



# ROANOKE COUNTY

## FINANCE & MANAGEMENT SERVICES DEPARTMENT PURCHASING DIVISION

### REQUEST FOR PROPOSALS Non Professional Services

#### **RFP # 2025-029** **Vinton Business Center**

**OPENING DATE: November 13, 2024**  
**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 SW, 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.

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

**DATE of RFP: October 11, 2024**

## REQUEST FOR PROPOSAL

RFP No. 2025-029  
Issue Date: October 11, 2024  
Title: Vinton Business Center

Issued By: **County of Roanoke**  
**Roanoke County Administration Building**  
**Purchasing Division**  
**5204 Bernard Drive, SW, Suite 300-F**  
**Roanoke, VA 24018-0798**  
**Phone (540) 772-2061**  
**Email: [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov)**

Sealed proposals will be received on or before 2:00 P.M., November 13, 2024 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 November 1, 2024. 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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Vinton Business Center

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COUNTY OF ROANOKE, VIRGINIA  
REQUEST FOR PROPOSAL  
FOR

Vinton Business Center  
**RFP NUMBER 2025-029**

## **INTRODUCTION**

The County of Roanoke, Virginia, on behalf of the Roanoke County Economic Development Authority (EDA), is seeking proposals and qualifications from Offerors for the purchase and development of EDA-owned property located at the Vinton Business Center on Hardy Road in Vinton, VA in accordance with all terms, conditions and specifications as set out in this Request for Proposal (RFP). The RFP and related documents may be obtained during normal business hours from the Purchasing Division, (540) 772-2061. 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) 772-2061 or [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov).

Proposals, to be considered and evaluated, must be sealed and received on or before 2:00 p.m. November 13, 2024, in the Purchasing Division, County of Roanoke, and 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 **five (5) 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**, should be included in the proposal packet. The notation "**Vinton Business Center**", **RFP No. 2025-029**, **Bidders Name** and the specified opening time and date should 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) 772-2061 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 Heath Honaker, at (540) 283-8146 or via email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@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, ten (10) numbered sections, and the attachments hereto.

**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) 772-2061, or by email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov).**

Respectfully,



Heath Honaker  
Purchasing Division  
Director

Date: October 11, 2024

County of Roanoke, Virginia  
Request for Proposal No. 2025-029  
**Vinton Business Center**

## **SECTION 1. PURPOSE.**

The purpose of this Request for Proposal (RFP) is to select a developer(s) to purchase and develop EDA-owned property in the Vinton Business Center (VBC) located on Hardy Road in Vinton, VA. The County of Roanoke, Virginia, on behalf of the Roanoke County Economic Development Authority (EDA), invites real estate developers to submit qualifications and full proposals for the development of four of the properties in the VBC, Lots 1, 2, 5, and 6, as shown in ATTACHMENT C – Map of Available Lots. Final scope of services will be negotiated with the successful Offeror.

The VBC is located near the 2100 through 2400 block of Hardy Road and the 2100 block of Cardinal Park Drive in Vinton, VA, approximately four miles from I-581. The EDA owns four developable lots, Lots 1, 2, 5, and 6, which total +/- 43.5 acres and an 11.3-acre detention pond. The property currently has one tenant, Cardinal Glass, which owns a 23-acre parcel.

The park is zoned PTD, Planned Technology Development District. In addition, Development Guidelines and Convents govern the park's development, including permitted uses. See ATTACHMENT D: Development Guidelines and Protective Convents.

The EDA is open to other uses, including mixed-use and housing. The EDA will accept the proposal with the highest and best use of the property. Multiple developers may be part of a submission.

## **SECTION 2. BACKGROUND.**

The VBC is located near the 2100 through 2400 block of Hardy Road and the 2100 block of Cardinal Park Drive in Vinton, VA, approximately four miles from I-581. The park is in Roanoke County, part of the Roanoke, VA, MSA, the largest MSA in Southwest Virginia.

There are four properties for development (Lots 1, 2, 5, and 6), totaling 43.5 acres and an 11.3-acre detention pond. Cardinal Glass, the park's only tenant, owns a 23-acre parcel and plans an expansion on adjacent parcel Lot 4 (16.8 acres). The lots can be accessed through Cardinal Park Drive, which is in the state maintenance system. One of the available lots, Lot 5, contains a former dairy barn built in 1938.

The park was established in 1999 when the Roanoke County Board of Supervisors approved the rezoning of approximately 90 acres from R-1, Low-Residential Development,

to PTD for a mixed-use development. The conditions of the rezoning included a 10-page document entitled “Protective Covenants, Conditions, and Restrictions for the McDonald Farm,” four proffers, and a conceptual master plan designed by Mattern & Craig, Inc., dated October 26, 1999.

In November 2003, Roanoke County approved a Vinton Business Center subdivision plat, which is still in place. The plat divided the original tract into seven parcels (6 lots plus a detention lot) with appropriate easements for drainage, utilities, trails, conservation, and the right-of-way for Cardinal Park Drive.

In 2006, Roanoke County and the Town of Vinton revised their agreement on the shared development costs and shared tax revenue for the VBC. The revised agreement made the Town and County equal partners.

In 2011, the 1999 design guidelines/protective covenants, conditions, and Master Plan were amended. The guidelines/covenants are divided into three articles. Article I outline the purpose, definitions, and permitted uses in the Vinton Business Center. Article II discusses administration and procedures dealing with the subdivision of property, project review, maintenance, and enforcement. Article III lists the development and design standards that address site development, buildings (location, height, and design), parking and loading areas, utilities, waste, lighting, accessory structures, outside storage, landscaping, signs, and temporary construction structures and utilities. See Attachment A for the Development Guidelines and Protective Covenants as amended in 2011.

In 2021, the Town of Vinton and the Roanoke County Board of Supervisors conveyed the Park to the Economic Development Authority of Roanoke County, Virginia. Both Roanoke County and the Town of Vinton will share revenue generated 50/50.

Roanoke County is seeking proposals for development options for the remaining lots at the park that align with surrounding land uses. Most of the properties to the north are zoned R-1, Low-Density Residential, with two (2) parcels zoned C-2, General Commercial. Properties to the west and one property to the east are zoned R-1. The remaining properties to the east and south are zoned AG-3, Agricultural/Rural Preserve. Surrounding land uses to the north include single-family residences, churches, and commercial properties (convenience store with gas pumps). Single-family homes and churches are located east and west of the Vinton Business Center. The Blue Ridge Parkway property is located to the east and south of the property.

### 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 Heath Honaker at (540) 283-8146.

- B. Until such time that an award is published, direct contact with any County employee without the express permission of the Purchasing Division Director or designated representative, on the subject of this proposal, is strictly forbidden. Violation of this Instruction may result in disqualification of Offeror's proposal.

Unless participating in a pending solicitation, vendors prospective vendors may visit County departments without advance approval of the Office of the Purchasing Division to make sales calls, drop off literature, or conduct demonstrations. Advance appointments must be confirmed with the Director or their designee for the department to be visited.

