



MOUNT ROGERS PLANNING DISTRICT COMMISSION

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AARON SIZEMORE, Executive Director

1021 Terrace Drive Marion, Virginia 24354 Phone 276-783-5103 Fax 276-783-6949

June 12, 2026

To Whom It May Concern:

The Mount Rogers Planning District Commission (MRPDC) invites your firm to submit a proposal to provide professional **engineering and planning services** for the development of a regional water supply plan, as required under 9VAC25-780. The regional planning area is generally defined as New River 2 and includes Bland County, Carroll County, Grayson County, Wythe County, the City of Galax, and the towns of Fries, Hillsville, Independence, Rural Retreat, Troutdale, and Wytheville.

Project Overview and Scope

The selected consulting firm will provide services consistent with the requirements of 9VAC25-780. The regional water supply plan should include general planning parameters, including a 30- to 50-year planning horizon, a formal public participation process, consensus-building among participating localities, and an appropriate review process. The plan should also address the following technical components: (i) existing water source information, (ii) existing water use information, (iii) projected water demand and statement of need, (iv) water demand management information, (v) drought response and contingency planning, and (vi) identification of water supply risks and regional strategies.

PROPOSALS must be received no later than: 4:00 PM on Monday, July 27, 2026.

Questions

Please direct all questions to **Gavin Blevins**, Planning Director, Mount Rogers Planning District Commission, at (276) 783-5103 ext. 315 or gblevins@mrpdc.org.

We appreciate your interest in working with the Mount Rogers Planning District Commission on this important regional planning effort and look forward to reviewing your proposal.

Always a pleasure,

Gavin Blevins
Planning Director

*SERVING LOCAL GOVERNMENTS IN
BLAND - CARROLL - GRAYSON - SMYTH - WASHINGTON - WYTHE
BRISTOL - GALAX*

MRPDC is an equal opportunity provider and employer.

Request for Proposals

Regional Water Supply Plan – New River 2

Four (4) hard copies of the proposal plainly marked “*RFP – Regional Water Supply Plan*” on the outside of the mailing envelope, along with one digital copy in .pdf format on a flash drive or some similar physical media, addressed to Gavin Blevins, Mount Rogers Planning District Commission, 1021 Terrace Drive, Marion, VA 24354 will be accepted until **4:00 p.m. on Monday, July 27, 2026**. Addenda to this proposal, if any, including written answers to questions, will be posted on the MRPDC website (mrpdc.org).

Questions and Addenda. All questions regarding this RFP must be submitted in writing to Gavin Blevins no later than 4:00 p.m. on Monday, July 13, 2026. Written responses and any addenda will be posted on the MRPDC website. Oral interpretations or responses are not binding unless incorporated into a written addendum.

PROJECT BACKGROUND & PURPOSE

The Mount Rogers Planning District Commission (MRPDC) has been designated by its localities to coordinate the development of a regional water supply plan in accordance with 9VAC25-780. The planning area has been designated as New River 2 in 9VAC25-780-45.A., as amended in accordance with 9VAC25-780-45.B., to include the localities of Bland County, Carroll County, Grayson County, Wythe County, City of Galax, and the towns of Fries, Hillsville, Independence, Rural Retreat, Troutdale, and Wytheville.

9VAC25-780 (Local and Regional Water Supply Planning) is a Virginia state regulation administered by the Department of Environmental Quality (DEQ) under the State Water Control Board. Its primary purpose is to establish a comprehensive, coordinated water supply planning process across the Commonwealth. The mandate ensures all citizens have access to safe, adequate drinking water while protecting the environment, in-stream beneficial uses, and future economic growth.

FUNDING

This planning project is funded by the designated localities within the designated (9VAC25-780-45.A.) New River 2 planning area, as amended in accordance with the provisions of 9VAC25-780-45.B. to include the localities of Bland County, Carroll County, Grayson County, Wythe County, City of Galax, and the towns of Fries, Hillsville, Independence, Rural Retreat, Troutdale, and Wytheville.

Funding includes local funds, potential funding through the Regional Water/Wastewater Fund – overseen by the Virginia Department of Housing and Community Development – and other potential funding.

