



**Town of Christiansburg  
Engineering Department  
Request for Proposals**

**RFP #235000011**

**Heating Ventilation and Air Conditioning (HVAC) Evaluation, Study, and Design  
for the Christiansburg Aquatic Center**

October 13, 2022

## GENERAL

The **Town of Christiansburg** is seeking expressions of interest (EOI) from qualified consulting engineering firms who wish to be considered to fulfill the following purpose:

The intent and purpose of this Request for Proposal (RFP) is to obtain services for the creation of a Project Overview Technical Memorandum (Task I), a Preliminary Engineering Report (PER) (Task II), and a construction-ready design with bidding documents (Task III) from a qualified engineering firm. The memorandum will describe the conditions, requirements, focus areas, and a schedule for completion of the PER. The PER will identify improvements and efficiency modifications to the Christiansburg Aquatic Center Heating Ventilation and Air Conditioning (HVAC) systems to benefit the Town over the next 0-15 years. The issuance of this RFP is the first step of the solicitation process, and it contains further instructions on the required content for submitted proposals.

The **Town of Christiansburg** anticipates awarding a single contract with addenda as a result of this Request for Proposal through competitive negotiation. The contract will be negotiated and awarded following the procedure in the current Manual for the Procurement & Management of Professional Services, the Town of Christiansburg Procurement and Surplus Property Manual.

## STATEMENT OF NEED

The Christiansburg Aquatic Center is an ultramodern aquatic facility in the Town of Christiansburg. Built via a public-private partnership and serving as both a recreational amenity to citizens and as the home pool for Virginia Tech Swimming & Diving, the completed facility is a blend of creative collaboration and leveraging of resources. The Christiansburg Aquatic Center opened to the public in July 2010. The finished product, which encompasses 64,000 square feet, features a 50-meter Olympic sized swimming pool, diving boards and a 10-meter diving platform.

The facility also includes a leisure swimming area with a beach entry pool which features a triple-loop, two-story water slide, spray features and a bucket fountain to delight children by dumping cascades of water. A heated therapy pool gives off a spa-like atmosphere ideal for physical therapy programs and rehabilitation, or for those wishing to relax in warmer water. The space also includes wet classrooms, locker facilities, family changing areas, an outdoor patio, multi-purpose rooms (with a kitchen) and cardio exercise rooms.

The HVAC systems of the facility are nearing their lifecycle end. Continued maintenance and sub-optimal operation of the heating and cooling systems have caused undue burden on staff and increase maintenance and operation costs. A wholistic evaluation of the HVAC systems is necessary prior to replacement of the units. Considerations for new equipment and systems should focus on costs such as upfront capital investment, maintenance costs, and operational costs as well as serviceability and availability of components. Other improvements to ancillary systems should be evaluated to ensure that it is meeting the needs of the facility and staff.

Interested firms should submit one RFP for consideration. This should be clearly identified in the Cover Letter and the contents of the RFP should exhibit the firm's capabilities to perform such services. Expressions of Interest will be evaluated based on the scoring matrix provided in this RFP. The selection committee will rank EOIs and post a "Short List" of qualified firms for follow-up interviews. Selected firms will participate in Interviews/Technical presentations highlighting their capabilities.

The interview/presentation will consist of a 15-minute introduction with firm / personnel overview followed by 60-minute detailed presentations of the firm's has proposal within their EOI. The interview/presentation will be concluded with questions from the selection committee.

The **Town of Christiansburg** reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the **Town of Christiansburg** to do so. This Request does not commit the **Town of Christiansburg** to provide any payment for costs associated with the preparation of proposals submitted in response to this Request for Proposal.

The **Town of Christiansburg** reserves the right to alter the project delivery method at any time during the contract period. The **Town of Christiansburg** will notify the consultant of such decision, revise the scope of services and respective person-hours. The change will be implemented using an additional task order or supplemental agreement based on the contract type.

