



COUNTY OF LOUISA

MEMORANDUM

TO: The Honorable Members of the Board of Supervisors

FROM: Sam Massie, Purchasing Officer
Anderson Woolfolk, General Services Manager

CC: Christian Goodwin, County Administrator

DATE: March 19, 2025

RE: A Resolution to Approve and Award a Contract for Professional Engineering Services

I. Background:

a. Project Description

The County of Louisa is soliciting proposals from qualified engineering firms to provide professional engineering services on an “as needed” basis.

b. Need

Louisa County has the need from time to time for various types of engineering services, which may include civil, structural, construction administration, inspection and associated surveying, and environmental, geotechnical services. Engineering services will be on an as-needed, “on-call”, task-ordered basis and may include presentations to the Board of Supervisors and/or public meetings. The objective of this RFP is to reduce the cost and time of advertising, shorten the response time and improve the efficiency and clarity in the production of the contracts for professional services. Any resulting Agreements shall be non-exclusive and no specific amount of work is guaranteed as a result of this RFP.

The County reserves the right, at its sole discretion, to issue RFP’s for similar work and other projects as the need may occur. The County also reserves the right, at its sole discretion, to issue purchase orders to any other Open-End Firms based on its evaluation of each Firm’s qualifications, expertise capabilities, performance record, current workload, location or distance to the project, and other factors as may be pertinent to the particular project.

The scope of services for projects assigned under any contract resulting from this RFP will vary according to County requirements. Each project shall be negotiated separately.

Projects awarded as a result of this RFP will vary and may consist of projects valued as low as \$1,000 and up to \$100,000 in value. The potential tasks identified in this RFP are for information to the Proposer and for proposal evaluation purposes only. Tasks shall not be construed to represent any amount, which the County shall be obligated to purchase under the contract or relieve the Firm of his obligation to fill all orders placed by the County. No proposal will be considered which stipulates that the County guarantee to order a specific quantity of any service.

The services anticipated under the resulting contract include, but are not limited to, the following:

A. Civil Engineering:

1. Site requirements;
2. Design/evaluation of site drainage and storm water management;
3. Design/evaluation of traffic control and/or circulation;
4. Design and preparation of preliminary documents, working drawings and specification;
5. Feasibility studies;
6. Additional services related to minor and/or new construction or renovation projects to include planning and project evaluation;
7. Studies and audits for compliance with federal, state and local regulations;
8. Surveying, environmental, storm water, geotechnical, construction administration and inspection services associated with capital improvement projects;
9. Participation in County meetings;
10. Presentation to the Board of Supervisors and /or public meetings;
11. Additional Services as required/requested by the County.

B. Environmental/Utilities Engineering:

1. Design/evaluation of water and sewer facilities;
2. Design of improvements to wastewater pumping and water booster pump stations and well facilities (including water storage tanks);
3. Design of improvements to water and wastewater treatment facilities;
4. Water system modeling;
5. Evaluation and oversight of treatment facility operations;
6. Professional services associated with emergencies and natural disasters;
7. Regulatory issues and reporting, correspondence and negotiation on behalf of Louisa County;
8. Client reporting and correspondence;
9. Participation in County meetings;
10. Presentation to the Board of Supervisors and /or public meetings;

11. Additional Services as required/requested by the County.

C. Structural Engineering:

1. Provide drawings, details and specifications as needed for interior and exterior renovation projects;
2. Verify, edit and seal provided drawings for structural repairs, interior and exterior renovation projects; including structural details of bearing masonry, concrete, lintels, wood and steel framing members, hardware and connectors and pre-engineered products;
3. Onsite evaluation of potential structural issues;
4. Onsite inspection of installations;
5. General construction project consulting for to provide as build solutions or remedy plan discrepancies.

The scope of services for projects assigned under any contract resulting from this RFP will vary according to County requirements. In addition to the County, the Louisa County Water Authority, Louisa County Economic Development, Louisa County Public Schools, and Louisa County Industrial Development Authority will have the opportunity to utilize the resulting contract(s) as needs arise.

c. Project Budget

Funds for such services are included in various GL line items.

d. Request for Proposals

On January 23, 2025, the County issued a Request for Proposals inviting qualified engineering firms to submit proposals for Professional Engineering Services. The County of Louisa reserves the right to award to more than one Offeror. Louisa County will select the firm(s) who they determine most closely satisfies the needs of the County. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the County.

- e. The Selection Committee consisted of Sam Massie, Purchasing Coordinator; Anderson Woolfolk, General Services Manager; Pam Baughman, Water Authority General Manager; and Nathan Harkrader, Deputy General Manager.

II. Current Situation:

a. Proposals

Thirteen (13) proposals were received by the closing date of February 18, 2025. Proposals were received from the following engineering firms:

- ADTEK Engineers, Inc.
- ARM Group, LLC
- Austin, Brockenbrough & Associates, LLC
- Bagby Foroughi and Goodpasture PLLC
- Dewberry Engineers, Inc.
- ECS Mid-Atlantic, LLC

- IMEG Consultants Corporation dba IMEG
- Koontz Bryant Johnson Williams, Inc.
- New River Engineers, Inc.
- Racey Engineering, PLLC
- Rogers Engineering, Inc.
- Short Elliot Hendrickson Inc.
- Timmons Group, Inc.
- Wiley & Wilson, Inc.

b. Short Listed Firms

The selection committee reviewed and evaluated the proposals. Interviews with the following firms were conducted on March 17, 2025 and March 19, 2025:

- Austin, Brockenbrough & Associates, LLC
- Dewberry Engineers, Inc.
- Koontz Bryant Johnson Williams, Inc.
- Short Elliot Hendrickson Inc.
- Timmons Group, Inc.

c. Selected Firms

After careful consideration, the selection committee determined that Austin, Brockenbrough & Associates, LLC, Dewberry Engineers, Inc., Koontz Bryant Johnson Williams, Inc., Short Elliot Hendrickson Inc. and Timmons Group, Inc. would be the most qualified engineering firms to meet the needs of the County.

In regards to firm selection for any given task, individual or multiple tasks may be awarded to a firm based on any one of the following criteria:

- Expertise of staff
- Availability of staff
- Ability to meet county schedule requirements
- Cost effectiveness

d. Justification

Dewberry Engineers, Inc., and Timmons Group, Inc. have been under contract for these services for the past nine (9) years. These firms have met the needs of the County, have been very responsive to the County and the Water Authority's requests for work and are very familiar with Louisa County. Both firms are larger and have the in-house capabilities needed to handle the projects required for Louisa County, including cultural resources.

Short Elliot Hendrickson Inc., Austin, Brockenbrough & Associates, LLC and Koontz Bryant Johnson Williams, Inc. all have relevant water and wastewater experience, as well as fire station design and airport work, and give the County of Louisa and the Water Authority with variety of choices for firms and experience.

Short Elliot Hendrickson Inc., also specifically has a controller program and is able to increase efficiency of water & wastewater treatment facilities with lower cost and minimal disruption.

III. Recommendation

The recommendation is for the Board of Supervisors to approve and award the contract for Professional Engineering Services with Austin, Brockenbrough & Associates, LLC, Dewberry Engineers, Inc., Koontz Bryant Johnson Williams, Inc., Short Elliot Hendrickson Inc. and Timmons Group, Inc. for a period beginning April 7, 2025 until April 6, 2026 with two options to renew.