SCOPE OF SERVICES

1. Statutory Requirements

The Regional Water Supply Plan shall fulfill the requirements set forth in 9VAC25-780 by including the following technical components, as outlines below:

- **Existing Water Sources (9VAC25-780-70):** Comprehensive mapping and documentation of all groundwater wells (depths, casing, zone data) and surface water resources (reservoirs, safe yields, and stream intakes), including contractual wholesale water agreements.
- **Existing Water Use (9VAC25-780-80):** A 5-year baseline history of water withdrawals,

peak day usage, and loss metrics. Water use must be disaggregated into sectors (residential, commercial, industrial, military) and account for self-supplied users extracting more than 300,000 gallons in any single month (including agricultural and industrial users).

- **Environmental Resource Assessment (9VAC25-780-90):** A qualitative evaluation of existing in-stream beneficial uses (e.g., fish, wildlife, recreation) potentially impacted by the region's water withdrawals.
- **Demand Projections & "Statement of Need" (9VAC25-780-100):** 30-year demographic and demand models mapped out decade by decade. If projected demand exceeds existing safe yields, the plan must issue a formal Statement of Need and evaluate a reasonable range of infrastructure or structural alternatives.
- **Water Demand Management (9VAC25-780-110):** A detailed summary of active and proposed conservation practices, water-efficiency programs, compliance with the Uniform Statewide Building Code, and leak detection protocols.
- **Drought Response & Contingency (9VAC25-780-120):** A structured, minimum three-stage drought response plan (typically: Watch, Warning, Emergency) with localized triggers and clear water-use restrictions.
- **Risk and Mitigation (9VAC25-780-125):** Systematic identification of regional water supply risks (contamination, infrastructure failure, severe weather) alongside actionable joint mitigation strategies.

2. Tasks as Part of Planning Process

The planning process should generally meet the requirements of 9VAC25-780. At a minimum, the Regional Water Supply Plan should include the following core elements:

1. Project Initiation, Data Collection, and Stakeholder Engagement
2. Planning Area Characterization and Existing System Assessment
3. Population and Water Demand Projections
4. Water Source Assessment and Reliability Analysis
5. Gap Analysis (Supply vs. Demand)
6. Water Conservation and Alternate Source Evaluation
7. Capital Improvement Plan
8. Implementation, Governance, and Funding Strategy

DELIVERABLES

Final deliverables from the project should include all technical memorandums, reports, models, mapped assets, and the final regional water supply plan. Deliverables shall be the property of the Mount Rogers Planning District Commission.

1. Technical Memorandums

Prepare individual technical memorandums for key phases of the planning process (e.g., TM 1: Demand Projections, TM 2: Source Assessment) for review and approval before the final plan is compiled.

2. GIS Database

Delivery of all mapped assets, demand nodes, and regional boundaries in a clean, standardized GIS format.

3. Final Regional Water Supply Plan

Deliver a high-quality digital (file formats .pdf and .docx) and physical copies, including an Executive Summary tailored for elected officials and the public.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within ninety (90) days of contract signing. Certain reasonable allowances for project initiation will depend on securing funding allocations for the project.

The project must be complete by October 9, 2029.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the required elements below as section headings:

- A. Firm Description- provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to manage this project.
- B. Project Team- Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, should also be provided.
- C. Statement of Project Understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal, including any known requirements of the water supply planning referenced in 9VAC25-780.
- D. Scope of Services and Schedule- Describe in narrative form the consultant's potential approach and technical plan for accomplishing the work listed herein. Consultant is encouraged to elaborate and improve on the tasks listed in the RFP. Consultant shall submit a schedule with key milestones for completing the scope of work.
- E. Three (3) references, including *current* contact name and phone number for similar projects.
- F. Inclusion of completed Appendix A: Conflict of Interest Statement.
- G. Additionally: A signed cover letter from an authorized representative; identification of the primary point of contact; disclosure of proposed subcontractors, if any; proof of applicable professional registration or licensure for key personnel; and a statement confirming the firm's ability to meet insurance, compliance, and contract requirements. Unless otherwise requested by MRPDC, detailed fee or cost proposals should not be included in the initial technical proposal and may be requested during negotiation with the selected firm.

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Knowledge and experience of the personnel which will be assigned to the Project. (20 points)

2. The relevant experience and demonstrated ability of the firm with debris removal and in similar terrain. (20 points)
3. An intimate knowledge of the regulatory agencies and their permitting processes; with particular emphasis on water resources. (20 points)
4. Knowledge of planning procedures, funding processes, and requirements; and history of adhering to water quality requirements. (20 points)
5. The direct and demonstrated knowledge of the water quality and supply planning. (15 points)
6. Any other relevant information offered or discovered during the evaluation process. (5 points)

SELECTION PROCESS

The MRPDC Planning Director will designate a committee to review accepted Proposals, conduct interviews as necessary, and recommend award of a contract.