Vendors are restricted from contact with departments during active solicitations for the particular goods or services offered by vendors.

During an active solicitation all communications (email, phone, text, letter) must be conducted through the Office of the Purchasing Division. Purchasing staff will coordinate responses to any inquiries, as necessary. If any vendor involved in a pending solicitation or bid violates this communication protocol, any submittals from the vendor may be rejected at the discretion of the Purchasing Division.

- 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)

The Development team must show a record of past performance as demonstrated by experience in planning, financing, constructing, marketing, and managing projects similar in size to the proposed project.

5. Proposed Purchase Price.

The EDA is prepared to sell the property at a price that makes the proposed development financially feasible. Such price should be reflected in a development proforma. Proposals to acquire and hold the land with subsequent construction activities to occur only when and if it is successfully marketed will be ranked accordingly.

(See Attachment B)

6. 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.
7. The character, integrity, reputation, judgment, experience, efficiency and effectiveness of the Offeror.
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. Not Used.

E. The proposal shall be no more than 25 sheets (printing on the back and front is acceptable) in length. Also, include any other materials you may want to submit as part of your proposal response. Acknowledgment of Addenda or presented examples

of Analyses and Assessments will not count towards the 25 sheet requirement; however, examples shall be separately bound.

- F. Responses to this RFP must be in the prescribed format (Attachment B – Proposal Response and Checklist).

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**, should 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 disclose 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. **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 an 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 Bid 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 via 'Notify Me' 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) 772-2061.

The County is not responsible for any RFP obtained from any source other than the County. Contact Heath Honaker by phone at 540-283-8146, or by email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@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 Division Director within the required time period.

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

The RFP requirements will be part of the proposed contract and part of the land acquisition and/or development agreement/contract to be entered into between the EDA and the successful bidder.

Prospective Offerors may submit proposals for all or part(s) of the available property within the designated area. The successful bidder(s) will be selected based on several criteria, including:

- Proposed development and investment
- Experience completing similar development project(s)
- Capacity to attract and secure financing

The following must be submitted for the RFP:

1. Proposed Purchaser/Developer: This shall include the full names and addresses of all parties who will be the principal investors or owners of the property and who will become part of any contract or agreement.
2. Proposed Development and Investment: Details regarding the scope, neighborhood compatibility, road connectivity, and quality of the proposed development should be submitted.
3. Developer capacity and experience: The Development team must show a record of past performance as demonstrated by experience in planning, financing, constructing, marketing, and managing projects similar in size and scope to the proposed project.
4. Proposed Purchase Price: The EDA is prepared to sell the property at a price that makes the proposed development financially feasible. Such price should be reflected in a development proforma.
5. Not Used
6. Schedule: Include a timeline showing the estimated time it will take to complete the proposed project.
7. Financial Capability: Each submittal must show evidence that they possess the financial capability to acquire and develop the property or properties. This may be in the form of financial statements or other documented evidence that clearly displays both the financial capability to acquire and develop the property and the experiences and reputation to fulfill development commitments.

## 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 and experience of the Offeror in providing similar services or items elsewhere.
- B. Reasonableness/competitiveness of proposed purchase price, although the County is not bound to select the Offeror who proposes the lowest fees or most benefits for

services. The County reserves the right to negotiate fees and/or benefits to the County with the selected Offeror(s).

- C. The Offeror's responsiveness and compliance with the RFP requirements and conditions.
- D. Determination that the selected Offeror has no contractual relationships which would result in a conflict of interest with the County's contract.
- E. The Offeror's ability, capacity and skill to fully and satisfactorily provide the services and/or items required in this RFP.
- F. The quality of Offeror's performance in comparable and/or similar projects.
- G. Whether the Offeror can provide the services and/or deliver the items in a prompt and timely fashion. The Offeror shall provide, in their proposal, a schedule to perform all Work specified in this RFP.
- H. 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. COOPERATIVE PROCUREMENT.

The procurement of goods and/or services provided for in this Contract is being conducted pursuant to Virginia Code Section 2.2-4304 and on behalf of other public bodies in Virginia. Unless specifically prohibited by the Awarded Offeror, any resultant contract may be used by other public bodies in Virginia as allowed by Section 2.2-4304. The Awarded Offeror shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to this Contract or from this procurement and in accordance with Virginia Code Section 2.2-4304. The County of Roanoke shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the Contractor or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.



## SECTION 10. INFORMATION ON CONTRACT TO BE AWARDED.

The Sample Contract marked as Attachment A to RFP # 2025-029 contains terms and conditions that the County will 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**



## ATTACHMENT A: SAMPLE CONTRACT

**COUNTY OF ROANOKE, VIRGINIA  
SAMPLE DEVELOPMENT AGREEMENT BETWEEN ROANOKE COUNTY ECONOMIC  
DEVELOPMENT AUTHORITY AND  
Awarded Offeror FOR VINTON BUSINESS CENTER**

This Contract # 2025-029 is dated \_\_\_\_\_, between the County of Roanoke, Virginia, hereinafter referred to as the "County" or "Owner", and legal name/address of contractor, hereinafter referred to as the "Contractor," an Individual .

**WITNESSETH:**

WHEREAS, Contractor has been awarded this nonexclusive Contract by the Economic Development Authority to purchase and develop EDA-owned land located in the Vinton Business Center and associated work in accordance with this Contract and the documents referred to herein, all such items or services also being referred to hereinafter as the Work or Project.

**NOW, THEREFORE, THE COUNTY AND THE CONTRACTOR AGREE AS FOLLOWS:**

**SECTION 1. WORK/ SERVICES TO BE PROVIDED AND DOCUMENTS.**

For and in consideration of the money hereinafter specified to be paid by the County to the Contractor for the Work provided for in this Contract to be performed by the Contractor, the Contractor hereby covenants and agrees with the County to fully perform the services, provide any materials called for to construct, and complete the Work called for by this Contract in a good and workmanlike manner in accordance with this Contract and the documents referred to herein in order to fully and properly complete this Contract within the time stipulated, time being made of the essence for this Contract. It is also agreed by the parties hereto that the documents to this Contract consist of this Contract and the following documents listed below (Contract Documents), all of which are and constitute a part of this Contract as if attached hereto or set out in full herein, viz:

1. Insurance Requirements (Exhibit 1).
2. Scope of Work/Fee Schedule (Exhibit 2).
3. Request for Proposal No. \_\_\_\_\_, which is incorporated herein by reference.
4. Proposal Submitted by Contractor and dated \_\_\_\_\_ (Exhibit 3). **(To be provided after selection of Successful Offeror.)**
5. County Special Terms and Conditions, if required, (Exhibit 4).

The parties agree that if there are any differences between the provisions of the above referenced documents, the provisions of the County documents and this Contract will control over any Contractor supplied documents or information.

