



# ROANOKE COUNTY

## FINANCE & MANAGEMENT SERVICES DEPARTMENT PURCHASING DIVISION

### REQUEST FOR PROPOSAL Professional Services

#### **RFP # 2023-004** **Multiphase Professional Services Contract for the Hollins Public Library** **Replacement**

**OPENING DATE: July 11, 2022**  
**OPENING TIME: 2:00 P.M.**

The Request for Proposal and related documents may be obtained during normal business hours from the Purchasing Division, at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's website at <https://www.roanokecountyva.gov/bids.aspx>. If you have any problems accessing the documents, you may contact Purchasing at (540) 772-2061.

A non-mandatory pre-proposal conference will be held at 9:00 AM on June 22, 2022 at the Hollins Library 6624 Peters Creek Road, Roanoke, VA 24019.

**THIS PUBLIC BODY DOES NOT DISCRIMINATE  
AGAINST FAITH-BASED ORGANIZATIONS**

DATE of RFP: June 10, 2022

# REQUEST FOR PROPOSAL (RFP)

RFP No. 2023-004  
Issue Date: June 10, 2022  
Title: Multiphase Professional Services Contract for the Hollins Public Library Replacement

Issued By: **County of Roanoke**  
**Roanoke County Administration Building**  
**Purchasing Division**  
**5204 Bernard Drive, SW, Suite 300-F**  
**Roanoke, VA 24018-0798**  
**Phone (540) 772-2020**  
**Email: KHoyt@roanokecountyva.gov**

Sealed proposals will be received on or before 2:00 P.M., July 11, 2022 for furnishing the services and/or items described herein. The time of receipt shall be determined by the time clock stamp in the Purchasing office.

All questions must be submitted before 5:00 p.m. on June 30, 2022. If necessary, an addendum will be issued and posted to the County website on the Current Bids/RFP Requests tab at <https://www.roanokecountyva.gov/bids.aspx>.

If proposals are hand delivered or mailed, send directly to the Purchasing Division at the address listed above. If the Roanoke County Administration Building is closed for business at the time scheduled for the proposal opening, the sealed proposal will be accepted and opened on the next business day of the County, at the originally scheduled hour.

**THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.**

The County reserves the right to cancel this RFP and/or reject any or all proposals and to waive any informalities in any proposal.

This section is to be completed by the Offeror and this page must be returned with the proposal. In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are hereby incorporated herein by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful Offeror. Unless the proposal is withdrawn, the Offeror agrees that any prices or terms for such proposal shall remain valid for sixty (60) days after opening. Notices of proposal withdrawal must be submitted in writing to the Purchasing Division.

**Legal Name and Address of Firm:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ By: \_\_\_\_\_  
(Signature in Ink)

\_\_\_\_\_ Name: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_ Zip: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Business License# \_\_\_\_\_

Virginia State Corporation Commission Identification Number: \_\_\_\_\_

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COUNTY OF ROANOKE, VIRGINIA  
REQUEST FOR PROPOSAL  
FOR  
Multiphase Professional Services Contract for the Hollins Public Library Replacement  
**RFP NUMBER 2023-004**

**INTRODUCTION**

The County of Roanoke, Virginia is seeking formal, sealed proposals and qualifications from qualified professional Architectural and Engineering firms licensed to practice in the Commonwealth of Virginia to provide Architectural and Engineering (A&E) services for a Multiphase Professional Services Contract for the Hollins Public Library Replacement in accordance with all terms, conditions and specifications as set out in this Request for Proposal (RFP). Firms may partner with other firms that have relevant experience in designing libraries to ensure that the design team provides the appropriate level of expertise in the required disciplines. However, design teams must designate one lead firm. The RFP and related documents may be obtained during normal business hours from the Purchasing Division, (540) 772.2020. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's Current Bid Opportunities website at <https://www.roanokecountyva.gov/bids.aspx>. If you have any problems accessing the documents, you may contact Purchasing at (540) 772-2020 or [KHoyt@roanokecountyva.gov](mailto:KHoyt@roanokecountyva.gov).

