



**Economic Development Authority of
Amherst County, Virginia**

A Political Subdivision of the Commonwealth of Virginia

REQUEST FOR PROPOSALS

**Engineering Services—VBRSP Dillard Site Water
Tank Design and Sewer Upgrade Plan**

RFP-25-001

Posting Date: Dec. 12, 2025

**Proposals Due: 3 pm local time in Amherst, Virginia,
Jan. 6, 2026**

REQUEST FOR PROPOSALS

Engineering Services—VBRSP Dillard Site Water Tank Design and Sewer Upgrade Plan

Overview

Purpose

The Economic Development Authority of Amherst County, Virginia the “Organization”) has received a grant of \$262,823 for planning and engineering services related to upgrades to the facilities of the Amherst County Service Authority (“ACSA”) in order to serve the Dillard Site (the “Site”), a 545-acre tract in Madison Heights, Amherst County. These facilities are anticipated to include design of a Water Tank and a Sewer Upgrade Plan in order to serve the Site.

Attachments:

- A. [Master Plan](#)
- B. [All Constraints](#)
- C. [Utilities Map](#)
- D. [Lot A](#)

Background

The Economic Development Authority of Amherst County, Virginia (“AEDA” or the “Organization”) is a political subdivision of the Commonwealth of Virginia under the provisions of the Industrial Development and Revenue Bond Act in order to promote employment, investment and the overall economic development of Amherst County, Virginia. Amherst County, Virginia is a political subdivision in Central Virginia, just north of the City of Lynchburg. Its population is approximately 31,000, and it covers 479 square miles.

For more information about AEDA, please visit our website at amherstvabusiness.com.

Procurement Authority

This Request for Proposals (“the RFP” or “the Solicitation”) is issued pursuant to the Virginia Public Procurement Act (VPPA), § 2.2-4300 et seq. of the Code of Virginia of 1950, as amended, and other applicable procurement regulations. All procedures and resulting contracts shall conform to these requirements.

Deadline and Anticipated Procurement Schedule

Proposals are due at 2:00 pm, local time in Amherst, Virginia, on Jan. 6, 2026. Late submissions will not be considered. (See § 3.2 for details on proposal submission).

Event	Date
Solicitation Posting	Dec. 12, 2025
Pre-Proposal Questions Due	Dec. 29, 2025
Proposals Due	Jan. 6, 3 pm
Presentations	Jan. 12-13, 2026
Intent to Award	Jan. 16, 2026

Scope of Work

Services

Multi-Phase Procurement

This is a multi-phase professional services procurement. The initial phase will include preparation of a water tank design and sewer upgrade plan, as set forth below. Therefore, pursuant to Section 2.2-4302.2(B) of the Code of Virginia, the contract will therefore be negotiated and awarded based upon a fair and reasonable price for the first phase. However, qualifications for both the first phase and the second phase will be considered in making the contract award.

Water Tank Design

Design a 1-million-gallon elevated water storage tank at the Dillard Industrial site. The tank would be located in the northeast corner of Lot A. Design tasks include:

- Subdivision Plat Task: subdivide the tank lot from the Dillard parcel A.
- Complete geotechnical investigation on the tank lot.
- Prepare the construction documents for the proposed water storage tank and connection to the Amherst County Service Authority (ACSA) water system.
- Provide a complete VSMP application and associated information required with the application and develop a Stormwater Pollution Prevention Plan (SWPPP) and submit documents to the appropriate agencies and client.

Sewer Upgrade Plan

Design sewer system improvements for the Dillard Industrial Site. Design tasks include:

- Upgrade/replacement of the existing pump station.
- A new upsized force main.
- A topographic survey of the project area.
- Right-of-Way and easement acquisitions for the necessary easement agreements with private property owners along the proposed utility alignment.
- Complete geotechnical investigation on the pump station site.
- Prepare the construction documents for the proposed pump station and force main improvements connecting to the ACSA sewer system.

- Provide a complete VSMP application and associated information required with the application and develop a Stormwater Pollution Prevention Plan (SWPPP) and submit documents to the appropriate agencies and client.

The amount of the VBRSP Grant for the Phase 1 services is \$262,823.