## **SECTION 2. CONTRACT AMOUNT.**

Final Payment arrangements/structures will be determined upon completion of contract negotiations based off of proposal responses received. The County agrees to pay the Contractor for the Contractor's complete and satisfactory performance of the Work/ Service, in the manner and at the time set out in this Contract, but the total amount for all such requests will not exceed \$ \_\_\_\_\_, as provided for in this Contract and that this Contract amount may be increased or decreased by additions and/or reductions in the Work as may be authorized and approved by the County, and the Contract amount may be decreased by the County's assessment of any damages against the Contractor, as may be provided for in this Contractor or by law, and the County retains the right of setoff as to any amounts of money the Contractor may owe the County. However, Contractor further acknowledges and agrees that any request for Contractor to perform Work under this Contract is in the sole discretion of the County and that there is no guarantee of any minimum amount of Work that may be requested by the County and that no Work may be requested.

## **SECTION 3. TERM OF CONTRACT.**

A. The term of this Contract shall be for one (1) year, from \_\_\_\_\_, through \_\_\_\_\_, at which time it will terminate, unless sooner terminated pursuant to the terms of the Contract or by law or unless extended as set forth herein at the option of the County.

## **SECTION 4. TIME OF PERFORMANCE.**

The Contractor shall commence the Work to be performed under this Contract on such date as is established and fixed for such commencement by written notice (which may be initially given verbally in an emergency situation) to proceed given by the County representative to the Contractor, and the Contractor covenants and agrees to fully construct, perform, and complete the Work and/or provide the goods called for by this Contract established by such notice. The Contractor further agrees that the Work shall be started promptly upon receipt of such notice and shall be prosecuted regularly, diligently, and uninterruptedly at a rate of progress that will ensure full completion thereof in the shortest length of time consistent with the Contract Documents and that Contractor will cooperate and coordinate with the other County contractors or employees doing other work or using the area where Contractor is working.

## **SECTION 5. PAYMENT.**

- A. The County and Contractor agree that the County will only pay the Contractor for time actually spent and materials actually provided on the Project requested and accepted by the County. The payment requested shall be for the services completed and/or materials supplied for the Project, as specified in the Scope of Work (Exhibit 2) and as approved by Roanoke County Administration. A written progress report detailing work completed, identified problems, and remaining work shall accompany each request for payment, together with sufficient documentation of all reimbursable expenses or costs.
- B. Also, sufficient documentation of all costs, expenses, materials supplied, and/or hours worked may be requested by the County and, if so, may be required prior to the processing of any such request for payment. Payment will only be made for work actually performed, services actually supplied, and/or materials or goods furnished to the County, all of which need to be approved and accepted by the County prior to such payment, unless otherwise provided for in the Contract documents. Invoices for work rendered and accepted shall be submitted by Contractor directly to Roanoke County Administration. Approval and payment of such invoices shall be the responsibility of Roanoke County Administration or designee. Once a payment request has been received by the County, the County will process such payment request. If there are any objections or problems with the payment request, the County will notify the Contractor of such matters. If the payment request is approved and accepted by the County, payment will be made by the County to the Contractor not more than 30 days after such request has been approved.
- C. The services the Contractor may be requested to provide the County are those items set forth in Exhibit 2 (Scope of Work), which list of services may be amended by the mutual agreement of the parties. The prices to be paid to the Contractor for such services provided to and accepted by the County under the provisions of this Contract shall be the current price(s). Unless otherwise stated in this Contract, the price(s) shall include all applicable Project expenses related to but not limited to travel, lodging, postage, long-distance telephone, express mail, printing, and other charges.

## **SECTION 6. SALES TAX EXEMPTION.**

The County is exempt from payment of State Sales and Use Tax on all tangible personal property purchased or leased for the County's use or consumption. The Virginia Sales and Use Tax Certificate of Exemption number is 217-074292-9. The County's tax-exempt status shall not inure to the benefit of Vendor. Vendor shall be liable for all applicable local, state and federal taxes that may arise or be due under this Agreement.

## **SECTION 7. FREE ON BOARD, RISK OF LOSS, AND TITLE.**

All prices include F.O.B Destination, inside delivery, unless otherwise noted in this Contract. The risk of loss from any casualty, regardless of cause, shall be on the Contractor until the items have been delivered to County personnel making the request and accepted by the

County. The risk of loss shall also be on the Contractor during the return of any items to the Contractor. Title to the items shall pass to the County upon receipt and acceptance of such items by the County.

#### **SECTION 8. INSPECTION.**

The County shall have a reasonable time after receipt of items / services provided and before payment to inspect all items for conformity to this Contract. If all or some of the items delivered to the County do not fully conform to the provisions hereof, the County shall have the right to reject and return such nonconforming items, at the sole cost of the Contractor.

#### **SECTION 9. WARRANTY OF MATERIAL AND WORKMANSHIP.**

Contractor agrees that all items provided to the County will be new, or if an item is refurbished or remanufactured, such item will meet the industry standards for such item and the item shall be clearly labeled as refurbished or remanufactured, and that all such items include such warranties as may be provided by Virginia law together with any warranties provided by the manufacturer of the item. Contractor shall use reasonable commercial efforts to assist the County in processing warranty claims against a manufacturer. Contractor also agrees that the services provided under this Contract shall be completed in a professional, good and workmanlike manner, with the degree of skill and care that is required by like contractors in Virginia. Further, Contractor warrants that such services shall be completed in accordance with the applicable requirements of this Contract and shall be correct and appropriate for the purposes contemplated in this Contract. Contractor agrees that Contractor shall repair or replace, at Contractor's sole expense, and to the satisfaction of the County, any items, material, equipment, or part of the item that is found by the County to be defective or not in accordance with the terms of this Contract.

#### **SECTION 10. PAYMENTS TO OTHERS BY CONTRACTOR.**

The Contractor agrees that Contractor will comply with the requirements of Section 2.2-4354 of the Virginia Code regarding Contractor's payment to other entities and the Contractor will take one of the two actions permitted therein within 7 days after receipt of amounts paid to Contractor by the County. Contractor further agrees that the Contractor shall indemnify and hold the County harmless for any lawful claims resulting from the failure of the Contractor to make prompt payments to all persons supplying the Contractor equipment, labor, tools, or material in connection with the work provided for in the Contract. In the event of such claims, the County may, in the County's sole discretion, after providing written notice to the Contractor, withhold from any payment request or final payment the unpaid sum of money deemed sufficient to pay all appropriate claims and associated costs in connection with the Contract and make such payment, if the County determines it to be appropriate to do so.

#### **SECTION 11. HOLD HARMLESS AND INDEMNITY.**

Contractor shall indemnify and hold harmless the County and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Contractor's or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, on or near County's property or arising in any way out of or resulting from any of the work or items to be provided under this Contract, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Contractor agrees to and shall protect, indemnify, and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of this Contract.

