



# TOWN OF CHINCOTEAGUE, INC

April 18, 2016

To Whom It May Concern,

The Town of Chincoteague is soliciting Qualification Proposals from a group of organizations for implementing future steps in providing wastewater infrastructure on the Island.

A Wastewater Management Plan, dated June 2013, copy available at <http://www.chincoteague-va.gov/pdf/WAC%20final%20report%206.13%20small.pdf>, defines in its recommendations the next phase to determine a wastewater utility system up to 100,000 gpd with a suggested treatment plant location. The method of disposal of the treated wastewater has not been determined and is part of the requested consulting services.

The Management Plan recommends a sequential step-by-step approach. Certain steps have been accomplished as described in the referenced Plan and, at present, this solicitation is to obtain a professional opinion and guidance for the appropriate entity (Responsible Management Entity) for implementation – i.e. Public Utility, Public Service Authority (PSA), Private Developer, other. Specifically what is the “vehicle” that will be the most appropriate one for Chincoteague’s wastewater utility system that includes the method of treated wastewater disposal.

## THE PROFESSIONAL SERVICES IN THE REQUESTED QUALIFICATION PROPOSAL:

1. Test validity of Wastewater Management Study of June 2013.
2. Evaluate all applicable Federal, Commonwealth of Virginia and local regulations which affect disposal of treated wastewater and recommend most appropriate method.
3. Present the firm’s experience in similar projects, preferably in coastal areas, team qualifications for such analysis, technical expertise, familiarity with regulations, effective cost analysis in budgetary first and operating costs and strategy to accomplish such.
4. Submit a general manpower rate schedule.
5. One presentation to The Chincoteague Island Town Council upon invitation, after receipt and evaluation of proposal.

The most qualified firms will be further invited to respond to Request for Proposal for preparing engineering design, detailed cost estimates including operating costs, attending and responding to comments in two Public Hearings, permit applications, supervising construction and turning over the complete wastewater facility to the selected Responsible Management Entity for operation. A written Request for Proposals and the factors that will be used to

6150 COMMUNITY DRIVE, CHINCOTEAGUE ISLAND, VIRGINIA 23336  
(757) 336-6519 FAX (757) 336-1965

evaluate the relative merits of proposals and selection criteria will be issued at that time, in accordance with the Virginia Public Procurement Act.

Any questions or further clarifications will need to be made in writing and answers will be provided to all invited firms.

All such should be addressed to:

Mr. Harvey W. Spurlock

Public Works Director

Town of Chincoteague, Inc.

6150 Community Drive

Chincoteague, Virginia 23336

EMAIL: [Harvey@chincoteague-va.gov](mailto:Harvey@chincoteague-va.gov)

PHONE: 757-336-6519

The deadline for submissions is **May 20, 2016**.

The Town of Chincoteague appreciates your willingness to submit your credentials in such Request for Qualification Proposal and wishes that the successful firms truly engage with the Town of Chincoteague in guiding us in implementing our Plan for a healthier and economically viable solution to support the local industry and the tourism based economy.

Sincerely,

Robert G. Ritter, Jr.  
Town Manager