**A non-mandatory pre-proposal conference will be held at 9:00 AM on June 22, 2022 at the Hollins Library (6624 Peters Creek Road, Roanoke, VA 24019).**

Proposals, to be considered and evaluated, must be sealed and received on or before 2:00 p.m. on July 11, 2022 in the Purchasing Division, County of Roanoke, 5204 Bernard Drive SW, Suite 300- F Roanoke VA 24018. Proposals appropriately received will be opened at this time. **Proposals received after 2:00 p.m. will not be accepted or considered.** The time of receipt shall be determined by the time clock stamp in the Purchasing Office, or if it is not working, such time shall be determined by the Purchasing official who is to open the proposals. Faxed or e-mailed proposals are not acceptable.

Each proposal, **one (1) original, marked as such and nine (9) copies, marked as such**, must be appropriately signed by an authorized representative of the Offeror, and must be submitted in a sealed envelope or package. A removable media storage device containing two (2) digital copies of the proposal, one as submitted, and one **redacted to remove all confidential and proprietary material**, must be included in the proposal packet. The notation "**Multiphase Professional Services Contract for the Hollins Public Library Replacement**", **RFP No. 2023-004**, the firm's name, and the specified opening time and date must be clearly marked on the front of that sealed envelope or package. If the Roanoke County Administration Building is closed for business at the time scheduled for the proposal opening, the sealed proposal will be accepted and opened on the next business day of the County, at the originally scheduled hour.

The County of Roanoke, Virginia, and its officers, employees or agents will not be responsible for the opening of a proposal envelope or package prior to the scheduled opening if that envelope or package is not appropriately sealed and marked as specified.

The County of Roanoke, Virginia reserves the right to cancel this RFP and/or reject any or all proposals, to waive informalities in any proposal, to award any whole or part of a proposal, and to award to the Offeror whose proposal is, at the sole discretion of the County of Roanoke, determined to be in the best interest of the County.

Project evaluation and award will be accomplished in accordance with this RFP and Section 10.9 of the County of Roanoke Procurement Policy & Procedures Manual. If an award of a contract is made, notification of such award will be posted for public review on the County of Roanoke Purchasing Division's website under Current Bid Opportunities at <https://www.roanokecountyva.gov/bids.aspx> or you may contact Purchasing directly at (540) 772-2020 to request a copy of the award notification.

Unless the proposal is withdrawn, the Offeror agrees that any prices or terms for such proposal shall remain valid for sixty (60) days after opening. Notices of proposal withdrawal must be submitted in writing to the Purchasing Manager.

Inquiries regarding this RFP should be directed to Kate Hoyt, at (540) 283-8149 or via email at [KHoyt@roanokecountyva.gov](mailto:KHoyt@roanokecountyva.gov). Inquiries for information regarding procurement procedures and/or proposal submission shall be directed to the Purchasing Division.

This RFP consists of this Introduction, nine (9) numbered sections, and the attachments hereto.

**If you download this RFP from the County website and intend to submit a proposal, you should notify Purchasing that you have done so. However, each Offeror is solely responsible for ensuring that such Offeror has the current, complete version of the RFP documents, including any addenda, before submitting a proposal. The County is not responsible for any RFP obtained from any source other than the County. Contact Purchasing by phone at (540) 772-2020, or by email at [KHoyt@roanokecountyva.gov](mailto:KHoyt@roanokecountyva.gov).**

Respectfully,

Kate Hoyt  
Senior Buyer

Date: June 10, 2022

County of Roanoke, Virginia  
Request for Proposal No. 2023-004

**Multiphase Professional Services Contract for the Hollins Public Library Replacement**

**SECTION 1. PURPOSE.**

The purpose of this Request for Proposal (RFP) is the procurement of a Multiphase Professional Services Contract for the Hollins Public Library Replacement consistent with the terms and conditions herein set forth. Final scope of services will be negotiated with the successful Offeror.

**SECTION 2. BACKGROUND.**

The Hollins branch is one of the busiest libraries in Roanoke County, and is located at 6624 Peters Creek Road, Roanoke, VA 24019. It was originally constructed in 1971, and an addition was built in 1993 creating a total space of 17,670 square feet. The Hollins Library is the only large branch in Roanoke County that has not been replaced. The new Hollins Library will be built on the existing site or relocated to another location. If practical, the library should be accessible by pedestrian traffic, and adjacent to the Greenway or nearby trail. The new library is expected to be a single level facility of approximately 16,000 square feet. Exterior features include a drive-thru window, book drops, outdoor programming and reading areas. The interior of the new facility includes service desks with clear lines of sight to areas throughout the library and will incorporate flexible spaces featuring mobile shelving and furniture that are able to be easily moved according to needs of the public and staff. The new library will be welcoming to all ages and have areas of active and collaborative learning – including spaces for technology training, creativity exploration, quiet study, and contemplation.