Construction Administration (Optional Phase 2)

Provide construction administration services for the project. Construction administration tasks would include:

- Conducting a pre-construction conference;
- Reviewing and approving all shop drawings;
- Reviewing all contractor pay requests and recommend payment;
- Preparing all construction change orders including recommendation of approval;
- Conducting monthly progress meetings with contractors and Authority staff; and
- Resolving contractor inquiries and questions during construction including interpretation of plans and specifications.

Schedule

Please add your timeline for completion of the tasks to your proposal.

Full Scope Obligation

Offerors must be prepared to complete all tasks described in the Scope of Work. Proposals that omit elements of the SOW may be deemed non-responsive.

Proposal Preparation and Submission

Proposal preparation and submission requirements specific to this RFP are in this section.

General Requirements

Proposals must be submitted, in the prescribed format, in accordance with the instructions and requirements contained in this RFP. Failure to do so may result in a proposal being rejected.

Qualified Offerors and Subcontractors

Offerors must demonstrate the qualifications necessary to perform the full Scope of Work described in this Solicitation. Both prime contractors and subcontractors may be used to meet these requirements, subject to the following:

- A. Prime Contractor Qualifications.** The prime contractor must demonstrate the capacity and resources to manage the contract and deliver all required services.

- B. Use of Subcontractors.** Subcontractor qualifications and past performance may be included in the proposal to demonstrate relevant experience, provided the subcontractor's anticipated role under this contract is clearly identified.
- C. Multiple Team Participation.** Subcontractors may participate in more than one Offeror team. Prime contractors may also serve as subcontractors on other proposals.
- D. Subcontractor Changes.** Substitutions or additions of subcontractors during the contract term may be permitted with prior written approval of the Organization.
- E. Responsibility.** Regardless of subcontracting arrangements, the prime contractor will remain fully responsible for performance of the contract.

Content Organization

Proposals must be organized by the content requirements established in § 3.3 Proposal Content. Proposals not organized in this manner risk elimination from consideration if the Evaluation Committee is unable to determine how the RFP requirements are specifically addressed. Offerors choosing an alternative structure must include a cross-referenced table of contents linking their content to the RFP structure.

Format

- A. Simplicity.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness, clarity, and relevance of content. Elaborate materials are neither required nor desired.
- B. Organization.**
 - 1. Proposals must include page numbers, including all appendices.
 - 2. If the proposal is structured in a way other than the content organization described in [§ 3.1.3 Content Organization](#), the Offeror must include a table of contents with cross-referencing.
 - 3. There are no font, page limit, or margin requirements, provided the materials are reasonably legible.
- C. File Format.**
 - 1. Proposals should be submitted as a single PDF document.
 - 2. All documents must be clear, legible, and allow for text search and printing.
 - 3. An Offeror may submit additional files in a non-PDF format as supplemental, as long as a PDF copy of the same content is already included in the single PDF file Proposal.

Proposal Submission

Deadline

The Organization will accept proposals until the date listed in § 1.4 Deadline and Anticipated Schedule.

Timely Submission

Proposers are solely responsible for submitting their proposals prior to the closing date. The timestamp recorded by the electronic system upon submission shall be conclusive evidence of the date and time of proposal receipt. Provide your proposal by email to victoria.aeda@gmail.com. When due to failures on the part of the Organization a submission is not received prior to the time of closing, the Organization may, in its sole discretion, allow the Offeror to submit clear and convincing evidence that the Offeror attempted, in good faith, to make submission prior to closing and accept the proposal for consideration.

Proposal Content

Proposals must be clearly organized and address all required content areas. The Organization will assess each proposal based on the information provided in this section and the evaluation criteria outlined in § 4.2 Evaluation Criteria. Proposals will be evaluated on the Offeror's understanding of the Scope of Work, clarity of its methodology, responsiveness to the RFP, and overall approach to delivering services will be evaluated. Emphasis will be placed on innovation, feasibility, and alignment with the Organization's goals.

The percentages listed indicate the weight each section carries in the overall evaluation score.

Services and Approach (25%)

Describe the Offeror's overall approach to performing the Services identified in the Scope of Work (§ 2).