MRPDC intends to select one or more qualified firms to provide the services requested using the Competitive Negotiation Procedure for Professional Services as outlined in the Virginia Procurement Act 2.2-4301 (3) a. The MRPDC, based upon funding, expects to enter a contract with the selected Firm(s).

MRPDC reserves the right in its sole discretion to reject any, or all, Proposals, or to re-publish this *Request for Proposals*.

MRPDC reserves the right to retain the services of the selected firm for future similar projects.

SUBMISSIONS & DEADLINES

Four (4) copies of the sealed proposal plainly marked "***RFP – Regional Water Supply Plan***" on the ***outside of the mailing envelope, along with a digital copy*** (.pdf file format or similar) shall be submitted to the Mount Rogers PDC at the address listed below on or before **4:00 P.M.** local prevailing time, **Monday, July 27, 2026**. Mailed submissions shall be postmarked sufficiently early to ensure delivery prior to the deadline.

ADDRESS:

Gavin N. Blevins
Mount Rogers Planning District Commission
1021 Terrace Drive
Marion, VA 24354

The MRPDC is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, sex, national origin, age, handicap or familial status. Local, minority, and female owned firms are encouraged to participate.

PLEASE DIRECT ANY QUESTIONS TO: Gavin Blevins, Planning Director, Mount Rogers Planning District Commission at (276)783-5103 ext. 315 or email gblevins@mrpdc.org.

APPENDIX A:

CONFLICT OF INTEREST AND FEDERAL PROCUREMENT CERTIFICATION

The undersigned certifies that the proposal submitted in response to this Request for Proposals is made in accordance with applicable Federal procurement standards, including [2 C.F.R. §§ 200.318](#) and [200.319](#), and any applicable state and local procurement requirements. The undersigned further certifies and agrees as follows:

1. **No real or apparent conflict.** Neither the proposer, nor any officer, director, owner, employee, agent, subcontractor, consultant, affiliate, parent, subsidiary, or other representative of the proposer, has any real or apparent conflict of interest that would affect the integrity, fairness, objectivity, or competitiveness of this procurement or the resulting contract.
2. **Relationships and financial interests.** The proposer has disclosed in writing any relationship, employment arrangement, financial interest, tangible personal benefit, or other circumstance involving the proposer; any member of the proposer's immediate family; the proposer's partner; or any organization that employs or is about to employ such parties, that could give rise to a real or apparent conflict of interest with respect to this procurement.
3. **Gratuities and things of value.** The proposer has not offered, solicited, or accepted, and will not offer, solicit, or accept, any gratuity, favor, entertainment, gift, loan, fee, service, employment, or anything of monetary value from or to any official, employee, officer, agent, board member, evaluator, or representative of the Mount Rogers Planning District Commission in connection with this procurement, except for an unsolicited item of nominal value where permitted by applicable policy and law.
4. **Organizational conflicts and unfair competitive advantages.** The proposer certifies that it has not participated in developing or drafting the specifications, requirements, statement of work, scope of services, evaluation criteria, or this Request for Proposals in a manner that would provide the proposer an unfair competitive advantage. If the proposer, its affiliate, parent, subsidiary, subcontractor, consultant, or related organization has participated in such activities, the proposer shall disclose the facts in writing and may be excluded from competing for this procurement when required to preserve objective contractor performance and full and open competition.
5. **Continuing duty to disclose.** The proposer has a continuing duty to promptly disclose in writing any actual, potential, or apparent conflict of interest discovered before award or during performance of any resulting contract. The Mount Rogers Planning District Commission may require mitigation, disqualification, termination, or other appropriate action if a conflict of interest exists or is not timely disclosed.
6. **Compliance and remedies.** The proposer understands that a false certification, failure to disclose, or violation of this conflict-of-interest certification may result in rejection of the proposal, cancellation of award, termination of contract, recovery of funds, suspension or

debarment referral where applicable, and any other remedies available under the contract, grant terms, or applicable law.

Disclosure of actual, potential, or apparent conflicts, if any:

SIGNATURE: _____

DATE: _____

ADDRESS OF PRINCIPAL PLACE OF BUSINESS:

Telephone: (_____) _____