The initial study phases of the Hollins Library Replacement Project will include site analyses and selection, space programming, concept design, cost estimating, project budget development, and presentations to staff, the community, Library Board, and the Board of Supervisors. These initial study phases will begin in the summer/fall of 2022, with the subsequent design phases occurring in the summer of 2023. Construction is anticipated to start in the summer of 2025 with an estimated total project budget of \$12.7 million.

The consultant will conduct site and architectural feasibility studies to determine the suitable site location, facility size, and estimated project cost needed to accommodate the services and equipment identified during the analyses. The initial study will include but not be limited to:

- Function and Space Needs Analysis;
- Site Analyses and Selection;
- Conceptual Design Drawings, Renderings, and Design Charrettes;
- Statements of Probable Costs;
- Presentations of Feasibility Studies.

Each study phase will include input and recommendations from Library Administrative staff, Library Board, County Administration, and the County Board of Supervisors.

### SECTION 3. INSTRUCTIONS TO OFFERORS.

- A. Proposals must be submitted in accordance with the instructions and requirements contained in this RFP, including the Introduction. Failure to do so may result in the proposal being considered non-responsive and it may be rejected. An Offeror must promptly notify the Purchasing Division of any ambiguity, inconsistency, or error which may be discovered upon examination of the RFP. An Offeror requiring clarification or interpretation of this RFP should contact Kate Hoyt at (540) 283-8149.
- B. Until such time that an award is published, direct contact with any County employee without the express permission of the Purchasing Manager or her designated representative, on the subject of this proposal, is strictly forbidden. Violation of this Instruction may result in disqualification of Offeror's proposal.
- C. Prospective Offerors, sometimes referred to as providers, operators, contractors, consultants, or vendors, are to address the criteria below at a minimum as part of their submitted proposal. Each proposal should include a transmittal letter and management overview of the proposal. Proposals are to include and may be evaluated on the following factors, together with such other factors as will protect and preserve the interests of the County of Roanoke, which may also be considered.
1. Organizational structure of firm and qualifications of management personnel. Prospective Offerors should submit at a minimum the length of time in the business, corporate experience, strengths in the industry, business philosophy, and a description of the organizational structure of the firm; a description of the organizational structure for the management and operation of the services requested and/or provision of the items referred to in this RFP, including an organizational chart denoting all positions and the number of personnel in each position. (See Attachment B)
  2. Financial condition of the firm and ability to perform all obligations of any resultant contract. The sufficiency of the financial resources and the ability of the Offeror to comply with the duties and responsibilities described in this RFP. Each Offeror shall provide a current annual financial report and the

previous year's report and a statement regarding any recent or foreseeable mergers or acquisitions. Financial statements may be marked as "confidential" in accordance with the requirements set out in Section 4(A) of this RFP. (See Attachment B)

3. Each Offeror is to state whether or not any of Offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the County of Roanoke or has any responsibility or authority with the County that might affect the procurement transaction or any claim resulting therefrom. If so, please state the complete name and address of each such person and their connection to the County of Roanoke. Each Offeror is advised that the Ethics in Public Contracting and Conflict of Interests Act of the Virginia Code, as set forth in Section 4 of this RFP, apply to this RFP. (See Attachment B)

4. Experience in providing the services and/or items requested by this RFP. (See Attachment B)

A consultant experienced in the planning and designing of public library facilities shall be required to ensure that the design team provides the appropriate level of expertise in the required disciplines. However, design teams must designate one lead firm.

5. The ability, capacity, and skill of the Offeror to provide the services and/or items described in this RFP and in a prompt and timely manner without delay or interference.

6. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the Offeror.

