

REQUEST FOR PROPOSAL (RFP)

Issue Date: June 17, 2026

RFP# 62-26-SKL

Title: Structural Engineering Services

Issuing Agency: **City of Portsmouth**
Purchasing Department
801 Crawford Street
5th Floor
Portsmouth, Virginia 23704



Location/Where Work Will Be Performed: City of Portsmouth, Virginia

Proposals will be received subject to the conditions attached hereto until **2:00 pm. Tuesday, July 21, 2026**, from qualified structural engineering services firms to provide technical support for city projects of varying scale and scope on an “as needed” basis during the contract period. Firm(s) must be licensed by the Commonwealth of Virginia to perform structural engineering work. The contract period shall be for one year and may be renewable for four additional one-year terms.

All Inquiries for Information Should Be in Writing and Directed To: Susan Kenney-Lambert, lamberts@portsmouthva.gov.

All proposals must be submitted electronically online via eVA **before July 21, 2026, 2:00 p.m. EDT.**

RFP FOR: Structural Engineering Services
PROPOSALS DUE: Tuesday, July 21, 2026, at 2:00 pm.

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Firm Name and Address:

Telephone () _____

Fax () _____

Email: _____

Signature _____

Date: _____

Type/Print: _____

Title: _____

DPOR License Number: _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

City of Portsmouth, Virginia

Proposed Schedule of Events

Schedule of Events:

- | | |
|----------------------------------|-----------------------------|
| 1. Advertise RFP: | June 17, 2026 |
| 2. Proposals Due Date: | July 21, 2026, at 2:00 p.m. |
| 3. Review Proposals: | August 7, 2026 |
| 4. Conduct Interviews: | August 17-21, 2026 |
| 5. Panel Selection and Approval: | August 30, 2026 |

NOTE: DATES ARE TENTATIVE AND SUBJECT TO CHANGE

**CITY OF PORTSMOUTH, VIRGINIA
PROCUREMENT OF PROFESSIONAL SERVICES
REQUEST FOR PROPOSAL
DESCRIPTION AND CONDITIONS**

Issue Date: June 17, 2026
Project Title: Structural Engineering Services

RFP No. 62-26-SKL

1. BACKGROUND:

The City of Portsmouth, Virginia (hereinafter called the “City”) invites qualified structural engineering firms (hereinafter called “engineer”) to provide structural engineering consulting services on an “as needed” basis during the contract period. Firm(s) must be licensed by the Commonwealth of Virginia to perform environmental consulting work.

2. SCOPE OF WORK:

The City is seeking proposals from qualified structural engineering firms to provide technical support for city projects of varying scale and scope on an “as needed” basis during the contract period. The contract period shall be a term of one (1) year with the option to renew for four (4) additional terms of one (1) year each.

The intention is to hire multiple consultants as part of the RFP. Firms responding to this request shall be experienced in a full range of structural engineering services, including, but not limited to, structural design of new facilities and/or investigation and corrective action recommendations for existing structures such as bridges, parking garages, waterfront/seawall and municipally-owned buildings, and special inspections for City projects. All required services must be provided by qualified, certified personnel.

All proposals must be submitted electronically online via eVA before **July 21, 2026, 2:00 p.m. EDT.**

3. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

- 3.1 SUBMITTAL:** Proposals must be submitted online, via eVA, no later than 2:00 p.m., Tuesday, July 21, 2026. Proposals should be as thorough and detailed as possible so that the City of Portsmouth may properly evaluate the capabilities of respective firms to provide the required services.
- 3.2 RESPONSE:** In order to be considered for selection, an offeror must submit a complete response to this Request for Proposal. Failure to submit all information requested may result in the rejection of the incomplete proposal. Proposals shall be signed by an authorized representative of the offeror.
- 3.3 PROPOSAL PREPARATION:** The City intends that a response to this Request for Proposal be concise, informative, and inexpensive for the offeror to prepare. Responses must, in any event, contain the following information:
- A. The offeror is expected to introduce the firm to the City, giving a brief history of the firm, its location, and the locations of any satellite offices intended to provide services under the

proposal.

