

**REQUEST FOR PROPOSAL
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES**

- I. General: [Owner's name] seeks proposals from qualified engineering firms to provide professional engineering services on an “as needed” basis. [Owner's name] will select a firm to provide the services requested using the “Competitive Negotiation Procedure for Professional Services” as outlined in the Virginia Procurement Act.
- II. Scope of Services: [Owner's name] seeks professional engineering services to assist with particular projects as may be needed. Projects may be any which are within the scope of professional engineering and surveying, but are anticipated to be primarily water operation and design assistance.
- III. Site Visits: Site visits are strongly discouraged in the interest of reducing costs prior to shortlisting or the interview stage.
- IV. Term of Contract: [Owner's name] shall enter into a one-year term contract with the selected engineering firm. The contract may be renewed, at the discretion of the OWNER, for up to two successive one-year terms.
- V. Evaluation of Proposals: Selection criteria shall include the information contained in Standard Forms (SF) 254 and 255, references, or information from any other source.
- VI. Contents of Proposals: Each firm which wishes to submit a proposal in response to this Request for Proposals (RFP) must submit three (3) copies of an unmodified SF 254 and 255 along with a cover letter of not more than two pages.
- VII. Rejection of Proposals: [Owner's name] reserves the right to reject any or all proposals received.
- VIII. Deadline: All proposals must be received by 5pm on [date]. Proposals shall be mailed to [address].