



TOWN OF OCCOQUAN

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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Theo Daubresse
Cindy Fithian
Eliot Perkins
Robert E. Love

TOWN MANAGER
Adam C. Linn, J.D.

REQUEST FOR QUOTE

ISSUE DATE: **Friday, September 12, 2025**
QUOTE DUE DATE: **Wednesday, September 24, 2025, at 5:00 p.m. EST**
RFQ NO.: RFQ2025-03
TITLE: Stormwater System Review and Prioritization Services

The Town of Occoquan, referenced hereafter as the Town, is accepting quotes from qualified contractors to provide professional engineering services for the town, based on the specifics in the following documentation.

All quotes are due to the Town of Occoquan [electronically to TownManager@occoquanva.gov](mailto:TownManager@occoquanva.gov), by 5:00 p.m. on Wednesday, September 24, 2025. Quotes will not be accepted by any other means. Responses must include "RFQ2025-01 – Stormwater System Review and Prioritization Services" in the subject line. Please refer to Section VII for the full submittal instructions.

All inquiries for information regarding Quote submission requirements, procurement procedures, or site visits shall be directed to: TownManager@occoquanva.gov. The Town shall not be responsible for verbal clarification of information provided by any party. Offerors may not rely on any oral information provided. The Town will provide written responses to questions as the only form of clarification.

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

THIS INFORMATION, OR ANY PART THEREOF, MAY NOT BE RELEASED OR REPRODUCED IN ANY FORM WITHOUT THE PERMISSION OF THE TOWN OF OCCOQUAN, VA.

In compliance with this Request for Quote and all the conditions imposed herein, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Quote or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Signature In Ink:

Print/Type

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I. PURPOSE:

The Town of Occoquan is seeking quotes from licensed Professional Engineers, certified in the Commonwealth of Virginia, to review the Town’s stormwater management system and provide a prioritized list of recommended improvements.

II. PERIOD OF PERFORMANCE:

The successful consultant is expected to commence work upon contract award, with final deliverables due within 45 days of notice to proceed, unless otherwise agreed upon.

III. CONTRACT AWARD CRITERIA: The resulting contract will be issued to the best value quote. Evaluation of the Contractor’s quote by the Town will include consideration of:

- Contractor’s ability to meet stormwater engineering requirements.
- Demonstrated capabilities of the Contractor.
- Quoted pricing.
- Ability to complete the project within listed timeframe.

IV. SCOPE OF WORK:

1. BACKGROUND:

The Town of Occoquan has been notified that it has been appropriated federal grant funding to remediate the Town’s antiquated and deteriorating stormwater facilities. The system consists of a mix of natural and man-made engineered structural components, some dating back to the 1930s and others to the devastating flooding caused by Hurricane/Tropical Storm Agnes in 1972. Portions of the system may also have intrusions from individual sewer or other utility connections into the Town’s stormwater network.

The federal funding is anticipated to support the inspection, repair, abandonment, and/or replacement of damaged or deteriorated stormwater pipes, as prioritized by the Town in coordination with the selected consultant.

In 2023, Occoquan received a Virginia Department of Conservation and Recreation Community Flood Protection Fund (“CFPF”) grant for a Flood Resilience Assessment designed to close knowledge gaps regarding the Town’s stormwater infrastructure and flood preparedness. The assessment resulted in the following deliverables:

- A comprehensive report on the current state of the Town’s stormwater system and its flood preparedness.
- Comprehensive GIS mapping of the stormwater system, including public and private Best Management Practices (BMPs).
- A list of recommended gray stormwater improvement projects.
- A list of recommended green stormwater improvement projects.

Building on the findings of the CFPF Flood Resilience Assessment and the July 2025 Closed-Circuit Television (CCTV) inspection of the stormwater system, the Town is now seeking professional engineering services to evaluate part of the stormwater system to identify deficiencies and establish a clear prioritization of improvements for implementation using federal funding.

2. DETAILED TASKS

The selected consultant will be responsible for the following tasks:

a. Review of Existing Documentation:

- Review the Town's stormwater system inventory and mapping included in *Exhibit A*.
- Review CCTV inspection video and associated reports from July 2025.
- Review the CFPF Flood Resilience Assessment report and GIS mapping.

b. Field Verification (as needed)

- Conduct site visits to confirm conditions observed in the CCTV footage, as appropriate.
- Document field observations and reconcile with CCTV and CFPF findings.

c. Assessment and Recommendations

- Identify deficiencies, areas of concern, and opportunities for system improvements.
- Provide a comprehensive list of suggested improvements, including maintenance, repair, replacement, and capital upgrades with estimated costs.

d. Prioritization and Coordination

- Develop a prioritized list of recommended improvements, including a matrix justification for prioritization (e.g., severity of condition, risk of failure, environmental impact, regulatory compliance, cost, etc.).
- Coordinate with Town staff to discuss findings and incorporate feedback.
- Finalize the priority list based on these discussions.