## PROCUREMENT SCHEDULE

- Optional Pre-Proposal Conference – November 1, 2022, at 1:30 PM
- RFP Questions Due – November 8, 2022, at 5:00 PM
- Expression of Interest Due Date and Time – November 18, 2022, at 3:00 PM
- Short List Posted on the Town Website – NLT December 2, 2022
- Interviews/Technical Presentations – NLT December 16, 2022
- Final Consultant Selection – NLT December 23, 2022
- Completed Negotiations Agreement Due – NLT January 27, 2022
- Consultant Contract Signed – NLT February 3, 2022

Questions about the RFP should be sent to Mark Hamric at [mhamric@christiansburg.org](mailto:mhamric@christiansburg.org) by November 8, 2022, at 5:00 PM.

The optional pre-proposal conference on November 1, 2022, at 1:30 PM will be held at the Christiansburg Aquatic Center, 595 Street, Christiansburg, VA 24073.

## CONFLICT OF INTEREST:

The change in a project delivery method for this contract may result in a potential conflict of interests for the consultant and any of its team members. As such, the scope of services and their role may be revised and redefined to meet the project need as identified by the **Town of Christiansburg**. The consultant and its team members may not be allowed to participate in ANY subsequent contracts (design and/or construction) related to this project.

## SCOPE

The Engineer shall perform professional engineering services as hereinafter stated, which include normal civil, mechanical, instrumentation and control, structural, architectural, and electrical engineering services, necessary field surveys and topographic and utility mapping for design purposes, assistance in the application for necessary permits and regulatory approvals, geotechnical, and environmental work necessary to obtain environmental permits required for project construction. The Engineer represents those tasks will be performed in accordance with generally accepted professional standards. The Engineer further represents that they will provide the Town the best possible advice and consultation within Engineer's authority and capacity as a professional engineer. The Engineer will comply with the regulations, laws, ordinances, and requirements of governmental agencies as applicable.

The Engineer shall furnish all labor, materials, equipment, and technical and professional services required to perform the work as described herein.

Following receipt of the Town's written authorization to proceed, the Engineer shall proceed with the Project Overview Technical Memorandum (Task I). Separate addenda to the Contract will be issued for the PER (Task II), and design/bidding (Task III).

A. TASK I: PROJECT OVERVIEW TECHNICAL MEMORANDUM

1. Design Conditions: The Engineer shall provide known design conditions contributing the process selection and sizing. The following conditions will be included (at minimum): current HVAC and dehumidification design conditions, mechanical equipment, electrical service, and maintainability. The Engineer should provide an air quality assessment for trichloramine under current operating conditions.
2. Process Requirements: The Engineer shall indicate the proposed process unit performance capabilities for industry standard and maximum occupancy. Estimated annual operating costs of the process units shall also be provided.
3. System Areas (SA): The Engineer shall provide SA recommendations, with anticipated planning level cost estimates at each SA based on the stated design conditions. The recommendations will identify which processes/equipment, and sizes will be required to meet current and future Model Aquatic Health Code (MAHC) and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards. At the time of this scope development, the Town is suggesting the PER be broken into the following SA's to include the following major areas:
  - SA1: Air Quality
  - Air Handling Equipment and Ductwork
  - SA2: Dehumidification and reuse
  - SA3: Mechanical Room Ventilation
  - SA4: Electrical
  - SA5: Climate System Automation and Remote Control
  - SA6: Structural
4. Schedule: The Engineer shall provide a schedule depicting duration of PER activities, major milestones, and deliverables. The schedules will be prepared with a large format PDF output, including a Gantt chart.
5. Cost: The Engineer will provide a proposed cost for the completed PER.

B. TASK II: PRELIMINARY ENGINEERING REPORT (PER)

Following receipt of the Town's written authorization, and execution of an addendum to the Contract, the Engineer shall proceed with the PER (Task II).

1. Draft PER: The Engineer will prepare a comprehensive PER for the Town as the deliverable item for the Contract. The primary purpose of the PER is to identify improvements and modifications that will provide facility resiliency for the next 15 years, including major components, sizing, and configuration improvements and modifications necessary to reliably achieve an SA approach to satisfy future regulatory/permit requirements (determined in Task I). The PER will contain the following:
  - a. Data Collection: The Engineer shall consult with the Town to determine its requirements and to review available data in possession of the Town concerning the proposed project.
  - b. Condition Assessment of Reutilized Assets: The Engineer shall perform a field assessment of major structures for reuse for future improvements or modifications. The existing structure(s) will be assessed for structural integrity, and capability of modification.
  - c. Electrical Survey: The Engineer shall perform a field survey to determine the suitability of existing electrical infrastructure to support future improvements or modifications. Specific tasks will include comparison of actual field conditions to available record drawings, coordination with the serving electric utility regarding billing history, development of a facility-wide electrical load list including proposed future improvements or modifications, and preliminary power system studies (i.e., short circuit/coordination study and arc flash study).

