

REQUEST FOR PROPOSALS  
For  
ENGINEERING SERVICES  
For  
THE TOWN OF LEBANON

A. PROJECT DESCRIPTION

The Town of Lebanon is seeking technical and engineering services from a qualified Engineering Firm for recommendations for the Lebanon Downtown Revitalization Project. Project must meet all State and Federal guidelines applicable to services provided.

B. SCOPE OF SERVICES

1. Basic Design & Engineering Services The selected Engineering firm will use the information gathered by the Town of Lebanon for all the existing buildings, streetscapes, infrastructure, town signage, and any other items that relate to downtown revitalization located in the project area and, based on that information, prepare plans and specifications necessary for recommendations of Façade Improvements on selected buildings, Upper Story Apartment creation on selected buildings, Streetscape Improvements / Gateway, any Infrastructure, and Town Signage in project area. Said plans and specifications shall comply with all applicable State, Federal, and Local rules and regulations and receive all appropriate reviews and approvals.

C. PROPOSAL CONTENTS

All respondents should submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the Selection Criteria outlined in Section E herein. All information should be submitted per selection criteria and scope of work. Proposals should include estimates of costs of man-hours to perform desired services.

#### D. SELECTION PROCESS

Competitive negotiation will be conducted in accordance with §2.2-4300 *et.seq. of the Code of Virginia (as amended) (The Virginia Public Procurement Act)*. A Selection Committee made up of representatives from Town Council, Town Business Owners, and Town Residence will evaluate all SOQ's submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Selection Criteria outlined in Section E herein. The Selection Committee may ask the top ranked firms to attend a presentation/interview as part of the evaluation process.

At the conclusion of the evaluation process, the firm will be awarded based on responses to selection criteria. If a contract satisfactory to both parties cannot be negotiated, the Town of Lebanon will then enter into negotiations with the next ranked meritorious bidder and so on until an agreement is reached.

#### E. SELECTION CRITERIA

The Town of Lebanon may choose to select a firm for each individual element of the Downtown Revitalization Project or one to complete the entire project. Respondents should breakdown proposals by the following elements:

- Streetscapes / Gateway(VDOT)
- Façade Improvements
- Upper Story Apartment Creation

The respondents will be evaluated based on the following criteria (SOQ's should address each of these areas):

- experience of firm-similar projects;
- experience of actual personnel to be assigned;
- similar projects completed;
- proposed approach to problem; and
- ability to begin and complete project quickly.

#### F. SUBMITTAL

**Respondents should submit 5 copies to Tony Dodi, Mayor, Town of Lebanon, P.O. Drawer 309/405 West Main Street, Lebanon, VA 24266, by 4:00 PM on Monday, October 15, 2018**

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