3. DELIVERABLES:

The selected consultant shall provide the following:

- Written summary report of system condition, findings, and recommended improvements/remediations (including estimated costs).
- Detailed list of recommended improvements, organized by category (e.g., short-term maintenance, long-term capital projects).
- Prioritization matrix ranking improvements by urgency and importance.
- Presentation of findings to Town staff (in-person or virtual).

4. TOWN RESPONSIBILITIES:

The Town will provide the following:

- Access to CCTV video and reports (July 2025).
- Access to system maps, GIS data, and other relevant documentation (including CFPF assessment).
- Coordination support for site visits.
- Feedback on draft findings and recommendations.

V. GENERAL CONTRACT TERMS AND CONDITIONS

1. **SUBMITTAL INSTRUCTIONS:** One (1) PDF copy of each quote must be submitted with the documentation listed below and received by the Town of Occoquan, Town Manager, at the email address shown on the cover page of this solicitation. Quotes must be received no later than the date and time listed on the cover page of this solicitation. Quotes in the form of telephone, facsimiles or mail messages deliveries will not be accepted.

Contractors shall complete and submit as their quote, the following documents:

- a. **The Request for Quote cover sheet** signed and filled out as required by a representative of the Vendor authorized to bind the firm into a contract.
 - b. **All addenda acknowledgements**, if any, signed and filled out as required. Any addenda to this solicitation can be easily accessed on the Town of Occoquan website - www.occoquanva.gov. Vendors are responsible for checking the website frequently. Failure to acknowledge all addenda may result in the rejection of your quote submission.
 - c. **A pricing page.**
 - d. **Any additional information** the vendor believes to be essential for a thorough evaluation of its quote.
2. **LATE QUOTES:** Quotes received after the submission deadline may be disqualified.
 3. **ACCEPTANCE OR REJECTION OF QUOTES:** The Town reserves the right to accept or reject any or all quotes in whole or in part and to waive minor informalities in the process of awarding this contract.
 4. **COMPETITION INTENDED:** It is the Town's intent that the Request for Quote permit competition. It shall be the offerors responsibility to advise the town Manager in writing of any language, requirements, specifications, etc. or any combinations thereof, that inadvertently restricts or limits the requirements stated in this RFP to a single source.
 5. **INQUIRIES COMMENTS CONCERNING SPECIFICATIONS:** Questions or comments concerning the specifications, contained herein must be received by the Town manager by the Inquiries Due Date listed on the cover of this document. Any interpretation deemed to be material in nature or that alters the scope of the goods or services being requested will be expressed in the form of a written addendum. Such addendum will be posted to all prospective offerors no later than three (3) days prior to the Quote Due Date. Verbal communications will not be binding.
 6. **COSTS INCURRED IN RESPONDING:** This solicitation does not commit the Town to pay any costs incurred in the preparation and submission of quotes or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.
 7. **DISPOSITION OF QUOTES:** All materials submitted in response to this RFQ will become the property of the Town. One (1) copy of each quote shall be retained for official files and will become a public record. These records will be available for public inspection after award of contract. It is understood that the quote will become a part of the official file on this matter without obligation on the part of the Town except as to the disclosure restrictions contained in Section 8. "Disclosure: Trade Secrets and Proprietary Information".

8. **DISCLOSURE-TRADE SECRETES AND PROPRIETARY INFORMATION:** In compliance with the Virginia Public Procurement Act (the "VPPA"), all quotes will be available for public inspection. Trade secrets and proprietary information submitted by a vendor in connection with a procurement 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 the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire quote is proprietary is unacceptable. A statement indicating that costs are to be protected is unacceptable.

9. **LAWS AND REGULATIONS:** The Offerors attention is directed to the fact that all applicable Commonwealth of Virginia laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the contract shall apply to the contract throughout, and they will be considered to be included in the contract the same as though herein written out it full.

10. **LICENSE REQUIREMENT:** All firms doing business for the Town of Occoquan are required to be licensed in accordance with the Town's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in Occoquan, VA are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Town Clerk at (703) 491-1918. The BPOL license number, if applicable, must be indicated on the pricing page of this Request for Quote. Bidders submitting price quotes must be fully licensed to do business in Virginia.

11. **NON-ASSIGNMENT OF CONTRACT:** The contractor shall not assign the contract, or any portion thereof, without the advanced written permission of the Purchasing Officer, such permission not to be unreasonably withheld.

12. **INSURANCE REQUIREMENT:** Any vendor or contractor engaged to perform work on Town property shall not start work until they have obtained and provided at a minimum, proof of the insurance required below. Additionally, the contractor shall not allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained.

These certificates must be forwarded to the Town Manager before the contract is signed.

The following are the minimum insurance requirements:

Workers Compensation- Statutory Workers' Compensation and Employers' Liability insurance under the Commonwealth of Virginia statutory requirements.