- B. Description of the offeror's understanding of the services to be provided under this RFP.
- C. A broad statement of qualifications, organizational chart, financial responsibility of the firm and any other information deemed desirable by the offeror.
- D. Personnel qualifications, staff expertise, and special experience relative to this Request for Proposal.
- E. Number, type and value of current projects and effect of these on offerors' ability to provide services as required during this contract.
- F. Evidence of past performance relative to ability to complete projects on schedule and within estimated construction cost.
- G. Listing of previous clients who can be contacted as reference, for whom similar services have been provided. Listing shall include name and address of organization, point of contact, and phone number.
- H. This Request for Proposal does not require that offerors furnish estimates of man-hours or cost for services. However, at the discussion stage, the City may require nonbinding estimates for hourly rates for personnel expected to provide services under the RFP.
- I. The City strongly encourages SWAM/MBE/SDV [(Small, Women Owned and Minority Owned)/(Minority Business Enterprises)Service-Disabled Veteran Owned] participation in all its contracts. The City anticipates that as a part of the responsive proposal, a vendor will include participation by SWAM, MBE and/or SDV.

3.4 QUALIFICATIONS: Any consultant who may be considered must possess certain minimum qualifications as described below:

- A. Licensed to practice engineering in the Commonwealth of Virginia with in-house drafting and design capabilities. The City shall approve all sub-consultants before a Professional Services Agreement is executed with the consultant.
- B. Capability and experience in computer aided drafting using AutoCAD.
- C. Familiarity with the Commonwealth of Virginia, City of Portsmouth Ordinances, Standards and Regulations.
- D. Availability to the City of Portsmouth.
- E. Recent and relevant experience with the approval processes of the Virginia Department of Transportation, the Virginia Department of Environmental Quality, and the City of Portsmouth. Experience in regulatory compliance with federal, state, and local authorities, including, but not limited to, EPA, VDH, DEQ, DCR, VMRC, and USACOE, is also desirable.

4. EVALUATION AND AWARD:

Contracts will be awarded to the most responsive and responsible offerors whose proposals are deemed most advantageous to the City. The City reserves the right to accept the proposals which, in its judgment, will best serve the interests of the City. Following the receipt of proposals, a committee will review the proposals received and rate the proposals based on the qualifications and directly applicable experience of each offeror and individuals making up the project team. Particular attention will be paid by the City in the selection process to similar projects and instances where individual team members have worked together.

The City's evaluation criteria of the proposal will include consideration of the following:

- (A) Responsiveness to the provisions of the RFP (20%)
- (B) Qualifications of Project Manager - Expertise, experience and qualifications in project management as related to the scope of services (10%)
- (C) Personnel Qualifications & Experience - Expertise, experience and qualifications of team in providing services in the City or similar geographic areas as related to the scope of services. (20%)
- (D) Firm Organizational Capability – Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of subconsultants (20%)
- (E) Quality of Workmanship and Performance of the Consultant - Past performance on contracts with respect to such factors as control of costs, coordination and quality of work, and ability to meet schedules (20%)
- (F) SWAM, MBE and SDVM participation – Aspirational goals for MWBE participation (10%)

When all proposals received have been reviewed and rated, the City anticipates that interviews will be conducted with top offerors based on evaluation criteria. **It is anticipated that interviews will be conducted the week of August 17-21, 2026.** Once these interviews have been conducted, the offerors final ranking will be based on proposal content and the interview. Contracts will be negotiated with up to 5 firms.

The City reserves the right to reject any and all proposals and to waive any informality or technical defects if, in its judgment, the best interests of the City will be served as specified in Virginia Code § 2.2-4319.

The City will provide public notice announcing its decision to award initial contracts by posting the Notice of Intent to Award on the City of Portsmouth website and by emailing the notice to all offerors submitting a proposal.

5. PRE-PROPOSAL CONFERENCE:

At this time, it is believed that a pre-proposal conference is not required. Should any potential offerors have questions, they may contact Susan Kenney-Lambert, via email at lamberts@portsmouthva.gov, for clarification of this Request for Proposal. In the event specific information not contained in this Request for Proposal is provided to any offeror, the same specific information will be provided to any other offerors who have indicated interest in the contract with the City.

6. GENERAL TERMS AND CONDITIONS:

6.1 PRECEDENCE OF TERMS: In the event there is a conflict between the general terms and conditions and any special terms and conditions which may be included in this solicitation for use in a particular procurement, the special terms and conditions shall apply.

