proposal to Charlette T. Woolridge, Ph.D., County Administrator, Brunswick County Administrator's Office, P.O. Box 399, 228 North Main Street, 3rd Floor, Lawrenceville, Virginia 23868 no later than 10:00 a.m. on Monday, December 11, 2017. Email or faxed proposals will not be accepted.

Submitting Proposal: Each proposal shall be submitted in a separate sealed envelope and shall contain the following information as a minimum. Eight copies of all information shall be provided with each proposal.

- Completed proposal form
- Narrative describing proposal
- List of a minimum of three (3) references
- Narrative of qualifications

Review of Proposals: The proposals received will be referred to a committee for review, evaluation and recommendation to the Brunswick County Board of Supervisors. The Board of Supervisors will consider the proposals at its next regularly scheduled meeting.

Evaluation of Proposals

FACTORS	WEIGHTED VALUE	CONSIDERATIONS
Experience/Qualifications	40%	
Cost	30%	Subject to available funds as approved by the Board of Supervisors
Proposal Meets Specifications	20%	
References	10%	

Scoring System

Proposals rated relative to specifications and other proposals

1	Lowest
2	
3	
4	
5	Highest

Minority business enterprises are encouraged to respond to this solicitation notice.

The Brunswick County Board of Supervisors, Brunswick County, Virginia reserves the right to reject any and all proposals, to waive any informality, or to select the best contractor who will provide services in the best interest of Brunswick County.

Charlette T. Woolridge, Ph.D.
County Administrator
Brunswick County, Virginia

Proposal Form for Engineering Services for the Development of a Solid Waste Convenience/Recycling Center in Brunswick County

We, _____ propose to provide engineering services in accordance with the conditions set forth by Brunswick County, Virginia for the terms generally described below:

Firm Name: _____

Total Cost: \$ _____

Experience: _____

References: _____

Proposal Submitted By:

Signature: _____

Printed Name: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Date: _____

Services include, but are not limited to:

- Engineering firm will provide services relative to the development and construction of a solid waste convenience/recycling center to be located in Brunswick County.
- Research environmental impact of the project. Prepare all environmental studies and reports.
- Prepare erosion and sediment control plan to be forwarded to the Virginia Department of Soil and Water Conservation.
- Prepare site plan and any other documents required for submittal with conditional use permit application.
- Work with Virginia Department of Transportation to obtain an approved land use permit.
- Prepare construction plans, specifications, and bid documents for construction of the solid waste convenience/recycling center. Review, with county personnel, all bids received for accuracy and compliance with specifications.
- Attend site meetings, as needed, with county personnel, contractors, and other agency representatives.
- Work with general contractor to oversee completion of construction of the project in accordance with specifications as set forth by the County.
- Work with general contractor and utility companies to secure electricity and telephone service to the site.
- Work with Director of Solid Waste Management to ensure completion of the entire project in accordance with specifications as set forth by the County.