#### **SECTION 12. COMPLIANCE WITH LAWS AND REGULATIONS, AND IMMIGRATION LAW.**

Contractor agrees to and will comply with all applicable federal, state, and local laws, ordinances, and regulations, including, but not limited to all applicable licensing requirements, environmental regulations, and OSHA regulations. Contractor further agrees that Contractor does not and shall not during the performance of its Contract; knowingly employ an unauthorized alien as defined in the Federal Immigration Reform & Control Act of 1986.

#### **SECTION 13. INDEPENDENT CONTRACTOR.**

The relationship between Contractor and the County is a contractual relationship. It is not intended in any way to create a legal agency or employment relationship. Contractor shall, at all times, maintain its status as an independent contractor and both parties acknowledge that neither is an agent, partner or employee of the other for any purpose. Contractor shall be responsible for causing all required insurance, workers' compensation (regardless of number of employees) and unemployment insurance to be provided for all of its employees and subcontractors. Contractor will be responsible for all actions of any of its subcontractors, and that they are properly licensed.

#### **SECTION 14. REPORTS, RECORDS, AND AUDIT.**

Contractor agrees to maintain all books, records, electronic data, and other documents relating to this Contract for a period of five (5) years after the end of each fiscal year covered by this Contract. The County, its authorized employees, agents, representatives, and/or state auditors shall have full access to and the right to request, examine, copy, and/or audit any such materials during the term of the Contract and such retention period, upon prior written notice to Contractor. This includes the County's right to audit and/or examine any of the Contractor's documents and/or data as the County deems appropriate to protect the County's interests.

## **SECTION 15. INSURANCE REQUIREMENTS.**

Contractor and any of its subcontractors involved in this Contract shall maintain the insurance coverage's set forth in Exhibit 1 to this Contract and provide the proof of such insurance coverage as called for in Exhibit 1, including workers' compensation coverage regardless of the number of Contractor's employees. Such insurance coverage shall be obtained at the Contractor's sole expense and maintained during the life of the Contract and shall be effective prior to the beginning of any work or other performance by the Contractor under this Contract. Additional insured endorsements, if required, must be received by the County within 30 days of the execution of this Contract or as otherwise required by the County's Risk Manager.

## **SECTION 16. DEFAULT.**

If Contractor fails or refuses to perform any of the terms of this Contract, including poor services, work or materials, the County may, by written notice to Contractor, terminate this Contract in whole or in part. In addition to any right to terminate, the County may enforce any remedy available at law or in equity in connection with such default, and Contractor shall be liable for any damages to the County resulting from Contractor's default. The County further reserves the right to immediately obtain such work or services from other entities in the event of Contractor's default.

## **SECTION 17. NONWAIVER.**

Contractor agrees that the County's waiver or failure to enforce or require performance of any term or condition of this Contract or the County's waiver of any particular breach of this Contract by the Contractor extends to that instance only. Such waiver or failure is not and shall not be a waiver of any of the terms or conditions of this Contract or a waiver of any other breaches of the Contract by the Contractor and does not bar the County from requiring the Contractor to comply with all the terms and conditions of the Contract and does not bar the County from asserting any and all rights and/or remedies it has or might have against the Contractor under this Contract or by law.

## **SECTION 18. FORUM SELECTION AND CHOICE OF LAW.**

This Contract shall be governed by, and construed in accordance with, the laws of the Commonwealth of Virginia, without application of Virginia's conflict of law provisions. Venue for any litigation, suits, and claims arising from or connected with this Contract shall only be proper in the Roanoke County Circuit Court, or in the Roanoke County General District Court if the amount in controversy is within the jurisdictional limit of such court, and all parties to this Contract voluntarily submit themselves to the jurisdiction and venue of such courts, regardless of the actual location of such parties. The provisions of this Contract shall not be construed in favor of or against either party, but shall be construed according to their fair and customary meaning as if both parties jointly prepared this Contract.

## **SECTION 19. SEVERABILITY.**

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If any provision of this Contract, or the application of any provision hereof to a particular entity or circumstance, shall be held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Contract shall not be affected and all other terms and conditions of this Contract shall be valid and enforceable to the fullest extent permitted by law.

## **SECTION 20. NONDISCRIMINATION.**

- A. During the performance of this Contract, Contractor agrees as follows:
- i. Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - ii. Contractor in all solicitations or advertisements for employees placed by or on behalf of Contractor will state that Contractor is an equal opportunity employer.
  - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- B. Contractor will include the provisions of the foregoing Section A (i, ii, and iii) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

## **SECTION 21. DRUG-FREE WORKPLACE.**

- A. During the performance of this Contract, Contractor agrees to (i) provide a drug-free workplace for Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- B. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful



manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

## **SECTION 22. FAITH BASED ORGANIZATIONS.**

Pursuant to Virginia Code Section 2.2-4343.1, be advised that the County does not discriminate against faith-based organizations.

## **SECTION 23. DATA ON CONVICTIONS FOR CERTAIN CRIMES**

The Vendor certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of any of the following felony or misdemeanor offenses: felony sex or violence offenses, other felony offenses or misdemeanor sex offenses within the past ten years.

The Consultant further understands and acknowledges (1) that if he makes a materially false statement regarding any of the above offenses, he will be guilty of a Class 1 misdemeanor and may forfeit profits derived from the contract. Further, the Consultant understands and acknowledges that before any person is permitted to provide such services subsequent to this certification, he must complete a new certification regarding such person in a form satisfactory to Roanoke County and the Roanoke County School Board. Data and Convictions information will be requested before the County of Roanoke/Schools enters into a contract / when required.

## **SECTION 24. ASSIGNMENT.**

Contractor may not assign or transfer this Contract in whole or in part except with the prior written consent of the County, which consent shall not be unreasonably withheld. If consent to assign is given, no such assignment shall in any way release or relieve the Contractor from any of the covenants or undertakings contained in this Contract and the Contractor shall remain liable for the Contract during the entire term thereof.

## **SECTION 25. CONTRACTUAL DISPUTES.**

Contractual claims, whether for money or for other relief, including any disputes as to change orders or extra work, shall be submitted, in writing, no later than sixty (60) calendar days after final payment or payment designated as a final payment; however, written notice of the Contractor's intention to file such claim must be given at the time of the occurrence or beginning of the work upon which the claim is based. Such notice is a condition precedent to the assertion of any such claim by the Contractor. A written decision upon any such claims will be made by the Board of Supervisors or its designee (hereafter "BOS"). The Contractor may not institute legal action prior to receipt of the County's decision on the claim unless the BOS fails to render such decision within ninety (90) calendar days from submittal of its claim. The decision of the BOS shall be final and conclusive unless the Contractor within six (6)

months of the date of the final decision on a claim or from expiration of the 90 day time limit, whichever occurs first, initiates legal action as provided in Section 2.2-4364 of the Code of Virginia. Failure of the County to render a decision within said ninety (90) calendar days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. The sole result of the County's failure to render a decision within said ninety (90) calendar days shall be Contractor's right to immediately institute legal action. No administrative appeals procedure pursuant to Section 2.2-4365 of the Code of Virginia has been established for contractual claims under this Contract.