6.2 CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the contact person whose name appears on the face of this Request for Proposal, no later than **5:00 p.m., Tuesday, July 7, 2026**. Any revisions to the solicitation will be made only by addendum issued by the City.

6.3 PAYMENT TERMS: Payments will be made upon completion of the project, unless otherwise negotiated with the successful offeror and agreed to by the City.

6.4 QUALIFICATIONS OF OFFERORS: The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the City with all such information and data for this purpose as may be requested. The City reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the City that such offeror is properly qualified to carry out the obligations of the contract and to complete the work or furnish the item(s) contemplated therein.

6.5 ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the offeror in whole or in part without the written consent of the City.

6.6 ETHICS IN PUBLIC CONTRACTING: By submitting its proposal, each offeror certifies that its proposal is made without collusion or fraud, and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with its proposal.

6.7 ANTI-DISCRIMINATION: By submitting its proposal, each offeror certifies to the City that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Public Procurement Act, and that during the performance of this contract, such offeror agrees as follows:

A. The offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. Notices, advertisements and solicitations placed by or on behalf of the offeror will state that such contractor is an equal opportunity employer.

C. Notices, advertisements and solicitations placed in accordance with federal laws, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

D. The offeror will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

6.8 DRUG-FREE WORKPLACE: During the performance of this contract, each offeror agrees to (i) provide a drug-free workplace for the offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the offeror's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the offeror that the offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

6.9 PUBLIC INSPECTION OF PROCUREMENT RECORDS: Proposals submitted shall be subject to public inspection only in accordance with Virginia Code § 2.2-4342.

6.10 COSTS OF PROPOSAL PREPARATION: Any costs incurred by an offeror in preparing or submitting a proposal are the offeror's responsibility. The City will not reimburse any offeror for any costs incurred as a result of a response to this Request for Proposal.

7. SPECIAL CONDITIONS:

7.1 OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the City pursuant to this Request for Proposal shall belong exclusively to the City and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.); however, the offeror(s) must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

7.2 CANCELLATION OF CONTRACT: The City reserves the right to cancel and terminate any resulting contract, in part or entirely, without penalty, upon 60 days written notice to the successful offeror(s).

7.3 INSURANCE COVERAGE: Prior to the execution of a contract, the successful offeror(s) shall furnish to the City evidence of professional liability, workers' compensation, employer's liability, comprehensive general liability and automobile insurance in the minimum amounts specified below. Such evidence of insurance shall indicate the effective dates and limits of such coverage. Certificate of Insurance must include proper endorsement, naming the City as an Additional Insured for

Comprehensive General Liability.

- A. Worker's Compensation and Employer's Liability: as required by Virginia state law.
- B. Comprehensive Automobile Liability: \$1,000,000 per occurrence of bodily injury and \$1,000,000 property damage; \$2,000,000 aggregate.
- C. Comprehensive General Liability: \$1,000,000 per occurrence of bodily injury and \$1,000,000 property damage; \$2,000,000 aggregate.
- D. Professional Liability Insurance: \$2,000,000

7.4 OBLIGATION OF OFFEROR: By submitting a proposal, each offeror covenants and agrees that it has satisfied itself, from its own investigation of the conditions to be met, that it fully understands its obligation and that it will not make any claim for, or have right to cancellation or relief from the contract because of, any misunderstanding or lack of information.

7.5 TERMS OF CONTRACT: The successful Offeror(s) shall provide environmental consulting services for a term of one (1) year. The right is reserved by the City to renew this contract for four (4) additional one (1) year terms on the anniversary date. If agreement is reached to extend this contract for additional terms, the successful Offeror(s) may not increase prices but may offer pricing decreases with the same terms and conditions upon mutual consent of the Offeror and the City. The City reserves the right to cancel this contract immediately for cause upon written notice. Notwithstanding these provisions, it is further agreed that this contract shall be construed to run from year to year, and in the event that the aforesaid notice has not been given by either party, this contract shall automatically renew itself at the first anniversary date and on subsequent anniversary dates.

7.6 CITY OF PORTSMOUTH BUSINESS LICENSE: Prior to the execution of a contract, the successful offeror(s) shall submit to the City a copy of their current and active City of Portsmouth Business License.