7. The quality and timeliness of performance of previous contracts or services of the nature described in this RFP.

8. Compliance by the Offeror with laws and ordinances regarding prior contracts, purchases, or services. (See Attachment B)

9. The conditions, if any, of the proposal. (See Attachment B)

D. Each Offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP, especially from **other** local government operations similar to those being requested in this RFP by the County. Each reference should include organizational name, official address, contact person, title of contact, and phone number. (See Attachment B)



- E. The proposal should be no more than 25 sheets (printing on back and front is acceptable) in length. Also include any other materials you may want to submit as part of your proposal response.
- F. Responses to this RFP must be in the prescribed format.

Offeror shall provide one redacted copy of its proposal fit for public dissemination, in the event the County must respond to a Freedom of Information Act request. . A removable media storage device containing two (2) digital copies of the proposal, one as submitted, and one **redacted to remove all confidential and proprietary material**, must be included in the proposal packet. Offeror shall not mark its entire proposal as confidential and/or redact the entire proposal; doing so may result in the disqualification of Offeror's proposal.

- G. The County may request additional information, clarification, or presentations from any of the Offerors after review of the proposals received.
- H. The County has the right to use any or all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary/confidential data of Offeror.
- I. The County is not liable for any costs incurred by any Offeror in connection with this RFP or any response by any Offeror to this RFP. The expenses incurred by Offeror in the preparation, submission, and presentation of the proposal are the sole responsibility of the Offeror and may not be charged to the County.
- J. Only the County will make news releases pertaining to this RFP or the proposed award of a Contract.
- K. Each Offeror who is a stock or nonstock corporation, limited liability company, business trust, or a limited partnership or other business entity shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if required by law. Each such Offeror shall include in its proposal response the Identification Number issued to it by the Virginia State Corporation Commission (SCC) and should list its business entity name as it is listed with the SCC. Any Offeror that is not required to be authorized to transact business in the Commonwealth as a domestic or foreign business entity as required by law shall include in its proposal response a statement describing why the Offeror is not required to be so authorized. (See Va. Code Section 2.2-4311.2).
- L. Each Offeror is required to state if it has ever been debarred, fined, had a contract terminated, or found not to be a responsible bidder or Offeror by any federal, state, or local government, and/or private entity. If so, please give the details of each such matter and include this information with the proposal response.

## SECTION 4. MISCELLANEOUS.

- A. Ownership of Material - Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by the Offeror shall not be subject to public disclosure under the *Freedom of Information Act*, unless otherwise required by law or a court. **However, the Offeror must invoke the protection of Section 2.2-4342(F) of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.** The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.
- B. As this is a RFP, no information regarding the proposal records or the contents of responses will be released except in accordance with Section 2.2-4342 of the Code of Virginia. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- C. **IMPORTANT NOTICE - ADDENDUMS AND NOTICES OF AWARD**

Any interpretation, correction, or change of the RFP will be made by an addendum. The County Purchasing Division or its designee will issue Addenda that will be posted to the County website on the Current Bids Opportunities tab at <https://www.roanokecountyva.gov/bids.aspx>.

Interpretations, corrections or changes of this RFP made in any other manner will not be binding and Offerors must not rely upon such interpretations, corrections, or changes.

Vendors may visit <http://roanokecountyva.gov/list.aspx> to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. It is the vendor's responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. **However, each Offeror is solely responsible for ensuring that such Offeror has the current, complete version of the RFP documents, including any addenda, before submitting a proposal.**

**The County is not responsible for any RFP obtained from any source other than the County.**

Although 'Notify Me' will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website, and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772-2020.

The County is not responsible for any IFB obtained from any source other than the County. Contact Kate Hoyt by phone at 540-283-8149, or by email at [KHoyt@roanokecountyva.gov](mailto:KHoyt@roanokecountyva.gov).