## **SECTION 26. SUCCESSORS AND ASSIGNS.**

The terms, conditions, provisions, and undertakings of this Contract shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns.

## **SECTION 27. HEADINGS.**

The captions and headings in this Contract are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of this Contract.

## **SECTION 28. COUNTERPART COPIES.**

This Contract may be executed in any number of counterpart copies, each of which shall be deemed an original, but all of which together shall constitute a single instrument.

## **SECTION 29. AUTHORITY TO SIGN.**

The persons who have executed this Contract represent and warrant that they are duly authorized to execute this Contract on behalf of the party for whom they are signing.

## **SECTION 30. NOTICES.**

All notices must be given in writing and shall be validly given if sent by certified mail, return receipt requested, or by a nationally recognized overnight courier, with a receipt, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

To County:	County of Roanoke Roanoke County Administration Attn: Doug Blount 5204 Bernard Drive Roanoke, Virginia 24018
Email:	<a href="mailto:dblount@roanokecountyva.gov">dblount@roanokecountyva.gov</a>

Copy to: County of Roanoke  
Purchasing Division  
Attn: Heath Honaker  
5204 Bernard Drive, SW, Suite 300-F  
Roanoke, Virginia 24018-2020  
Email: [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov)  
If to Contractor: \_\_\_\_\_  
Attn: \_\_\_\_\_, President/CEO  
\_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Notices shall be deemed to be effective one day after sending if sent by overnight courier or three (3) days after sending it by certified mail, return receipt requested.

### **SECTION 31. PROTECTING PERSONS AND PROPERTY.**

The Contractor expressly undertakes both directly and through its subcontractors, to take every reasonable precaution at all times for the protection of all persons and property at the location of the Work or in the vicinity of the Work or that may be affected by the Contractor's operation in connection with the Work. The Contractor will maintain adequate protection of all Contractor's Work to prevent damage to it and shall protect the County's property from any injury or loss arising in connection with this Contract and to protect adjacent property to prevent any damage to it or loss of use and enjoyment by its owners. Contractor agrees to be responsible for the entire Work and will be liable for all damages to the Work, including, but not limited to, damages to any property of the County or to any property in the vicinity or adjacent to the Work. All damage with respect to the Work caused by vandalism, weather, or any other cause, other than resulting from the sole negligence of the County shall be the responsibility of the Contractor. Contractor shall also be responsible for any inventory shortages and discrepancies of any type.

### **SECTION 32. CONTRACT SUBJECT TO FUNDING.**

This Contract is subject to funding and/or appropriations from federal, state, and/or local governments and/or agencies. If any such funding is not provided, withdrawn, or otherwise not made available for this Contract, the Contractor agrees that the County may terminate this Contract on seven (7) days written notice to Contractor, without any penalty or damages being incurred by the County. Contractor further agrees to comply with any applicable requirements of any grants and/or agreements providing such funding.

### **SECTION 33. SUSPENSION OR TERMINATION OF CONTRACT BY COUNTY.**

The County, at any time, may order Contractor to immediately stop work on this Contract, and/or by seven days (7) written notice may terminate this Contract, with or without cause, in whole or in part, at any time. Upon receipt of such notice, the Contractor shall immediately discontinue all services affected (unless the notice directs otherwise), and deliver to the County all data (including electronic data), drawings, specifications, reports, project deliverables, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Contract whether completed or in process (unless otherwise directed by the notice).

1. If the termination or stop work order is due to the failure of the Contractor to fulfill any of its Contract obligations, the County may take over the Work and prosecute the same to completion by contract or otherwise. In such case, the Contractor shall be liable to the County for any damages allowed by law, and upon demand of County shall promptly pay the same to County.
2. Should the Contract be terminated or work is stopped not due in any way to the fault of the Contractor, the Contractor shall only be entitled to compensation for services actually performed and materials actually supplied prior to notice of termination or to stop work and which are approved by the County and any applicable federal or state approving agency. No profit, overhead, or any other costs of any type are allowed after the date of such notice of termination or stop work order.
3. The rights and remedies of the County provided in this Section are in addition to any other rights and remedies provided by law or under this Contract and County may pursue any and all such rights and remedies against Contractor as it deems appropriate.

#### **SECTION 34. ETHICS IN PUBLIC CONTRACTING.**

The provisions, requirements, and prohibitions as contained in Sections 2.2–4367 through 2.2-4377, of the Va. Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this Contract.

#### **SECTION 35. COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA.**

Contractor shall comply with the provisions of Virginia Code Section 2.2-4311.2, as amended, which provides that a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be

revoked or cancelled at any time during the term of the Contract. The County may void the Contract if the Contractor fails to remain in compliance with the provisions of this section.

**SECTION 36. OWNERSHIP OF REPORTS AND DOCUMENTS.**

Contractor agrees that all reports and any other documents (including electronic data) prepared for, obtained in connection with, and/or required to be produced in connection with this Contract shall be delivered by the Contractor to the County and all such items shall become the sole property of the County. The Contractor agrees that the County shall own all rights of any type in and to all such items, including but not limited to copyrights and trademarks, and the County may reproduce, copy, and use all such items as the County deems appropriate, without any restriction or limitation on their use and without any cost or charges to the County from Contractor. Contractor hereby transfers and assigns all such rights and items to the County. Contractor further agrees Contractor will take any action and execute any documents necessary to accomplish the provisions of this Section. The Contractor also warrants that Contractor has good title to all materials, equipment, documents, and supplies which it uses in the Work or for which it accepts payment in whole or in part.

**SECTION 37. ENTIRE CONTRACT.**

This Contract, including any attachments, exhibits, and referenced documents, constitutes the complete understanding between the parties. This Contract may be modified only by written agreement properly executed by the parties.

**SIGNATURE PAGE TO FOLLOW.**

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, the parties hereto have signed this Contract by their authorized representatives.