- A. Understanding of Project Goals.** Demonstrate an understanding of the Organization's needs and the objectives of the contract.
- B. Methodology, Work Plan and Scheduling.** Describe how services will be delivered, including proposed workflows, technical methods, timelines and scheduling for each major task within the Scope of Work and for final completion of Phase 1 tasks, and tools.
- C. Project Management and Coordination.** Explain the Offeror's approach to managing tasks, coordinating with Organization staff, and ensuring timely completion of deliverables.
- D. Quality Control and Evaluation.** Outline procedures for maintaining quality and monitoring performance throughout the Contract Term.

- E. Innovation and Value-Added Services.** Identify any tools, strategies, or enhancements that will improve efficiency, reduce cost, or maximize impact.

Qualifications and Experience (30%)

Provide a concise description of the Offeror's qualifications and relevant experience, including:

- A. Firm History.** Brief history, including years in business, areas of expertise, and the office location from which work will be performed.
- B. Relevant Experience.** Describe three comparable projects completed in the last five years, preferably with public sector clients. Include references with contact information (see § 3.4.1: References).
- C. Structure and Ownership.** Summarize the Offeror's internal organization and ownership. Attach an organizational chart if applicable.
- D. Financial Stability.** Include a brief statement of financial stability. Publicly held firms should attach their most recent audited financial statement or annual report. Privately held firms may provide a summary or letter from a certified accountant confirming solvency.
- E. Performance History.** Offerors must disclose any previous contracts AEDA, Amherst County, the Amherst County Schools, the Amherst County Service Authority, or affiliated organizations. This should include the contract title, time period, key deliverables, and a brief summary of outcomes. The Organization may consider past performance as part of the evaluation of the Offeror's qualifications and experience.

Capabilities, Skills, and Resources (15%)

Demonstrate the Offeror's ability to perform the work by addressing:

- A. Staff and Key Personnel.** List of team members assigned to the contract, their roles, qualifications, and years of relevant experience. Include resumes.
 - 1. If staff have not yet been hired or formally assigned, the Offeror may provide job descriptions or position descriptions that specify the required qualifications and responsibilities.
 - 2. Staff substitutions during the contract term are permitted with prior approval of the Organization, provided that replacement staff are equally or more qualified.
- B. Capacity and Availability.** Discuss the Offeror's current workload and demonstrate the capacity to perform assigned tasks under this contract in a timely and responsive manner.
 - 1. A local office is not required. Remote work is acceptable; however, Offerors should demonstrate capacity for in-person participation in fieldwork, meetings, or engagement activities as needed.

2. Offshore or out-of-state staff may be used provided that confidentiality, data security, and performance standards are maintained.

C. Resources and Tools. Identify software, equipment, or other tools that will support the Offeror's work.

Proposals will be evaluated on the Offeror's technical and professional capabilities, available resources, staffing structure, and organizational capacity to successfully fulfil the contract. Proposals should clearly show how internal resources will be allocated.

Accessibility of Firm and Personnel (10%)

Describe how the Offeror and its assigned personnel will remain accessible to the Organization throughout the contract. Include:

- Anticipated availability of key staff
- Communication practices and responsiveness
- Office location(s)

Scoring will reflect the proximity of the firm to the project area, responsiveness to communication, and availability of key team members. Preference may be given to firms that can demonstrate ongoing accessibility throughout the contract term.

Familiarity with Amherst County (20%)

The proposer should show familiarity with Amherst County in general, the planning and permitting processes in Amherst County and as applied by the Virginia Department of Transportation, Lynchburg Residency, Virginia Department of Health, and Department of Environmental Quality in Amherst, and best practices in utility planning and engineering in the Lynchburg area in general and Amherst County in particular.

Proposal Appendices

Appendix A: Resumes

For Appendix A, include the resumes of the key personnel and staff listed in the "Capabilities, Skills, and Resources" section of the Proposal (see § 3.4.1 Capabilities, Skills, and Resources).

Appendix B: References

In Appendix B to the Proposal, the Offeror must provide at least three (3) references. References may be from public or private sector clients, but public sector clients are preferred.

If information regarding a reference is included in the Proposal, that information should be referred to by page number in Appendix B and the reference's information should be restated.

