

**REQUEST FOR STATEMENTS OF QUALIFICATION
GENERAL ENGINEERING SERVICES (GES)
TOWN OF GATE CITY, VIRGINIA**

The Town of Gate City, Virginia is soliciting Statements of Qualification from qualified Engineering Firms or Individuals to provide General Engineering Services (GES). These services are required to support a variety of infrastructure and public works projects. The Town proposes to award an annual contract (with two (2) renewal option years) for a variety of engineering services. The services are expected to be comprehensive and among other services may include general consulting; surveying services that support the engineering services; preliminary engineering and reports; project designs and completion of Contract Documents; assistance with regulatory agencies; construction administration and inspection. In addition, services may include assisting the Town with the development of funding applications for local, state, and/or federal agencies.

Firms or Individuals interested in providing the Services shall contact Greg Jones at (276) 386-3831; Fax (276) 386-7789 or at 156 East Jackson Street, Gate City, VA 24251 or send an email to townmanager@mygatecity.com for detailed requirements regarding the information requested.

This request is extended without regard to race, color, religion, sex, national origin, marital status, age or physical or mental handicap. The selected Firm or Individual will be required to comply with all the State and Federal guidelines or requirements, including, but not limited to:

- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Act of 1964:

The Town of Gate City in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- The Americans with Disabilities Act
- Age Discrimination Act
- MBE/WBE Solicitation Guidelines

The Town of Gate City reserves the right to accept or reject any or all proposals; to waive any formalities or technicalities as it deems appropriate; and to retain an individual or firm as it deems appropriate. For projects that may be successfully funded, the Town of Gate City reserves the right, if it so deems, to enter into negotiations with the selected firm for any resulting services as part of the General Engineering Services procured herein.

Minority and/or female-owned businesses or firms are encouraged to apply. The Town of Gate City is an Equal Opportunity Employer.

**STATEMENTS OF QUALIFICATION FOR
GENERAL ENGINEERING SERVICES (GES)
TOWN OF GATE CITY, VIRGINIA**

The Town of Gate City will accept bound and concise Statements of Qualification for the provision of General Engineering Services until 3:00 PM Eastern Local Time; October 31, 2025. Six (6) copies of the Statements shall be mailed or hand-delivered to Greg Jones, Town Manager at the Town Hall; 156 East Jackson Street, Gate City, VA 24251.

Questions regarding this solicitation should be made prior to October 24th, 2025 and to the Town Manager, Greg Jones, at (276) 386-3831 or townmanager@mygatecity.com.

Statements of Qualification will be considered based on the following criteria:

- Relative Experience Providing Similar Services, including: General Engineering Services (including general consulting and assistance with the procurement of funding for municipal public works projects); Water Treatment, Storage and Distribution; Wastewater Collection and Treatment (including experience with Inflow and Infiltration related issues); Storm Drainage Systems; Transportation and Traffic; Parks and Recreation; Construction Administration; Inspection; and Surveys to Support the Related Services. Any lists of similar projects that may be provided shall include the name, position, and phone number of a reference for contact by the Town.
- Experience and Availability of the Individuals Proposed to Provide the Services, including: the proposed Project Manager with whom the Town Administration and Staff will maintain frequent contact (note that the Town reserves the right to terminate the services of any Firm or Individual subsequently selected under the provisions herein if any Project Manager proposed in the Statement of Qualifications is not subsequently assigned for the services - with the exception of any situation beyond the control of the Individual or Firm); any Design Personnel that may work on the services; and any other Individuals that the proposing Firm or Individual deems appropriate. Brief resumes (one or two pages) describing the qualifications and experience of each individual (including a listing of similar projects worked on) should be provided.
- A Brief Summary of Understanding of the Services (maximum of ten pages), including: the basic tenet or philosophy of the proposing Firm or Individual with respect to the provision of General Engineering Services; any methodology proposed for performing the services; demonstration of knowledge concerning the needs of the Town; and a summary of reasons that the Firm or Individual is best suited to provide the services.
- Familiarity with the Town of Gate City, including past project experience; knowledge of its current project needs and Staff; experience and working relationship with

LENOWISCO, DHCD, USDA-RUS(RD), VDH, DEQ, DCR and VDOT respectively.