(Full Legal Name of Vendor)

By\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

COUNTY OF ROANOKE, VIRGINIA  
ON BEHALF OF THE ECONOMIC DEVELOPMENT AUTHORITY  
OF ROANOKE COUNTY, VIRGINIA

By\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

Approved as to execution:

\_\_\_\_\_  
County Attorney/Assistant County Attorney

**CONTRACT 2025-029  
BETWEEN COUNTY OF ROANOKE AND [VENDOR NAME]  
FOR Vinton Business Center**

**EXHIBIT 1: SAMPLE CONTRACTOR'S INSURANCE AND BOND REQUIREMENTS**

**REFERENCE: RFP # 2025-029**

**INSURANCE REQUIREMENTS SECTION**

The Contractor shall comply with the insurance requirements set forth in the Contract, including the items set forth below:

- A. Neither the Contractor nor any subcontractor shall commence work under this Contract until the Contractor has obtained and provided proof of the required insurance coverages to the County, and such proof has been approved by the County. The Contractor confirms to the County that all subcontractors have provided Contractor with proof of such insurance, or will do so prior to commencing any work under this Contract.
- B. Contractor, including all subcontractors, shall, at its and/or their sole expense, obtain and maintain during the life of this Contract the insurance policies and/or coverages required by this section. The County and its officers, employees, agents, assigns, and volunteers shall be added as an additional insureds, by endorsement, to the general liability and automobile coverages of any such policies and such insurance coverages shall be primary and noncontributory to any insurance and/or self-insurance such additional insureds may have. The Contractor shall immediately notify in writing the County of any changes, modifications, and/or termination of any insurance coverages and/or policies required by this Contract. The Contractor shall provide to the County with the signed Contract an Acord certificate of insurance which states in the description of operations section one of the two paragraphs below:
  - (1) The County and its officers, employees, agents, assigns, and volunteers are additional insureds by endorsement as coverage under this policy includes ISO endorsement CG 20 33 which provides that the insured status of such entities is automatic if required by a contract or a written agreement. (If additional insured status is automatic under a different coverage form, Contractor must attach a copy of the coverage form to its certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract).

OR

- (2) ISO endorsement CG 20 10 will be issued, prior to the beginning of any work or other performance by Contractor under this Contract, to the County and its

officers, employees, agents, assigns, and volunteers naming them as an additional insured under the general liability coverage. (A copy of the binder confirming the issuance must be attached to the certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Contractor and any subcontractors under this Contract).

However, if B (1) or (2) cannot be provided, the County's Risk Manager, in such Manager's sole discretion, may approve such other certificate of insurance or insurance document(s) that the Risk Manager deems acceptable. The County of Roanoke shall also be named as the Certificate Holder.

**C. The following insurance coverages and limits are required in order to provide services or materials to Roanoke County general government agencies and Roanoke County Public Schools. These limits may be adjusted depending on the type of service or materials being provided and the exposure to risk.**

The Successful Offeror shall carry Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Offeror, and shall deliver a Certificate of Insurance from carriers acceptable to the owner specifying such limits. The Certificate shall show the County of Roanoke and Roanoke County Public Schools, their supervisory boards and members thereof, officers, agents, employees and volunteers as additional insureds, by endorsement, on the Commercial General Liability, Automobile Liability and Excess/Umbrella Liability coverage. The additional insured status shall be endorsed to the coverage with the provision that this coverage "is primary to all other coverage the County of Roanoke and/or Roanoke County Public Schools may possess." A Certificate of Insurance evidencing the additional insured status must be presented to the County of Roanoke and/or Roanoke County Public Schools along with a copy of the Endorsement prior to work or services beginning.

The coverage shall be provided by a carrier(s) rated "Excellent" by A.M. Best. In addition, the insurer shall agree to give the County 30 days' notice of its decision to cancel coverage.

**(1) Workers' Compensation**

Statutory Virginia Limits

Employers' Liability Insurance

- \$100,000 for each Accident by employee
- \$100,000 for each Disease by employee
- \$500,000 policy limit by Disease

**(2) Commercial General Liability - Combined Single Limit**

- \$2,000,000 each occurrence including contractual liability for specified agreement
- \$5,000,000 General Aggregate (other than Products/Completed Operations)



- \$2,000,000 General Liability-Products/Completed Operations
- \$1,000,000 Personal and Advertising injury
- \$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

(3) **Business Automobile Liability** – including owned, non-owned and hired car coverage

- Combined Single Limit - \$1,000,000 each accident

Compliance by the Contractor with the foregoing requirements as to carrying insurance shall not relieve the Contractor of their liabilities provisions of the Contract

- D. Contractual Liability covers the following indemnity agreement: “The Successful Offeror agrees to indemnify, defend and hold harmless the County of Roanoke and Roanoke County Public Schools, their supervisory boards and members thereof, officers, agents, employees and volunteers from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County or School Division’s sole negligence.”
- E. The continued maintenance of the insurance policies and coverages required by the Agreement is a continuing obligation, and the lapse and/or termination of any such policies or coverages without approved replacement policies and/or coverages being obtained shall be grounds for termination of the Consultant/Contractor for default.
- F. Nothing contained in the insurance requirements is to be construed as limiting the liability of the Consultant/Contractor, and/or its subcontractors, or their insurance carriers. The County does not in any way represent that the coverages or the limits of insurance specified are sufficient or adequate to protect the Consultant/Contractor’s interest or liabilities, but are merely minimums. The obligation of the Consultant/Contractor, and its subcontractors, to purchase insurance shall not in any way limit the obligations of the Consultant/Contractor in the event that the County or any of those named above should suffer any injury or loss in excess of the amount actually recoverable through insurance.
- G. The classification code numbers appearing on the Commercial General Liability coverage parts shall not exclude the symbols "X-C-U".
- H. The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be

accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with the Excess/Umbrella Liability, must total \$1,000,000 per occurrence. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded the County of Roanoke and Roanoke County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

- I. The certificate holders on the Accord form Certificates of Insurance shall be:

**County of Roanoke**

Roanoke County Board of Supervisors  
5204 Bernard Drive, Suite 300F  
Roanoke, VA 24019-0798  
Attn: Purchasing Dept.

J. **Claims Made Policies**

If the liability insurance has been issued on a "claims made" basis, the Successful Offeror must either:

- (1) Agree to provide certificates of insurance evidencing the above coverage for a period of three (3) years after final payment under the Agreement for General Liability policies. This certificate shall evidence a "retroactive date" no later than the beginning of the Offeror's work; or
- (2) Purchase the extended reporting period endorsement for the policies and provide certificates of insurance and a copy of the endorsement.

**BOND REQUIREMENTS SECTION**

The Contractor shall comply with the bond requirements set forth in the Contract, including the items set forth below:

- A. Except in cases of emergency, all bids for construction contracts shall be accompanied by a bid bond from a surety company selected by the bidder, which is legally authorized to do business in Virginia.
- (1) A bid, payment or performance bond for contracts for goods or services other than construction may be required if provided in the Invitation for Bid.
  - (2) The amount of the bid bond shall not exceed five percent (5%) of the total amount of the bid.

- (3) In lieu of a bid bond, a bidder may furnish a certified check or cash escrow in the face amount required for the bond.
- (4) Upon award of any public construction contract exceeding \$100,000 awarded to any prime contractor, such contractor shall furnish:
  - i. Performance bond in the sum of the contract amount.
  - ii. Payment bond in the sum of the contract amount.
- (5) Performance and/or payment bonds may be required for construction contracts below \$100,000 at the discretion of the County.
- (6) In cases of emergency performance bonds/payment bonds are required within ten (10) calendar days of notice to proceed/project commencement.

**END**

**CONTRACT 2025-029  
BETWEEN COUNTY OF ROANOKE AND VENDOR NAME  
FOR Vinton Business Center**

**EXHIBIT 2: SCOPE OF WORK/FEE SCHEDULE**

**REFERENCE: RFP# 2025-029**

The services, work, and/or items that the Contractor shall provide in a timely and proper manner in accordance with the negotiated contract.

