

The Town of Pulaski, hereinafter referred to as “Owner”, is seeking proposals from qualified chemical providers to provide a chemical or chemical/mechanical solution to mitigate H2S, smell, and other harmful components found in our sewage system. It is anticipated that one firm will be selected to provide the services requested using the competitive negotiation procedure for professional services, as outlined in the Virginia Public Procurement Act. The contract will generally include, but shall not be limited to, chemical mitigation evaluation, on-time chemical delivery, H2S monitoring, and overseeing any adjustments that need to be made in response to our system. Expected price of services will be considered as a component within the proposal and therefore must be included.

Proposals are due no later than 2:00pm, March 28th 2025. Any proposals received after this deadline may be returned to the offeror unopened. The Owner reserves the right to reject any and all proposals.

There may be a mandatory interview panel for all proposal submittals that will be scheduled individually the following week.

Disadvantaged Business Enterprises (small or minority and/or women owned firms) are encouraged to submit proposals. MBE/WBE firms are encouraged to submit proposals.

The Owner is an equal opportunity/affirmative action employer and will not discriminate on the basis of race, creed, color, national origin, age, or handicap. The Engineer must certify that they do not, or will not, maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin; that they will not discriminate against any employee or applicant for employment because of race, religion, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Engineer. The Owner does not discriminate against faith-based organizations. The Engineer shall comply with the President’s Executive Order #11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President’s Executive Orders #12138 and #11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964. Inquiries and requests for proposal packets should be addressed to:

Austin Painter  
Project Engineer  
Town of Pulaski  
42 First Street N.W.  
Pulaski, VA 24301  
PO Box: 660  
Work Phone: (540) 824 - 5601  
Office Phone: (540) 994 – 8656  
[apainter@pulaskitown.org](mailto:apainter@pulaskitown.org)

## REQUEST FOR PROPOSALS

The Town of Pulaski, hereinafter referred to as “Owner”, is seeking proposals from qualified chemical providers to provide a chemical or chemical/mechanical solution to mitigate H2S, smell, and other harmful components found in our sewage system. It is anticipated that one firm will be selected to provide the services requested using the competitive negotiation procedure for professional services, as outlined in the Virginia Public Procurement Act. The contract will generally include, but shall not be limited to, chemical mitigation evaluation, on-time chemical delivery, H2S monitoring, and overseeing any adjustments that need to be made in response to our system. Price will be considered as a component within the proposal and therefore must be included.

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The proposing company shall comply with the President’s Executive Order #11246 prohibiting discrimination employment regarding race, color, creed, sex, or national origin; the President’s Executive Orders #12138 #11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964.

### **Scope of Services:**

The Owner is requesting a comprehensive plan to mitigate H2S and smell within our system. This will include, but is not limited to:

- Chemical Mitigation Evaluation
- On-time delivery
- H2S monitoring
- Overseeing any adjustments that need to be made in response to our system
- Cost of services

### **Proposal Contents:**

The respondent's proposal for professional services must include the following:

1. Each proposal shall be transmitted along with a cover letter of not more than two pages.
2. Name, address and telephone of contact person.
3. Table of Contents
4. Statement of understanding of the scope of services presented in this RFP and the role of your firm in accomplishing the scope of services.
5. Clearly identify services being offered by your firm and any sub-consultants to be utilized.
6. Document previous work experience with any sub-consultants to be used.
7. A description of relevant projects in which the firm has participated during the past three (5) years with a description of the firm's responsibilities in the project, description of the relevant project details, and references who may be contacted.
8. Qualifications of members of the firm who will be performing work.
9. If applicable: Executed copy of "Engineer's and Architect's Policy of Nondiscrimination", which is included in this RFP.
10. If applicable: Executed copy of "Drug Free Workplace Maintenance by Contractor", which is included in this RFP.
11. All requested information must be presented. Failure to do so may result in the proposal being considered not responsive and, thus rejected.
12. Offerors who submit a response to the RFP may be required to give an oral presentation of their proposal. This will provide an opportunity for the offeror to clarify or elaborate on their proposal.
13. Oral presentations are at the discretion of the Owner; therefore, proposals should be complete.
14. Cost of services

### **Proposal Evaluation:**

Evaluation of proposals will be based upon, information contained in the proposal. The following criteria will be utilized to rank respondents:

1. Understanding of project and key project factors (stakeholders, key issues, political drivers, project history, etc.)
2. Qualifications and experience of firm with similar types of projects and with similar types of clients.
3. Qualifications and experience of firm with Owner.
4. Firm ability to provide cost effective and efficient completion of project (personnel, firm proximity to Owner, cost saving strategies, etc.)
5. Cost of services

### **Selection Procedure:**

The Owner and/or their authorized selection committee, will review all proposals and select respondents deemed best qualified, responsive, and suitable for project. The Owner reserves the right to select the highest-ranking firm based solely on the proposal contents. The Owner also reserves the right to shortlist

firms for interview to further discuss qualifications. Upon firm ranking and selection, the Owner will enter into contract negotiations. The Owner reserves the right to reject any and all proposals and waive any formalities. The procurement of these services will comply with the Virginia Public Procurement Act.