- D. No Offeror shall confer on any public employee having official responsibility for a purchasing transaction any payment, loan, subscription, advance, deposit or money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.
- E. The County may make investigations to determine the ability of the Offeror to perform or supply the services and/or items as described in this RFP. The County reserves the right to reject any proposal if the Offeror fails to satisfy the County that it is qualified to carry out the obligations of the proposed contract.
- F. The successful Offeror must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, which are incorporated herein by reference.
- G. The successful Offeror must comply with the drug-free workplace provisions of Virginia Code Section 2.2-4312, which are incorporated herein by reference.
- H. It is the policy of the County of Roanoke to maximize participation whenever possible by minority and women owned business enterprises in all aspects of County contracting opportunities.
- I. The successful Offeror shall comply with all applicable County, State, and Federal laws, codes, provisions, and regulations. The successful Offeror shall not during the performance of any resultant contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- J. Providers of any outside services shall be subject to the same conditions and requirements as the successful Offeror in regards to law, code, or regulation compliance. The County reserves the right of approval for any subcontract work, including costs thereof.
- K. Ethics in Public Contracting. The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Virginia Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this RFP.

- L. Conflict of Interests Act. The provisions, requirements, and prohibitions as contained in Sections 2.2-3100, et seq., of the Virginia Code are applicable to this RFP.
- M. The procurement provisions of the Virginia Public Procurement Act as well as the County Procurement Manual, apply to this RFP, unless specifically modified herein. The County's Procurement Manual can be reviewed on the County's electronic procurement website.
- N. Insurance Requirements:  
Successful Offeror, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the life of the resulting Contract the insurance policies and/or bonds required. Any required insurance policies and/or bonds shall be effective prior to the beginning of any work or other performance by successful Offeror, or any of its subcontractors, under any resultant Contract. The policies and coverages required are those as may be referred to in the sample contract and/or the terms and conditions attached to this RFP. All such insurance shall be primary and noncontributory to any insurance or self-insurance the County may have.

## SECTION 5. PROTESTS.

Any Offeror who wishes to protest or object to any award made or other decisions pursuant to this RFP may do so only in accordance with the provisions of Sections 2.2-4357, 4358, 4359, 4360, 4363, and 4364 of the Code of Virginia, and only if such is provided for in such Code section. Any such protest or objection must be in writing signed by a representative of the entity making the protest or objection and contain the information required by the applicable Code Sections set forth above. Such writing must be delivered to the County Purchasing Manager within the required time period.

## SECTION 6. SERVICES AND/OR ITEMS REQUIRED.

The County of Roanoke, Virginia, is seeking formal, sealed proposals and qualifications from qualified professional Architectural and Engineering firms licensed to practice in the Commonwealth of Virginia to provide Architectural and Engineering (A&E) services for a Feasibility Study for a new Hollins Library. The firm will provide evidence of the qualifications, expertise, and experience to successfully complete the Scope of Services, which shall include, but not be limited to, the following:

### **Phase 1: Function and Space Needs Analysis**

Description: Review the County of Roanoke's Strategic Plan and meet with Library Administrative Staff, Library Board, County Administration, and stakeholder groups to understand function and space needs. An analysis of the services and functions identified

in the Plan and through meetings with library staff, Library Board, County Administration, and other community members will assess the function and space needs required to implement the Project.

Deliverables: A written report of the function and space needs for the new Hollins Library will include but are not limited to: identifying space needs for collections, seating, staff offices, technology, security, meeting rooms, special purposes rooms, and work areas; and an accounting of the square footage requirements based on projected usage and needs.

### **Phase 2: Site Analyses and Site Selection**

Description: In consultation with County staff, identify available sites conducive to relocating the Hollins Library, and conduct site analyses of these prospective sites in the Hollins Magisterial District. The consultant will also evaluate the Library's current location for redevelopment feasibility of constructing a new library.

Deliverables: A written report analyzing prospective and current sites and identifying opportunities for their development or redevelopment. The written report will include but is not limited to: parcel sizes and developable areas, projected future developments, zoning requirements, public access and traffic conditions, potential to use external spaces for library functions, utility availability, stormwater management requirements, site acquisition costs, and projected site development costs.

### **Phase 3: Conceptual Design Drawings, Renderings, and Design Charrettes**

Description: Develop at a minimum two (2) different design options for the new Library for location on one or more prospective sites. These design options will include Concept Site and Building Design Drawings for presentation purposes. These design options will include, but not be limited to, floor plan and site arrangements, exterior building elevation concepts, specific space accommodations, features, equipment and furnishing with definitions of all systems serving the Project. The consultant will lead Design Charrettes to gather feedback from staff, stakeholders, and the community to develop the Concept Design Drawings and Renderings. Develop one (1) revised set of Concept Design Drawings and Renderings incorporating feedback gathered during the Design Charrettes and representing the final building concept on each proposed site. Create one final set of revised Concept Design Drawings and Renderings to scale.

