

## PUBLIC NOTICE FOR PROCUREMENT OF REAL ESTATE SERVICES

### Solicitation No. 405614

PROJECT: REAL ESTATE SERVICES

Notice is hereby given that the Hampton Roads Sanitation District (HRSD) requests Proposals from qualified firms (Firm) to provide assistance in areas such as land and easement acquisitions, encroachments, complex real estate transactions, appraisals and leasing for Real Estate Services. These services shall be provided for an initial period of one (1) year, and HRSD shall have the option to renew the contract annually for a total period not to exceed five (5) years.

All proposers shall demonstrate prior experience with assisting municipal organizations in real estate services. All proposers shall have a local office within the HRSD service area with sufficient qualified personnel to manage the proposed services.

The evaluation and selection of the Firm shall be based on the evaluation plan specified in the Request for Proposals (RFP). Any Firm desiring consideration may submit a Proposal online through HRSD's Online Oracle ERP system (<https://www.hrsd.com/engineering-task-submittals>) by March 16, 2022, no later than 11:00 a.m. local time. Failure to submit a Proposal through HRSD's Online Oracle ERP system prior to the due date and time will be cause for rejection by HRSD. HRSD shall evaluate each Proposal and select two (2) or more Proposers for further consideration. HRSD shall select one or more Firm(s) on the basis of all information developed during the selection process that best serves the interest of HRSD.

The RFP may be viewed by logging into HRSD's Online Oracle ERP system. All Proposers must be registered in advance of submitting a Proposal. Technical questions should be submitted through the online discussion tool available via HRSD's Online Oracle ERP system. How-To Guides are available at the bottom of the webpage link above to assist with navigating the HRSD online system. Additional questions related to submitting a Proposal or using the online system should be directed to the ERP HelpDesk at [erphelp@hrsdc.com](mailto:erphelp@hrsdc.com) or 757-460-7318 or Contract Specialist, Rebecca Ashley, at [rashley@hrsdc.com](mailto:rashley@hrsdc.com).

A virtual pre-proposal conference will be held on February 23, 2022, at 1:00 p.m. local time at the following link Pre-Proposal Conference [Click link to join the teams meeting](#) or calling (757) 524-3781 and using Conference ID 55971507#. Attendance at the pre-proposal conference shall not be mandatory for Proposers to submit a Proposal.