- d. Site/Storm Water: The Engineer shall identify applicable site and storm water regulations, criteria, and provide preliminary design recommendations for new facilities based on regulatory requirements. All storm water infrastructure and best management practices (BMP's) shall be designed based on the requirements of the Virginia Storm Water Management Handbook and any applicable local regulations.
  - e. Design Criteria: The Engineer shall develop the preliminary design criteria for proposed improvements or modifications to the facility, with consideration given to air quality and ability to maintain processes. The following items are suggested to be included: identification of major process equipment (with estimated air exchange, temperature, and humidity requirements), exhibit-level sketches depicting process siting, and potential return on investment values when multiple options are presented.
  - f. Probable Design and Construction Schedules: The Engineer shall develop probable design and construction schedules for each SA, reflective of the findings from the previous paragraphs, and the recommendations of the memorandum.
  - g. Cost Estimate: The Engineer shall prepare and submit an Engineer's Opinion of Probable Construction Cost (EOPCC) for probable design and construction phases for each SA for the current year, including inflationary adjustments for the following 15 years. A 20% contingency will be utilized to reflect the preliminary nature of the planning phase EOPCC. The cost estimate will also evaluate lifetime maintenance and upkeep costs associated with any proposed improvements or modifications.
  - h. Energy Efficiency: The Engineer shall identify opportunities associated with new and emerging technology that will improve overall energy efficiency. The findings will be reviewed with the Town to determine if funding will be pursued.
  - i. Permitting Requirements: The Engineer shall identify applicable local/state permitting requirements.
  - j. Other items as discovered and considered in the Project Overview Technical Memorandum.
2. PER Workshop: The Engineer shall administer up to (2) half-day PER review workshops with project stakeholders shortly after submission of the draft document to the Town. The purpose of the workshop is to facilitate the review of the draft PER document, and discuss the major content, findings, and recommendations of the draft PER document.
  3. Final PER: The Engineer shall revise the draft PER, incorporating the Town's formal comments resulting from the PER Workshops and their review of the PER document. Deliverables for this evaluation should include a detailed engineering report, a stand-alone executive summary, and a marketing flyer or placemat. The Engineer shall provide an electronic PDF copy, and up to six copies of the report to the Town. The PER shall be suitable to submit for agency review if there is a requirement to obtain a third-party review.
  4. Design and Bid Documents: The Engineer will provide a proposed cost for the completed construction-ready design and bid documents.

C. TASK III: DESIGN AND BID DOCUMENTS

Following receipt of the Town's written authorization, and execution of an addendum to the Contract, the Engineer shall proceed with the design (Task III). Work under this addendum will consist of any and all consulting services required for the design and construction phases for major upgrades to the aquatic center as outlined in the PER (Task II).

EXPRESSION OF INTEREST (EOI)

1. The Expression of Interest shall be organized in the following order:
  - Transmittal letter
  - Table of Contents
  - Understanding of Scope of Work (maximum 2 pages)
  - **Standard Form (SF) 330 Part I** – one combined for the project team
  - **Standard Form (SF) 330 Part II** – one for each firm

- Response to RFP Expression of Interest Items 7-11
  - A table or matrix containing the requested information in Item 12
  - Full size copies of Commonwealth of Virginia SCC and DPOR supporting registration/licensing documentation for each firm (including that of each pertinent branch office)
  - Full size copies of Commonwealth of Virginia DPOR registration certificate for the Key Personnel
  - Firm Data Sheet
  - Certification Regarding Debarment form
2. Furnish current SF 330 Part II for each firm involved, and one (1) combined SF 330 Part I for the project team. Please follow the instructions included on the form, unless indicated otherwise within this RFP.
  3. As referenced in SF 330 Part I, Section D (Organizational Chart of Proposed Team), a one-page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included.
  4. Indicate KEY PERSONNEL ONLY resumes in SF 330 Part I, Section E (Resumes of Key Personnel Proposed for This Contract). Key personnel are defined as those to whom the contract will be assigned and who will be performing the actual management of the work and be responsible for inspection, administrative and design services. Each resume shall be limited to one page per person with a font no less than 10 points.

