



Optional Pre-Proposal Conference Agenda

September 17, 2025 at 10:00 AM EST

RFP #009-0-2026/SB Mechanical, Electrical, Plumbing (MEP) Professional Engineering Services

Location: Zoom Virtual Meeting

Introduction:

Shannon Bailey, Director of Procurement
Wade Beverly, Executive Director Plant Services
Greg Harrow, Supervisor of Plant Services, Maintenance
Jeff Gill, Mechanical Systems Engineer
Pete Miller, HVAC Supervisor
Darren Muncy, Program Administrator – Energy & Climate Controls

Prospective Offerors on the Zoom Call:

Molly Stewart, Vansant & Gusler, Inc.
Wil Taylor, Vansant & Gusler, Inc.
Emma Sellers, Vansant & Gusler, Inc.
Joey Allen, Thompson Consulting Engineers
Meghan Kelly, Thompson Consulting Engineers
Jonathan Tapscott, Bowman, Foster, & Associates
Ryan Lewton, Chesapeake Controls

Optional Pre-Proposal Conference: This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage.

- 1. Purpose:** The purpose of this RFP is to solicit proposals from qualified offerors to provide annual professional mechanical, electrical, and plumbing (MEP) engineering services, as needed, directly to NNPS on an as-needed basis throughout the term of the contract.

NNPS invites any qualified Offeror to submit a proposal. Offerors responding to this request must be responsible, regularly and practically engaged in providing the services requested in this RFP and possess ample resources for doing this work.

NNPS seeks to establish a term contract for professional architectural and engineering services. Selection of contractors will be made in accordance with the Code of Virginia §2.2-4302.2 for Professional Services. This RFP requests the Offeror provide its technical capabilities for accomplishing the A/E services required for NNPS for MEP disciplines. Offeror shall not provide estimates of man-hours to perform the requested services or the cost of the services to be provided, with its proposal. However, during discussions with Offerors determined to be qualified and responsive to the RFP, NNPS may discuss nonbinding estimates of total project costs or nonbinding estimates for the price of services to be rendered. **All submitting firms shall be registered and licensed by the Virginia Department of Professional and Occupational Regulations (DPOR).**



2. **Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent. All questions and communication shall only be made with the Procurement Officer facilitating the RFP.
3. **RFP Deadline:** Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered. **Proposals are due October 8, 2025 at 2:00 PM EST, unless otherwise changed in a subsequent addendum.**
4. **Deadline for Questions:** Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office to Shannon.bailey1@nn.k12.va.us no later than **September 24, 2025 at 2:00 pm EST**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral discussions do not form a part of the Proposal documents.
5. **RFP Submission:** Per the VPPA § 2.2-4303. (Effective January 1, 2025) Methods of Procurement, Newport News Public Schools now provides an option to submit electronic copies of the requested proposal through electronic means. All proposals **must** be submitted electronically online via eVA using the Bidder's established eVA Supplier Account. The entire proposal response including any / all attachments and any / all addenda must be submitted electronically via eVA no later than the closing date and time stated in the solicitation posting. **Faxed or emailed proposals will not be accepted.**

If you wish to redact any information, submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "PROPRIETARY" or your firm can submit a redacted version of your proposal submission marked "REDACTED."

6. **Evaluation of Proposals:**

Evaluation Criteria	Weight
Experience, Expertise, and Qualifications	40 points
Capability and Skills	30 points
Quality Control/Quality Assurance	20 points
Overall Quality and Completeness of Proposal	10 points
Total	100 points



7. **Award:** The resulting term contract shall be for one (1) year, or when the cumulative total project fees reach the maximum cost authorized, whichever occurs first, with three (3) renewable contract term options at NNPS' discretion. The sum of all projects performed in a contract term shall not exceed \$10 million, and the fee for any single project shall not exceed \$2.5 million. Any unused amounts from one contract term shall not be carried forward to any additional term.

This RFP may result in a multi-award. NNPS intends to award a contract to a fully qualified Offeror(s) submitting the best proposal based on the criteria set forth herein and as determined by NNPS in its sole discretion.

8. **Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP.
9. **Take questions from Prospective Offerors**