All references must include the following information:

- Name of client

- Address
- Contact Name
- Contact Title
- Email
- Phone
- Relationship
- Years of relationship

Appendix C: Forms

For Appendix C of the Proposal, the Offeror must include all Forms and their applicable attachments.

- Form 1: Identification and Signature Sheet
- Form 2: Acknowledgement of Addenda
- Form 3: Litigation Disclosure
- Form 4: State Corporation Commission Identification Number

Appendix D: Proprietary Information (Optional)

Trade secrets or proprietary information submitted by an Offeror in response to this Solicitation shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials. The Offeror must identify the data or other materials to be protected and state the reasons why protection is necessary (§ 2.2-4342(F) of the Code of Virginia).

- A.** ENCLOSE ALL PROPRIETARY INFORMATION IN A SEPARATE PDF TO THE PROPOSAL. THE PDF SHOULD BE LABELED AS PROPRIETARY INFORMATION.
- B.** Provide an explanation as to why the information is proprietary and protected by § 2.2-4342(F) of the Code of Virginia.
- C.** In the Proposal and the sealed Appendix for proprietary information, notate page numbers, section numbers, paragraph numbers, etc., where proprietary information should be inserted.

Evaluation and Award

Evaluation Process

Evaluation Committee

An Evaluation Committee chosen by the Organization will review and score each proposal received. The Committee will evaluate proposals using standard procedures for competitive

negotiation and in accordance with applicable procurement policies. Evaluation will be based on the content descriptions § 3.3 and the criteria listed in § 4.2. The evaluation process may include follow-up questions, reference checks, and requests for presentations.

The Executive Director will oversee final contract negotiations and award. If oral presentations are requested, final rankings may be adjusted based on the presentation and associated clarifications.

Presentations

Offerors that submit a response to this RFP may be required to make an oral presentation of their proposal with participation from key personnel. These oral presentations generally include a presentation by the Offeror, followed by a period of questions and responses with the Evaluation Committee. The Organization will provide more complete instructions for presentations to selected Offerors.

Evaluation Criteria

Proposals will be evaluated based on the completeness, clarity, and relevance of the content submitted in accordance with § 3.3. The Evaluation Committee will score each proposal using the weighted criteria in Table 4.2: Evaluation Criteria.

Table 4.2: Evaluation Criteria

Criteria	Scoring Percentage
Services and Approach	25%
Qualifications and Experience	30%
Capabilities, Skills, and Resources	15%
Accessibility of Firm and Key Personnel	10%
Familiarity with Amherst County	20%
Total	100%

Selection and Award

One or more awards may be negotiated with the Offeror(s) deemed most qualified and advantageous to the Organization. The contents of the successful Offeror's proposal, this Solicitation, including all terms, conditions, and requirements, and any modifications made through negotiation will become part of the final contract.

Negotiations

Negotiations will be conducted in accordance with the Virginia Public Procurement Act with one or more Offerors to determine the best value Offeror(s) as set forth in this Solicitation. If a satisfactory agreement cannot be reached, negotiations may be terminated.

Selection Process

- A. Ranking.** The Evaluation Committee will review proposals and rank the offerors based upon the evaluation criteria.
- B. Clearly Highest Qualified.** Should the Organization determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. In such an event, the decision to make such award shall be made by the Selection Committee.
- C. Shortlisting.** If multiple responsive proposals are received, a short list of the top-ranked Offerors, as determined by the Evaluation Committee, may be invited to provide oral presentations.
- D. Interviews:** AEDA may interview one or more top-ranked offerors in order to find out additional information on offerors. Offerors may be encouraged to elaborate on their qualifications, past performance, staff expertise, or alternative concepts. At this stage, the Organization and offerors may discuss nonbinding estimates of prices for projects. Following presentations, the Evaluation Committee will finalize rankings based on all evaluation factors.
- E. Negotiations.** At the conclusion of interviews, the Organization will select, in the order of ranked preference, one or more offerors whose professional qualifications and proposed services are deemed most meritorious, subject to the option to make an award to the Clearly Highest Qualified. Negotiations will then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to AEDA can be negotiated with the best-qualified offeror at a price considered fair and reasonable, the award will be made. Otherwise, negotiations with the offeror ranked first will be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.
- F. No Guarantee.** The entry into negotiations does not guarantee final award of a contract. Negotiations may proceed until a contract is successfully negotiated or negotiations are terminated.
- G. Cancellation.** The Organization may cancel this Solicitation or reject any or all proposals at any time prior to award, without obligation to provide a statement of reasons (Code of Virginia, § 2.2-4359(D)).
- H. Non-Discrimination.** The Organization does not discriminate against any offeror on the basis of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service disabled veteran, status as a military family, or any other basis prohibited by state or federal law. The Organization does not discriminate against faith-based organizations.