Furthermore, all individuals identified as Key Personnel in the EOI shall remain on the Consultant's Team for the duration of the procurement process and, if the consultant is awarded a contract, the duration of the contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to the Town of Christiansburg's Project Manager for approval, who, at his/her sole discretion, will determine whether to authorize a change. Unauthorized changes to the Consultant's Team at any time during the procurement process may result in elimination of the Consultant's Team from further consideration.

5. In SF 330 Part I, Section F (Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract), limit example projects to no more than ten (10). Only this Section and Section H may include pictures or graphics.
6. In SF 330 Part I, Section G (Key Personnel Participation in Example Projects), limit example projects to no more than ten (10). The example projects listed in Section G (#29) should match the example project list provided in Section F.
7. In SF 330 Part I, Section H (Additional Information), the consultant should detail the plan to assure the Town of Christiansburg that the staff submitted for evaluation will be available for the services requested by the RFP. Section H of SF 330 Part I is limited to a maximum of ten (10) pages with a font no less than 10 points. This section should describe the organization of the proposed project staff indicating the role of each by individual. If subconsultants are proposed, the role of each subconsultant should be discussed. It should also include statements that are responsive to the attached Consultant Short List Score Sheet that will be used to evaluate your submission. This and Section F are the ONLY sections of the submission which may include pictures or graphics (included in the ten-page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this Town of Christiansburg project.
8. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving are not considered affiliates.

A firm (prime) shall not submit more than one Expression of Interest (EOI) in response to this Request for Proposals (RFP). If more than one EOI is submitted by an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or any party of a Joint Venture shall be disqualified. If more than one EOIs are submitted by an affiliate, or subsidiary company of an individual, partnership, Corporation, or any party of a Joint Venture, then all EOIs submitted by that individual, partnership, Corporation, or Joint Venture shall be disqualified.

9. In addition to the page restrictions listed above, a maximum of 2 additional pages may be included in the Expression of Interest. All pages are to be 8 1/2" X 11" and printed on one side with single-spaced type no smaller than 12 pitch.
10. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, subconsultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer, or any position involving the administration of Federal or State funds:
  - Is currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency.
  - Has been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past 3 years.
  - Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but it will be considered in determining offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

11. If the prime consultant or subconsultant does not have the in-house capability to provide non-professional services, each with an estimated cost of \$5,000 or greater, these services must be subcontracted in accordance with State procurement procedures once a contract is executed. Clearly indicate these services in the EOI.
12. Each business entity (prime and subconsultants) on the proposed team who is practicing or offering to practice professional services in Virginia, including, but not limited to, those practicing or offering to practice engineering, surveying, hydrologic and hydraulic analysis, geotechnical analysis and landscape architecture, should provide evidence including full size copies of appropriate commercial professional registrations and licenses for all main and branch offices proposed for this Project, as well as providing full size copies of appropriate individual registrations/licenses for those professional occupations per the requirements listed below. The EOI should convey the requested information for each regulant by the use of a concise table or matrix. (All full-size copies of the Commonwealth of Virginia State Corporation Commission (SCC) and Department of Professional and Occupational Regulation (DPOR) supporting registration documentations should be included in the EOI and will not be counted towards page

restriction):

- a) The Commonwealth of Virginia SCC registration detailing the name, registration number, type of corporation and status of the business entity.
- b) For this Project/Contract, the Commonwealth of Virginia DPOR registration information for each office practicing or offering to practice any professional services in Virginia: Provide the business name, address, registration type, registration number, expiration date.
- c) For this Project/Contract, the Commonwealth of Virginia DPOR license information for each of your Key Personnel practicing or offering to practice professional services in Virginia: Provide the name, the address, type, the registration number, and the expiration date. Provide the office location where each of the Key Personnel is offering to practice professional services.
- d) For this Project/Contract, the Commonwealth of Virginia DPOR license information for those services not regulated by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (e.g., real estate appraisal): the business name, the address, the registration type, the registration number, and the expiration date.

