

**REQUEST FOR PROPOSAL
Engineering Services for the
Scott County Riverside Development Phase III
Site Development
Located in Weber City, Virginia**

The Scott County Economic Development Authority is requesting proposals from Engineering firms with experience in site development. The Scott County Economic Development Authority requests Statements of Qualifications for this project.

Statements of Qualifications will be evaluated on the following factors:

1. Familiarity with the project area and site criteria.
2. Qualifications and availability of personnel for the work.
3. Experience with similar site development.
4. Statement of work and method of carrying it out.

Statements of Qualifications are due in the office of the Scott County Economic Development Authority, ATTN: John H. Kilgore, Jr., Economic Development Director, 190 Beech Street, Suite 202, Gate City, Virginia 24251 by 3:00 p.m. on Wednesday, August 8, 2018.

Questions, Proof of Authority to Transact Business in Virginia form (mandatory), and a proposed scope of work may be requested of John H. Kilgore, Jr., Economic Development Director, at 276-386-2525 or jkilgore@scottcountyva.com.

The following material only will be accepted in order to reduce cost both to the offerors and to Scott County.

Provide three (3) copies of each of the following items:

1. Transmittal Letter (not more than three pages in length).
2. Standard Form 254 with no alterations or additions.
3. Standard Form 255 with no alterations or additions.

At least two offerors will be selected to provide more information. These offerors will then be ranked and negotiations will begin with the top-ranked offeror in accordance with the Scott County Procurement Ordinance. If a contract is satisfactory and advantageous to the Public Body and can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations shall then be conducted with the offeror ranked second, and so on, until a satisfactory contract is reached. The Scott County EDA reserves the right to reject any or all proposals. All contractual terms and conditions will be subject to review by the Scott County Attorney.

All respondents must conform to the Federal Equal Employment Opportunity requirements and upon request, supply documentation of compliance.

The Scott County Economic Development Authority is an Equal Opportunity Employer and will not discriminate on the basis of race, religion, color, sex, national origin, age, or handicap. Minority and female-owned firms are encouraged to participate.

THE PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA MUST BE RETURNED WITH YOUR PROPOSAL.