- I. **SWaM/DBE.** The Organization welcomes and encourages proposals from SWaM/DBE contractors. However, SWaM/DBE contractors that intend to subcontract work as part of their performance under the contract resulting from this Solicitation, the offeror shall include in its proposal a plan to subcontract to small, women-owned, minority-owned, and service disabled veteran-owned and military family-owned businesses.

Form 1

Identification and Signature Sheet

RFP#:_____ RFP TITLE:_____

Offeror

Name:_____

Office Phone:_____

Address:_____

Website:_____

FEI/FINT No.:_____

Authorized Representative for the Offeror

Name:_____

Title:_____

Office Phone:_____

Email:_____

Mobile Phone:_____

Primary Contact for the Offeror

The primary contact will be the sole contact for the Procurement Officer at the Organization.

_____ Same as Authorized Representative

Name:_____

Title:_____

Office Phone:_____

Email:_____

Mobile Phone:_____

Authorized Representative of the Offeror

In compliance with this Request for Proposals, and to all the conditions imposed therein and hereby incorporated by reference, the Undersigned offers, and agrees to furnish the goods/services requested in this Solicitation.

- My signature certifies that the Proposal submitted complies with all Terms and Conditions as set forth in this Request for Proposals (RFP).
- My signature certifies that by preparing and submitting a proposal in response to this RFP, said Offeror did not either directly or indirectly enter into any combination or arrangement with any person, firm, or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.), the ethics provisions of the Virginia Public Procurement Act (§ 2.2-4367 through -4377 of the Code of Virginia), or § 59.1-9.1 - 17 or § 59.1-68.6 - 8 of the Code of Virginia.
- My signature certifies that the Offeror is not ineligible to receive an award of a contract due to the Offeror's inclusion on any Federal or Virginia State lists of debarred contractors, or otherwise ineligible to be awarded a contract using Federal or State funds.
- My signature certifies that I am authorized to sign as a Representative for the Offeror.

Signature: _____

Name: _____

Title: _____

Date: _____

Form 2

Litigation Disclosure

Respond to each of the questions below by checking the appropriate line. Failure to fully and truthfully disclose the information required by this Litigation Disclosure Form may result in the disqualification of your bid or proposal from consideration or termination of the contract, once awarded. For purposes of this disclosure form, “you” means the individual or entity in whose name the bid or proposals were submitted.

Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant this solicitation, been convicted of a felony, or a misdemeanor involving moral turpitude, during the last ten (10) years?

_____Yes _____No

Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant this solicitation, been terminated (for cause or otherwise) from any work being performed for the Organization or any other governmental or private entity during the last ten (10) years?

_____Yes _____No

Have you or any principal, officer or director of your company, or any individual who will be assigned to work under any contract awarded pursuant this solicitation, been involved in any claim or litigation with the Organization or any other governmental or private entity during the last ten (10) years?

_____Yes _____No

Has any parent company or wholly owned subsidiary of your company been involved in any claim or litigation with the Organization or any other governmental or private entity during the last ten (10) years?

_____Yes _____No

If you answered “Yes” to any of the above questions, please state the name(s) of the person(s), the nature, and the status and/or outcome of the conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form, and submitted with your bid or proposal.

Form 3

State Corporation Commission Identification Number

Pursuant to *Code of Virginia* §2.2-4311.2(b), an Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its proposal the identification number issued to it by the State Corporation Commission (SCC). Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its proposal a statement describing why the Offeror is not required to be so authorized.

SCC Identification Number: _____ (REQUIRED)