The final scope of services will be negotiated with the Selected Offeror.

## RFP No. 2025-029

### 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** to their proposal, 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. **Not Used**

## VI. **Conditions of Offeror's Proposal**

Offeror shall submit as **Attachment 4**, 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. (Initial above.)

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

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### **VIII. Convictions and Debarment**

If you answer yes to any of the following, state on **Attachment5**, 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 6**.

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	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. Offerors must submit one (1) unbound original and four (5) full copies of their proposal response.

Signature Page (Pg. 2) of RFP \_\_\_\_\_



Direct Contact with Students Form	<u>N/A</u>
Removable Media Containing <b>Original</b> and <b>Redacted</b> Version of Proposal	_____
Attachment B (Proposal Response And Checklist) to RFP 2025-029	_____
1. Organization of Firm	_____
2. Financial Reports	_____
3. Developer Capacity & Experience _____	_____
4. Proposed Development and Investment	_____
5. Proposed Purchase Price	_____
6. Conditions of the Proposal (If Applicable)	_____
7. Debarment Explanation (If Applicable)	_____
8. Compliance Explanation (If Applicable)	_____
9. Schedule to perform all Work	_____

## ATTACHMENT C: MAP OF AVAILABLE LOTS





VINTON BUSINESS CENTER  
MASTER PLAN  
TOWN OF VINTON, VIRGINIA

Designed By	RPK	Date	4/8/10
Drawn By	RPK	Scale	1"=250'
Checked By	BCC	Comm No.	1955EX
		Sheet No.	2

**Mattern & Craig, Inc.**  
CONSULTING ENGINEERS • SURVEYORS  
701 FIRST STREET, S.W.  
ROANOKE, VIRGINIA 24016  
(540) 345-9342 FAX (540) 345-7691



RFP No. 2025-029

ATTACHMENT D: GUIDELINES AND PROTECTIVE COVENANTS

**VINTON BUSINESS CENTER  
DEVELOPMENT GUIDELINES AND PROTECTIVE  
COVENANTS**

**WHEREAS** the Town of Vinton, Virginia, hereinafter referred to as the "TOWN", and the County of Roanoke, Virginia, hereinafter referred to as the "COUNTY", have entered into an agreement for the cooperative development of the Vinton Business Center, hereinafter referred to as the "CENTER", being the same tract or parcel of land known as the McDONALD FARM, which real estate is more particularly described in Exhibit "A" attached hereto and made a part hereof by this reference; and

**WHEREAS**, the CENTER was previously subject to a rezoning by the Board of Supervisors of Roanoke County, Virginia, adopted on October 26, 1999, upon the application of the Town of Vinton for the entire tract of 99.78 acres comprising the McDONALD FARM which rezoning ordinance included certain voluntarily proffered conditions for the development of the CENTER; and

**WHEREAS**, subsequent to the aforesaid rezoning action, the TOWN recorded in the Clerk's Office of the Circuit Court of Roanoke County "Protective Covenants, Conditions and Restrictions for the McDonald Farm" at Deed Book 1647, page 1066; and

**WHEREAS**, Cardinal IG Company, operating as Cardinal Glass, hereafter "CARDINAL GLASS", acquired Lot 3 of the CENTER from the TOWN as of January 8, 2004;

**WHEREAS**, the Board of Supervisors of Roanoke County meeting on June 28, 2011, has taken official action to remove the proffered conditions imposed by the 1999 rezoning of the CENTER and to repeal and legally cancel the "Protective Covenants, Conditions and Restriction for the McDonald Farm" as previously recorded; and

**WHEREAS**, the TOWN, the COUNTY and CARDINAL GLASS jointly desire to impose upon the CENTER certain development guidelines and protective covenants and restrictions in order to ensure the orderly continued development of the CENTER while protecting the environment and providing that the use of the CENTER will protect and will not adversely affect the health and safety of residents, workers and citizens in the vicinity of the CENTER, or the use or development of property within and adjacent to the CENTER; and

**WHEREAS**, the TOWN, the COUNTY and CARDINAL GLASS jointly declare and provide that each and every parcel of real estate within the CENTER shall be conveyed subject to the following Development Guidelines and Protective

Covenants which shall be binding upon all purchases or leases of real estate within the CENTER, the heirs thereof, successors or assigns in order to ensure the proper use and appropriate development of each building site and the grounds thereof, to protect the environment and aesthetics of the CENTER, to prevent the erection thereof of structures built of improper or unsuitable materials; and in general to provide for a high quality of development of the CENTER so that each building site will enhance the health and safety of residents, workers and citizens and not be detrimental to the use or development of other properties in the CENTER; and

**WHEREAS**, the TOWN, the COUNTY and CARDINAL GLASS jointly desire that a copy of these Development Guidelines and Protective Covenants shall be recorded in the Clerk's Office of the Circuit Court of Roanoke County, Virginia and shall be binding upon and running with the land, including each and every parcel, whether sold or leases in whole or in part and by reference made a part of each and every deed, option, lease or other grant of any interest in and to any parcel thereof as a part of the terms thereof.

**NOW THEREFORE**, the TOWN, the COUNTY and CARDINAL GLASS jointly agree and declare the following:

## **ARTICLE I - GENERAL DECLARATIONS AND PERMITTED USES**

### **A. Purpose**

The purpose of these Development Guidelines and Protective Covenants are to ensure the orderly development of the Center, to protect the environment, and to provide that the use of the Center will not adversely affect the health and safety of residents and workers in the vicinity of the Center, or the use, or development of property within and adjacent to the Center.

### **B. Definitions**

**Business or Businesses:** The owner(s), lessee(s), or occupant(s), including prospective owners, lessees or occupants of the Property.

**Center:** Vinton Business Center located in the County of Roanoke, Virginia.

**Center Master Plan:** The general development plan and land use plan for the Vinton Business Center, including infrastructure, road and parcel design as approved by the Roanoke County Board of Supervisors.

**County:** County of Roanoke, Virginia.

County Administrator: The Administrator of Roanoke County or his designee.

Improvements: Any and all improvements made to or constructed upon the Property including, but not limited to roads, buildings, structures, tanks and storage containers, drainage and utility facilities, driveway and parking areas, grading, landscaping, fencing, screening devices, site lighting, communication devices, signs, and all similar or related structures or improvements.

Localities: The Town of Vinton, Virginia, and the County of Roanoke, Virginia

Property or Properties: The parcel or parcels of land, including any improvements thereon, located in the Center, as set forth in any deed, option, lease, agreement, or agreement of sale applicable to these restrictions.

Restrictions: The covenants, design guidelines, conditions and restrictions contained in this document.

Setback: The minimum distance by which any building or structure must be separated from a street right-of-way or lot line.