Deliverables: Develop one (1) final set of revised Concept Design Drawings and Renderings incorporating feedback from staff, stakeholders, and the community, while consolidating the information gathered in Phase 1 and Phase 2. Drawings and Renderings shall be to scale (no smaller than 1/8 inch) in large format hard copies, Portable Document Format, and AutoCAD files for presentation purposes. The Concept Design Drawings and Renderings will include Floor Plans, Interior and Exterior Renderings, and 3D Architectural Animation of the site and building. The Concept Design Drawings and Renderings should be sufficiently detailed for use in Estimates of Probable Cost.

This report will also include concept design drawings of each proposed site showing the building's conceptual layout, external library functions, stormwater management facilities, and associated parking.

#### **Phase 4: Statement of Probable Cost**

Description: Provide a Professional Opinion of Probable Cost to complete renovations as presented in the Concept Design Drawings and Renderings in Phase 3. The Statement of Probable Costs shall include site acquisition costs, site due diligence fees, off-site construction costs, utility costs, on-site development costs, architectural and engineering fees, furniture, fixtures, and equipment costs, construction inspection fees, permitting fees, and other soft and hard costs required to complete the Project.

Deliverables: Provide a written report identifying a Professional Opinion of Probable Cost to complete the Project as presented in the Concept Design Drawings and Renderings in Phase 3. The consultant shall include costs for site acquisition, site due diligence, off-site construction, utilities, on-site development, architectural and engineering, furniture, fixtures and equipment, construction inspections, permitting, and other anticipated soft and hard costs required to complete the Project, including contingencies.

The Opinion of Probable Cost should be sufficiently detailed for use in planning tasks including, but not limited to: new construction budget planning; and presentations to the Board of Supervisors.

#### **Phase 5: Presentations of Feasibility Study**

Description: Compile all materials developed in Phases 1-4. Create a presentation summarizing the written reports, notes from design charrettes, revised Concept Design drawings, revised Renderings, and Professional Opinion of Probable Cost.

Deliverables: Provide fifteen (15) hard copies of compiled deliverables of Phases 1-4 and the presentation printed on letter-sized paper. Provide one (1) electronic copy of the compiled deliverables of Phases 1-4 and the presentation. Make at least two study presentations to stakeholders, the community, and the Board of Supervisors.

#### **Phase 6: Project Design Development**

The project design development will correspond to the following definitions:

- a. Programming & Schematic Design Phase shall include space programming, surveys, design drawings and outline specifications to refine the Project scope and confirm project feasibility and the Design to Budget cost.
- b. Design Development Phase shall include subsurface investigations, detailed design drawings and specifications in sufficient detail to clearly define all items which may affect the project Design to Budget cost.

- c. Construction Document Phase shall include final detailed design drawings, specifications and contract documents in a ready to bid form.
- d. Bidding Phase shall include all consulting services necessary to advertise the Project, conduct a pre-bid conference, provide contract addenda as necessary, receive bids, evaluate and tabulate bids and provide a recommendation for award of the construction contract.
- e. Construction Phase shall include all consulting services necessary to administer the construction of the Project.

### **Project Schedule**

The Architectural Feasibility Study is anticipated to be conducted between summer/fall of 2022 and fall/winter of 2022/23. The final compiled deliverables and presentations of the Feasibility Study should be delivered prior to the end of January 2023 with subsequent design phases occurring in the summer of 2023. Construction is anticipated to start in the summer of 2025 with an estimated total project budget of \$12.7 million.

## **SECTION 7. EVALUATION CRITERIA.**

Offerors will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. The County of Roanoke does not use a numerical or weighted scoring system when evaluating selection criteria. Major criteria to be considered in the evaluation may include, but shall not necessarily be limited to, the items referred to above and those set forth below:

- A. The background, education and experience of the Offeror in providing similar services or items elsewhere, including the level of experience in working with municipalities and the quality of services performed or items supplied.
- B. The Offeror's responsiveness and compliance with the RFP requirements and conditions.
- C. Determination that the selected Offeror has no contractual relationships which would result in a conflict of interest with the County's contract.
- D. The Offeror's ability, capacity and skill to fully and satisfactorily provide the services and/or items required in this RFP.
- E. The quality of Offeror's performance in comparable and/or similar projects.
- F. Whether the Offeror can provide the services and/or deliver the items in a prompt and timely fashion.

