



CITY OF PETERSBURG
PURCHASING OFFICE
CITY HALL ANNEX, 103 W. TABB STREET
PETERSBURG, VIRGINIA 23803
(804) 733-2345 FAX (804) 733-2434
www.petersburg-va.org/purchasing

RECEIPT OF UNSOLICITED PPEA PROPOSAL AND SOLICITATION OF COMPETING PROPOSALS (13-0041)

I. Introduction

The City of Petersburg, Virginia, ("City") has received an unsolicited proposal pursuant to the Public-Private Education Facilities and Infrastructure Act of 2002 ("PPEA"), Va. Code § 56-575.1, et seq. The City previously adopted implementing procedures for the PPEA. Copies of these procedures are available on the City's website at <http://www.petersburg-va.org/purchasing/tab/Link.pdf>.

Pursuant to the PPEA and these implementing procedures, the City gives notice that it has decided to consider an unsolicited proposal by Versar Inc., along with any competing proposals that are submitted to it by 2:30 p.m., July 01, 2013, to determine whether the City should enter into a Comprehensive Agreement pursuant to the PPEA under which a Versar, Inc. for a public-private partnership under which the private proposer would provide Rehabilitation of the Poor Creek Pump Station Force Main located at the East edge of East Washington Street (Route 36) to the North edge of the US Route 460.

The City invites competing proposals by that deadline. The City has determined that the "competitive negotiation" of other than professional services procurement method, as described in its implementing procedures, will be used to consider the unsolicited proposal and any competing proposals. Under this method, any competing proposers are to submit by the deadline indicated their conceptual-phase proposals, with contents as prescribed by the PPEA, the implementing procedures, and this Receipt of Unsolicited PPEA Proposal and Solicitation of Competing Proposals ("Solicitation"). The evaluation criteria for this procurement are as stated in Section VI of this Solicitation.

II. General Description of Proposal Submittal, Evaluation and Selection Process

The City contemplates that proposal submittal, evaluation, and selection will be a multi-step process. In general terms, in Step I, proposers submit initial conceptual-phase - 2- proposals, the contents of which are described in the PPEA, in the City's implementing procedures, and in this Solicitation. Proposers should carefully follow all the instructions in this Solicitation to ensure that their proposals are eligible. The City will review the

proposals and evaluate them in accordance with the evaluation criteria contained in this Solicitation. The City may ask proposers, individually or collectively, for clarifications or further information, may check references and other information, may meet individually with proposers, in its discretion, and may request oral presentations, or it may base its evaluations on the proposals as submitted. If there are a number of competing proposals, the City will likely select a limited number of proposers from Step I (perhaps two) as the proposers who are fully qualified and best suited to submit a detailed-phase proposal that best meets the City's needs and invite those proposers to submit detailed-phase proposals by a deadline to be specified in the future. Upon receipt of these proposers' detailed-phase proposals, the required contents of which will be prescribed by the PPEA, the City's implementing procedures, and the invitation to submit detailed-phase proposals, the City will evaluate the detailed-phase proposals, request additional information or clarifications if deemed necessary, and conduct negotiations with each proposer asked to submit a detailed-phase proposal. The City may request oral presentations from the proposers. However, the City may, in its discretion, at any stage, choose just one proposer for negotiations if proposals show only that proposer is fully qualified or show that that proposer is clearly more qualified than any other.

III. Instructions to Proposers on Proposal Submission

A. General - Applicable To Both Conceptual-Phase and Detailed-Phase Proposals

1. Submittal of Proposals. To be considered:

- a. Proposals must be signed in ink by an authorized representative of the proposer, with an original and five (5) copies provided to the City at the location designated herein.
- b. Proposals must be complete when submitted, including a completed cover sheet and all attachments.
- c. Submit proposals to City of Petersburg – Purchasing Office, 103 W. Tabb Street, Petersburg, Virginia 23803. Proposals must be clearly identified as “PPEA Proposal #13-0041– Rehabilitation of the Poor Creek Pump Station Force Main” and be received by July 01, 2013, no later than 2:30 p.m. local time. Requests for extensions of this date will not be granted except by written amendment to this Solicitation and applicable to all prospective proposers.
- d. Proposals are to be returned in a sealed envelope with the words "Proposal Enclosed" on the face of the envelope and the lower left corner of the face of the envelope shall indicate the title of the proposal (“PPEA Proposal # 13-0041– Rehabilitation of the Poor Creek Pump Station Force Main”).

- e. Proposals or any amendments to proposals received by the City after the closing date may not be considered. Actual receipt by the City, and not the mailing or sending date, shall control.
2. Brevity, clarity, and responsiveness in proposals are encouraged. The inclusion of extraneous information not pertinent to the basic purpose of the procurement is discouraged.
3. The original and five (5) copies of the proposal must be received before the submission deadline in the format specified. In addition, a review fee, in an amount equal to \$15,000, must be received with the proposal.

B. Any questions concerning the requirements of this procurement should be directed in writing to:

Tangela Innis, CPPB, MBA, VCO
Purchasing Agent
103 W. Tabb Street
Petersburg, Virginia 23803
tinnis@petersburg-va.org

The City will attempt to review the written questions and requests for clarification, if any, if submitted by June 21, 2013. To the extent the City decides to respond to such questions and requests for clarification, any and all responses and any supplemental instructions will be in the form of written addenda which, if issued, will be mailed to all proposers. All addenda shall become part of this Solicitation.