Failure to comply with the law with regard to those requirements in Virginia (whether federal or state) at the time of the EOI submittal regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your EOI submittal(s), in the sole and reasonable discretion of the Town, non-responsive and in that event your EOI submittal(s) may be returned without any consideration or evaluation.

#### ADMINISTRATIVE

1. Prior to the time of submittal of the EOI, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission. Information about entity formation can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation <http://www.dpor.virginia.gov/>, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting an Expression of Interest to the Town of Christiansburg. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.
2. The Town will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any subconsultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
3. **Electronic EOI submittals are required for this EOI, with the entire submittal in a single cohesive PDF file.** Submittals shall be prepared simply and economically, providing a straightforward,



concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the SF 330 Part I and Part II elsewhere in the submittal. All text in the PDF file shall be searchable using Adobe Acrobat software except within illustrations and scanned registration documents.

To submit electronic proposal, one employee of each Offeror will e-mail the Purchasing Coordinator (mhamric@christiansburg.org) at least three business days before the due date and time for proposals. The e-mail will be entitled "OneDrive Access for Proposal 235000011; CAC HVAC Evaluation, Study, and Design". The Purchasing Coordinator shall reply to that e-mail, which will include information that will grant the Offeror access to the Purchasing Coordinator's OneDrive. Each Offer should drop or load their electronic version of the proposal in the designated folder in the OneDrive no later than the due date and time for proposals.

4. The **Town of Christiansburg** assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all subconsultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 workdays of notification of selection when requested by the Town. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.
5. The **Town of Christiansburg** does not discriminate against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
6. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Town no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Town's website.
7. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution through either eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. For more detail information regarding eVA, registrations, fee schedule, and transaction fee, use the website link: <http://www.eva.state.va.us>. All bidders or offerors must register in eVA; failure to register may result in the bid/proposal/expression of interest being rejected.

## FIRM DATA SHEET

Funding: \_\_\_\_ (S=State F=Federal)

Project No.: \_\_\_\_\_

Division: \_\_\_\_\_

EOI Due Date: \_\_\_\_\_

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all subconsultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data may result in the Expression of Interest not being considered.

Firm's Name, Address and DBE and/or SWAM Certification Number	Firm's DBE or SWaM Status *	Firm's Age	Firm's Annual Gross Receipts

\* YD = DBE Firm Certified by DMBE

N = DBE or SWaM Firm Not Certified by DMBE

NA = Firm Not Claiming DBE or SWaM Status

YS = SWaM Firm Certified by DMBE. Indicate whether small, woman-owned, or small business.

DMBE is the Virginia Department of Small Business and Supplier Diversity

**CERTIFICATION REGARDING DEBARMENT**

**PRIMARY COVERED TRANSACTIONS**

**(To be completed by a Prime Consultant)**

Project: \_\_\_\_\_

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
  - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Town of Christiansburg.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

**CERTIFICATION REGARDING DEBARMENT**

**LOWER TIER COVERED TRANSACTIONS**

**(To be completed by a Sub-consultant)**

Project: \_\_\_\_\_

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Town of Christiansburg.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

CONSULTANT SHORT LIST SCORE SHEET  
(FOR PROFESSIONAL SERVICES)

DIVISION: \_\_\_\_\_

EOI NO.: \_\_\_\_\_

PROJECT: \_\_\_\_\_

FIRM: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

SUBS: \_\_\_\_\_

DATE: \_\_\_\_\_

	NUMERICAL VALUE				AVG.	WEIGHT	WEIGHTED EVALUATION
FIRM/TEAM'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience, and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)	1-10					25%	
PERSONNEL'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience, and qualifications of team in providing services as related to the scope of services) (1=least, 10=most)	1-10					30%	
QUALIFICATIONS OF PROJECT MANAGER (Expertise, experience, and qualifications in project management as related to the scope of services) (1=least, 10=most)	1-10					15%	
ORGANIZATIONAL CAPABILITY (Ability to complete work on time, size of firm(s) compared to size of project, proposed project staff resources, proposed use of sub-consultants) (1=least, 10=most)	1-10					25%	
PRESENT WORKLOAD (Firm's capacity and availability)	1-10					5%	
						TOTAL	