- G. Offeror's willingness to accept the County's sample contract (Attachment A).

## SECTION 8. SELECTION PROCESS.

- A. Pursuant to Section 2.2-4302.2 (A)(4) of the Code of Virginia, selection of the Offeror will be as follows:
1. The County's designee, shall engage in individual discussions with two or more Offerors, if there be that many deemed fully qualified, responsible and suitable on the basis of initial responses with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed projects as well as alternative concepts. These discussions may encompass nonbinding estimates of total project costs including, where appropriate, design, construction, life cycle cost, nonbinding estimates of price for services, and other matters. Methods to be utilized in arriving at a price for services may also be discussed. Properly designated proprietary information from competing Offerors shall not be disclosed to the public or competitors, except as may be required by law.
  2. At the conclusion of discussions, outlined in the paragraph above, on the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the two (2) or more Offerors whose professional qualifications and proposed services are deemed most meritorious shall be ranked in order of preference.
  3. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
- B. All proposals submitted in response to this RFP will be reviewed by the Purchasing Division or its designee for responsiveness prior to referral to a selection committee or person. A committee consisting of County personnel and/or others and/or an appropriate individual will then evaluate all responsive proposals, conduct the negotiations, and make recommendations to the County as appropriate. The award of a contract, if made, will be made to the Offeror whose



proposal best furthers the interest of the County. The County reserves the right to reject any and all proposals, to waive any informality or irregularity in the proposals received, and to make the award to the Offeror whose proposal is deemed to be in the best interest of the County.

- C. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the selection committee or person. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Oral presentations are strictly at the option of the County and may or may not be conducted.
- D. The County reserves the right to make multiple awards as a result of this solicitation.

## SECTION 9. INFORMATION ON CONTRACT TO BE AWARDED.

A Sample Contract shall be provided shortly, as an addendum to this RFP 2023-004. The Sample Contract shall be considered as Attachment A to RFP # 2023-004, and will contain terms and conditions that the County plans to include in any contract that may be awarded, but such terms and conditions may be changed, added to, deleted, or modified as may be agreed to between the County and the Offeror during negotiations. However, if an Offeror has any objections to any of the terms or conditions set forth in the Sample Contract or any changes or additions thereto that the Offeror wants to discuss during negotiations, the Offeror should set forth such objections, changes, or additions in such Offeror's proposal submitted in response to this RFP. Otherwise, submission of a proposal by an Offeror will obligate such Offeror, if it is the successful Offeror, to enter into a contract containing the same or substantially similar terms and conditions as contained in such Sample Contract. Other terms and conditions, if necessary, will be negotiated with the successful Offeror.

**END**

**RFP No. 2023-004**

**ATTACHMENT A: SAMPLE CONTRACT**

Please note: a sample contract is in review and will be posted shortly via an addendum to this RFP 2023-004.

**RFP No. 2023-004**

**ATTACHMENT B: PROPOSAL RESPONSE AND CHECKLIST**

Fully complete the following pages and submit along with Page 2 (Signature Page) of the RFP and all applicable attachments.

**I. General Information**

Offeror's (Legal Business) Name: \_\_\_\_\_

Doing Business As (If Different Name): \_\_\_\_\_

Person to Contact Regarding this RFP (Name): \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Check type of organization:

Corporation \_\_\_\_

Partnership \_\_\_\_

Sole Proprietor (Individual) \_\_\_\_

Other (describe) \_\_\_\_\_

If Sole Proprietor (individually owned), number of years in business: \_\_\_\_

Have you ever operated under another name? Yes \_\_\_\_ No \_\_\_\_

If yes -

Other name: \_\_\_\_\_

Number of years in business under this name: \_\_\_\_\_

State license number under this name: \_\_\_\_\_

## II. Organization of Firm

The Offeror should submit as **Attachment 1** at a minimum the length of time in the business, corporate experience, strengths in the industry, business philosophy, and a description of the organizational structure of the firm; a description of the organizational structure for the management and operation of the services requested and/or provision of the items referred to in this RFP, including an organizational chart denoting all positions and the number of personnel in each position.