IV. Terms and Conditions of this Notification and Invitation

The following terms and conditions apply to this Solicitation, and by submitting its proposal, the proposer agrees to them without exception:

1. Neither this Solicitation nor the City's receipt or consideration of any proposal shall create any contract, express or implied any contractual obligation by the City to any proposer, or any other obligation by the City to any proposer. The City makes no promise, express or implied, regarding whether it will enter into a Comprehensive Agreement with any proposer or regarding the manner in which it will consider proposals. The City will only be bound by the terms of any Comprehensive Agreement(s) into which it enters should it choose to enter into any such agreements.
2. The City will not be responsible for any expenses incurred by a proposer in preparing and submitting a proposal, or in engaging in oral presentations, discussions, or negotiations with the City.
3. Proposers may be required to make an oral presentation or oral presentations of their proposal in the City of Petersburg at their own expense. The City may request

the presence of proposers' representatives from their development, financial, architectural engineering and construction teams at these presentations. The City will schedule the time and location for these presentations. By submitting its proposal, the offeror agrees to make these representatives reasonably available in the City of Petersburg.

4. The City reserves the right to waive any informalities with respect to any proposal submitted.
5. The City reserves the right to accept or reject any and all proposals received by reason of this Solicitation, in whole or in part, and to negotiate separately in any manner necessary to serve the best interests of the City. This procurement may result in multiple awards to multiple offerors.
6. Generally, proposal documents submitted to public bodies, such as ones submitted to the City, by private entities are subject to the Virginia Freedom of Information Act ("FOIA"). In accordance with Va. Code § 2.2-3705.6(11), such documents are releasable if requested, except to the extent that they relate to (i) confidential proprietary information submitted to the responsible public entity under a promise of confidentiality or (ii) memoranda, working papers or other records related to proposals if making public such records would adversely affect the financial interest of the public or private entity or the bargaining position of either party. In order for proposers to exclude confidential proprietary information from public release, proposers must (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reasons why protection is necessary. The proposer must also mark each page of information for which protection is sought with the legend- "Confidential Proprietary Information- Exempt from FOIA Release."
7. The City reserves the right to reject any and all proposals without explanation.
8. The provisions of Va. Code § 2.2-4310 are applicable to this Solicitation, and any procurement done pursuant to it by virtue of the PPEA, Va. Code § 55.576.16.2, and the procedures the City has adopted pursuant to that PPEA provision. The City will not discriminate against a proposer because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

V. Proposer's Executive Summary and Proposal

The executive summary submitted with the unsolicited proposal is as follows:

In response to known condition deficiencies of the existing Poor Creek Pump Station Force Main, Versar has prepared this PPEA proposal for the rehabilitation of the

force main. In order to provide adequate sanitary sewer service to the City of Petersburg as well as the neighboring Prince George County.

These improvements include the upgrade of the pumping capacity to 12 MGD (million gallons per day), the installation of a 1.4 million gallon retention tank and improvements to pump controls and appurtenances.

VI. Evaluation Criteria for Evaluating Proposals

The following are the evaluation criteria that the City will be using to evaluate proposals:

a. Qualifications and Experience

1. Experience with similar projects;
2. Demonstration of ability to perform work;
3. Leadership structure;
4. Project Manager’s Experience;
5. Management approach;
6. Financial condition; and
7. Project ownership

.....20 Pts

b. Project Characteristics

1. Project definition;
2. Proposed project schedule;
3. Operation of the project;
4. Technology; technical feasibility;
5. Conformity to laws, regulations, and standards;
6. Environmental impacts;
7. Condemnation impacts;
8. State and local permits;
9. Maintenance of the project.

.....20 Pts

c. Project Financing

1. Cost and cost benefits to the City;
2. Financing and the impact on the debt burden of the City or appropriating body;
3. Financial plan, including the degree to which the proposer has conducted due diligence investigation and analysis of the proposed financial plan and the results of any such inquiries or studies;
4. Opportunity cost assessment;

- 5. Estimated cost;
 - 6. Life-cycle cost analysis;
 - 7. The identity, credit history, past performance of any third party that will provide financing for the project the nature and timing of their commitment, as applicable and
 - 8. Such other items as the City deems appropriate.
-20 Pts

d. Project Benefit and Compatibility

Factors to be considered in determining the proposed project's compatibility with the appropriate local or regional comprehensive or development plans include:

- 1. Community benefits;
 - 2. Community support or opposition, or both;
 - 3. Public involvement strategy;
 - 4. Compatibility with existing and planned facilities; and
 - 5. Compatibility with local, regional, and state economic development efforts.
- 20 Pts

e. Other Factors

- 1. The proposed cost of the qualifying project;
 - 2. The general reputation, industry experience, and financial capacity of the private entity;
 - 3. The proposed design of the qualifying project;
 - 4. The eligibility of the project for accelerated documentation, review, and selection;
 - 5. Local citizen and government comments;
 - 6. Benefits to the public, including financial and nonfinancial;
 - 7. The private entity's compliance with a minority business enterprise participation plan or good faith effort to comply with the goals of such plan;
 - 8. The private entity's plans to employ local contractors and residents;
 - 9. The recommendation of a committee of representatives of members of the City and the appropriating body which may be established to provide advisory oversight for the project; and
 - 10. Other criteria that the City deems appropriate.
-20 Pts

Total100 Pts

VII. Copies of Unsolicited Proposal

The submitter of the unsolicited proposal, Versar, Inc., has designated portions of its proposal as confidential proprietary information exempt from release under the Virginia Freedom of Information Act. Copies of those portions of the unsolicited proposal not so designated are available from the City of Petersburg Purchasing Office, 103 W. Tabb Street, Petersburg, Virginia 23803, 804-733-2345, or by accessing materials via the "PPEA" tab on the City's website at <http://www.petersburg-va.org/purchasing/>.