Bodily Injury- \$1,000,000 each person
 \$1,000,000 each occurrence

Property Damage-
 Automobile- \$1,000,000 each accident
 General Liability- \$1,000,000 each accident

\$1,000,000 each occurrence

*Notice of cancellation must be on insurance certificate- No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty-day written notice to the Purchasing Officer. The contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the contractor to deliver a new and valid certificate will result in suspension of all work and payments until the new certificate is furnished.

*The Town must be named as an additional insured. This proof must be in the form of a copy of the endorsement to your policy.

13. **CLAIMS:** The contractor shall be responsible for resolutions of any and all damage claims resulting from operations provided. Claims made to the Town as a result of operators provided under this contract will be referred to the contractor for handling. Failure to properly respond to and resolve claims constitutes unsatisfactory performance and may result in cancellation of the contract.

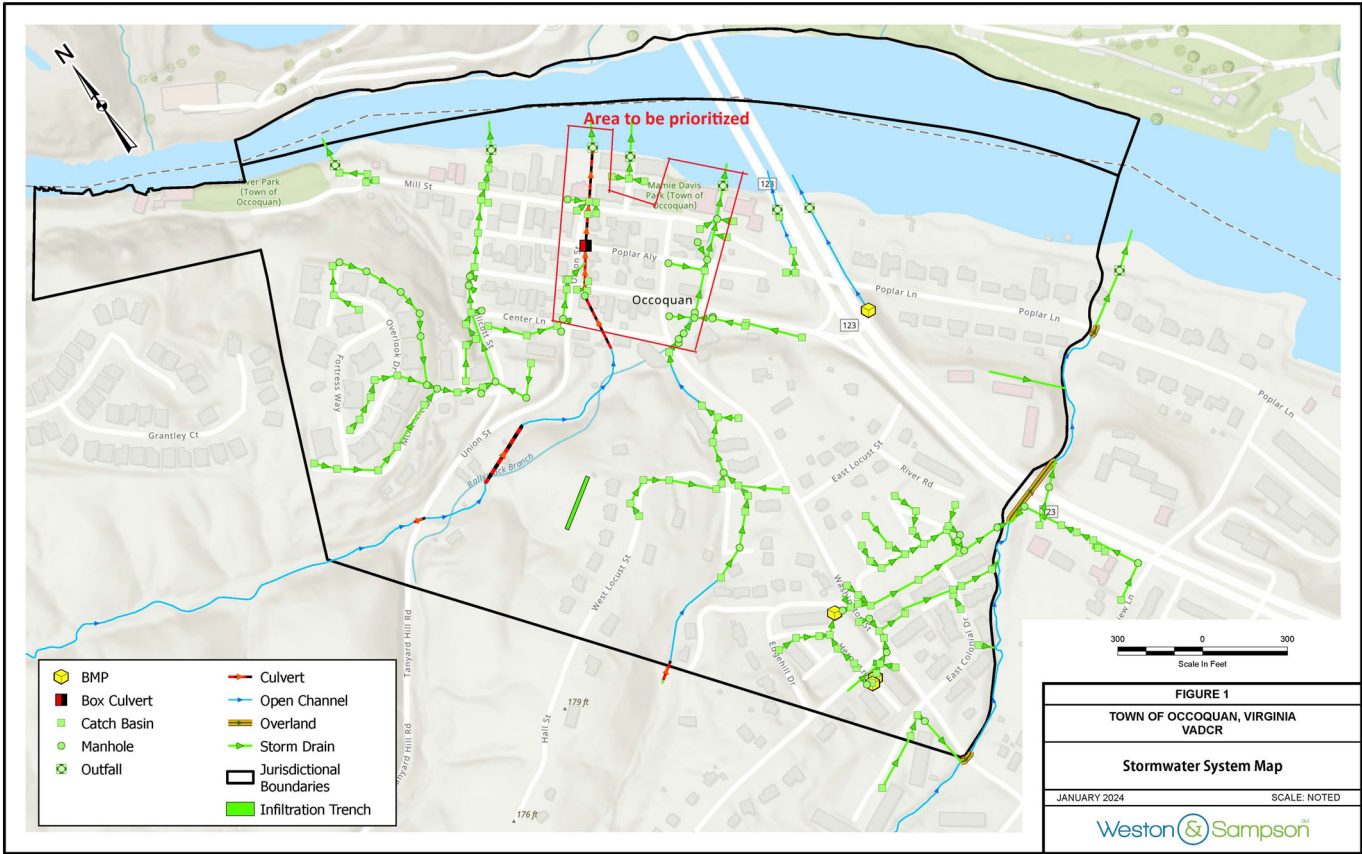


FIGURE 1
TOWN OF OCCOQUAN, VIRGINIA
VADCR
Stormwater System Map
 JANUARY 2024 SCALE: NOTED
 Weston & Sampson