Firms or Individuals will be ranked based upon these criteria and negotiations may begin with the top-ranked firm. If an agreement, satisfactory and advantageous to the Town may be entered into, an award shall be made. Otherwise negotiations may proceed with the next respectively ranked Firm or Individual and so on until a satisfactory agreement is reached.

The Town of Gate City will reserve the rights to accept or reject any or all proposals and to waive any formalities or technicalities as it deems appropriate. For projects that may be successfully funded, the Town of Gate City reserves the right, if it so deems, to enter into negotiations with the selected firm for any resulting services as part of the General Engineering Services procured herein.

This request is extended without regard to race, color, religion, sex, national origin, marital status, age or physical or mental handicap. The selected Firm or Individual will be required to comply with all the State and Federal guidelines or requirements, including, but not limited to:

- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Act of 1964
- The Americans with Disabilities Act
- Age Discrimination Act
- MBE/WBE Solicitation Guidelines

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- General consulting
- Surveying services
- Preliminary engineering and reports
- Project designs and preparation of contract documents
- Assistance with regulatory agencies
- Construction administration and inspection

- Assistance with development of funding applications for local, state, and federal agencies

Firms or Individuals interested in providing the Services shall contact Greg Jones at (276) 386-3831; Fax (276) 386-7789; 156 East Jackson Street, Gate City, VA 24251; or via email at townmanager@mygatecity.com for detailed information.

Statements of Qualification shall be submitted no later than 3:00 PM Eastern Local Time on October 31st, 2025. Six (6) copies of the Statements shall be mailed or hand-delivered to Greg Jones, Town Manager at the address above.

Questions regarding this solicitation should be submitted by October 24, 2025 to the Town Manager.

Statements of Qualification will be evaluated using a two-step process:

1. A qualifications-based selection committee will score and rank submissions based on the following criteria:
 - Relevant experience with similar projects: 35%
 - Availability and qualifications of key personnel: 30%
 - Project understanding and approach: 25%
 - Familiarity with the Town of Gate City and regional/state/federal funding and regulatory agencies (VDOT, DHCD, USDA-RD, VDH, DEQ, DCR, LENOWISCO): 10%
2. The top three firms will be short-listed and invited to participate in interviews.

Based on the evaluation, the Town will select one firm for General Engineering Services. The contract will be awarded in accordance with the Brooks Act, and this procurement will comply with all federal-aid and VDOT requirements.

The Town of Gate City reserves the right to:

- Accept or reject any or all proposals
- Waive informalities or technicalities

MANDATORY FEDERAL-AID PROVISIONS This procurement is subject to the following federal requirements and forms, which must be included with all proposals:

1. Compliance with 49 CFR Part 26: Maximum DBE participation encouraged.
2. While no specific DBE goal is established for the overall General Engineering Services contract, DBE participation is encouraged to the maximum extent possible. DBE participation will be tracked at the contract level and monitored as a cumulative total throughout each reporting period. Individual task orders will not carry separate DBE goals. The Town encourages maximum feasible DBE participation throughout the life of the contract in accordance with 49 CFR Part 26.

3. Include the following:

- Certification Regarding Debarment – Primary Covered Transactions (Prime Consultant)
- Certification Regarding Debarment – Lower Tier Covered Transactions (Sub-Consultant)
- Firm Data Sheet
- Evidence of registration with the Virginia State Corporation Commission and DPOR

4. Compliance with Title VI of the Civil Rights Act of 1964:

The Town is responsible for ensuring compliance with Title VI requirements by all selected consultants and subconsultants in accordance with applicable state and federal laws.

- 5. Quarterly DBE/SWaM payment reporting (form C-63)
- 6. Accounting systems compliant with 48 CFR 31 and 23 CFR 172; FAR audit data due within 10 days of selection
- 7. Compliance with the Federal Immigration Reform and Control Act of 1986
- 8. Equal Opportunity compliance

Minority and/or female-owned businesses are encouraged to submit.

The Town of Gate City is an Equal Opportunity Employer.