## III. Financial Condition of Offeror

The sufficiency of the financial resources and the ability of the Offeror to comply with the duties and responsibilities described in this RFP.

The Offeror shall submit as **Attachment 2**, a current annual financial report and the previous year's report and a statement regarding any recent or foreseeable mergers or acquisitions. Financial statements may be marked as "confidential" in accordance with the requirements set out in Section 3(G) of this RFP.

## IV. Experience

The Offeror shall submit as **Attachment 3**, a narrative of their firm's experience in providing the services and/or items in this RFP, including type of business, business location, and number of years in business.

## V. References

Each Offeror should provide as **Attachment 4**, the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP, especially from other local government operations similar to those being requested in this RFP by the County. Each reference should include organizational name, official address, contact person, title of contact, and phone number.

## VI. Conditions of Offeror's Proposal

Offeror shall submit as **Attachment 5**, any conditions to the Offeror's proposal or exceptions to the sample contract (Attachment A to the RFP).

## VII. Conflict of Interest

\_\_\_\_\_ Offeror, owner, officer, employees, agents and immediate family members are not now, and have not been in the past year, an employee of the County of Roanoke or has no responsibility or authority with the County that might affect the procurement transaction or any claim resulting therefrom.

OR

State the complete name and address of each such person and their connection to the County of Roanoke. Each Offeror is advised that the Ethics in Public Contracting and Conflict of Interests Act of the Virginia Code, as set forth in Section 4 (L) of the RFP, apply to this RFP.

Name	Address
_____	_____
_____	_____
_____	_____

**VIII. Convictions and Debarment**

If you answer yes to any of the following, state on **Attachment 6** the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. In the last ten years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:
  - a. ever been found guilty on charges relating to conflicts of interest?  
Yes \_\_\_ No \_\_\_
  
2.
  - a. Is your organization or any officer, director, partner or owner currently debarred or enjoined from doing federal, state or local government work for any reason?  
Yes \_\_\_ No \_\_\_
  
  - b. Has your organization or any officer, director, partner or owner ever been debarred or enjoined from doing federal, state or local government work for any reason?  
Yes \_\_\_ No \_\_\_

**IX. Compliance**

If you answer yes to any of the following, give the date of the termination order, or payment, describe the project involved, and explain the circumstances relating to same, including the names, addresses and phone numbers of persons who might be contacted for additional information on **Attachment 7**.

- 1. Has your organization:
  - a. ever been terminated on a contract for cause?  
Yes \_\_\_ No \_\_\_

**X. Confidential & Proprietary Information**

Identify the section and page number of any information in your proposal that has been identified as confidential, proprietary or a trade secret (see Section 4(A) of the RFP.

Page Number Information	Section	Description of Confidential and/or Proprietary Information
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Offeror shall provide one redacted copy of its proposal fit for public dissemination, in the event the County must respond to a Freedom of Information Act request. The redacted copy of Offeror’s proposal shall be provided on USB Drive or other electronically transferable media and shall be redacted to protect any confidential and/or proprietary information and shall be labeled as such. Offeror shall not mark its entire proposal as confidential and/or redact the entire proposal; doing so may result in the disqualification of Offeror’s proposal.

**Attachments:**

The following items should be included with your RFP response. Place a check mark on the line next to each applicable item submitted with your proposal. Write N/A (not applicable) on the line next to those items that do not apply to your response.

- Signature Page (Pg. 2) of RFP \_\_\_\_\_
  
- Removable Media Containing  
Redacted Version of Proposal \_\_\_\_\_
  
- Attachment B (Proposal Response  
And Checklist) to RFP 2023-004 \_\_\_\_\_
  
- 1. Organization of Firm \_\_\_\_\_
- 2. Financial Reports \_\_\_\_\_
- 3. Experience \_\_\_\_\_
- 4. References \_\_\_\_\_
- 5. Conditions of the Proposal (If Applicable) \_\_\_\_\_
- 6. Debarment Explanation (If Applicable) \_\_\_\_\_
- 7. Compliance Explanation (If Applicable) \_\_\_\_\_