Town: Town of Vinton, Virginia

Town Manager: The Manager of the Town of Vinton or his designee.

Transfer: Any conveyance or transfer of title or possessory rights respecting the Property, any portion thereof, or any interest therein, by contact, deed exchange, foreclosure (including a deed in lieu thereof), assignment, lease, operation of law, or other means, to another person or persons or entity or entities, whether voluntary or involuntary. In the case of a non-publicly held corporation, the assignment or other transfer of fifty percent (50%) or more of its capital stock evidencing control of such corporation shall constitute a Transfer, unless made to the corporation's parent or subsidiary controlled (through stock ownership) by the corporation. In the case of a partnership, general or limited, a change of the general partner or the transfer or assignment of partnership interests in excess of fifty percent (50%) of

the partnership interests shall constitute a Transfer. In the case of a limited liability company, the transfer of more than fifty percent (50%) of its membership interests shall constitute a Transfer. The granting of a mortgage, deed of trust, lien or other encumbrance on or with respect to the Property shall not be deemed a Transfer, but any foreclosure there under (or deed in lieu thereof) shall constitute a Transfer.

C. Applicability

These Development Guidelines and Protective Covenants, including the land use regulations and building requirements, shall run with the land and shall be binding upon all parties having or acquiring any right, title, or interest in and to the real property or any portion thereof, and shall be incorporated in any Transfer of the Property as covenants running with the Property. The County Administrator shall record applicable documents and revisions associated with these Development Guidelines and Protective Covenants with the Roanoke County Clerk of the Circuit Court. Invalidity of any of the provisions of these guidelines and covenants shall in no way affect any of the other provisions, or parts thereof, which shall remain in full force and effect.

D. Land Uses and Development Standards

1. Permitted Uses: Properties within the Center shall be used only for the following purposes. Land uses not listed are prohibited.
  - (a) General manufacturing, processing or assembly operations where processes, fabrication and products are environmentally clean and efficient.
  - (b) Commercial, office or industrial flex space (office/warehouse combination).
  - (c) Science, research and technology businesses, services, or laboratories where processes are environmentally clean and efficient.
  - (d) Business services incidental to any of the foregoing.
  - (e) Accessory uses associated with a principal permitted use in accordance with any established County standards.



Where it is unclear whether or not a particular use of the Center is permitted, the localities shall decide whether or not such use is permitted, and its decision shall be final and binding upon all persons.

2. Development Standards

The use and development of all properties in the Center shall be in accordance with the standards set forth in Article III of these Development Guidelines and Protective Covenants.

**ARTICLE II – ADMINISTRATION AND PROCEDURES**

A. Improvements, In General

No construction, exterior alterations, additions, or renderings to any existing improvement may be initiated without submission of plans for said improvements to the localities. Interior alterations which do not change exterior appearances are permitted without submission of plans, provided such interior changes do not change any use of property.

Review and recommendation of approval with respect to uses and improvements by the localities shall be in addition to, and not in lieu of, any permits or approvals required by any local, state or federal law or regulation. Plans will be subject to all applicable federal and state laws and County ordinances. Pertinent ordinances of the County include, but may not be limited to: Zoning, Subdivision, Storm Water Management, Erosion/Sediment Control and Steep Slope Ordinance, as amended.

B. Subdivision, In General

All property within the Center shall be subdivided in accordance with the Roanoke County Zoning and Subdivision Ordinances, as amended.

C. Project Review Process

The proposed use of a property in the Center must be reviewed and recommended for approval by the localities prior to the transfer of land, or subsequent transfer.

D. Maintenance of Improvements

All properties, buildings, structures and improvements shall be maintained in a neat, clean and attractive condition at all times. The premises shall be kept free of debris and trash of any sort, and lawns and landscaping shall be kept in a state of good repair. Maintenance of landscaping and lawns shall include all necessary planting, cutting, watering, fertilizing, aerating, seeding, spraying, pruning, and

weeding. Property owners shall promptly replace any dead or damaged landscaping approved as part of the site plan for the property. Painted and exposed metal surfaces shall be maintained and kept free from peeling or rust. Parking areas and drives shall be paved and damaged pavement or hard surfaces repaired.

E. Enforcement

Enforcement of these Development Guidelines and Protective Covenants shall be undertaken by the localities. In the event of a violation, the Circuit Court of the County of Roanoke, Virginia, shall have the ultimate jurisdiction to enforce or interpret any of the restrictions, conditions, covenants, and liens now or hereafter imposed by these Development Guidelines and Protective Covenants. Failure to enforce any provision contained in these Development Guidelines and Protective Covenants shall in no event be deemed a waiver of the provisions, whether the violation is singular or repetitive.

### **ARTICLE III: DEVELOPMENT AND DESIGN STANDARDS**

The Roanoke County Zoning Ordinance, as amended and other applicable regulations shall be met for any development or improvement in the Center. In addition, the following development and design standards shall apply.

A. Site Development

1. Green Development Encouraged: Site development and new buildings shall consider and incorporate green development options and sustainable development where possible. Development is encouraged that is consistent with the U. S. Green Building Council's LEED (Leadership in Energy and Environmental Design) standards.
2. Access Points: Site access points shall be kept to a minimum and consolidated. New driveway entrances shall be coordinated with existing entrances and adjacent uses for safe traffic circulation.
3. Streets: All streets and roadways constructed within the Center are dedicated to public use, and shall not be private streets, and as such, are dedicated to all owners and lessees of lots in the Center for the reasonable use and enjoyment of their properties, including the free use thereof for the installation, maintenance, and operation of public utilities. Owners of tracts may construct interior private roadways that connect to public streets upon approval of a site plan by Roanoke County.

B. Buildings

1. Siting and Location: Buildings shall be located on the site such that the development establishes an attractive and functional arrangement of buildings and parking and enhances the natural and man-made features of the Center. Buildings shall be sited on the property to relate to primary street(s) in the Center. Building setbacks shall be consistent with established zoning regulations and shall consider relationships to buildings on adjacent properties, particularly as it may affect views and street appearances.
2. Height: Building height shall be as set forth by the Roanoke County Zoning Ordinance, as amended. Proposed building heights shall consider relationships to adjacent building heights, natural features and scenic vistas. Variable building heights are encouraged.
3. Design: All development shall meet the following design standards for exterior facades, materials, appurtenances and equipment.

(a) General Building Design:

The architectural composition, scale, elements, and details of a building shall relate to the site's natural features and character of the surrounding area and development. Landscaping shall be an integral component of the exterior design of any building. All buildings shall minimize potential impacts from noise, light, and traffic.

(b) Building Facades and Materials:

Buildings shall employ various architectural forms to create visual character and interest. Buildings shall be segmented with distinct masses of vertical and horizontal elements to minimize bulkiness. Front building facades and those facing public streets shall be designed to exhibit attractive architectural features, materials, dimensions and symmetry.

Brick, stone, architectural masonry and glass are the preferred exterior materials. Two or more colors are encouraged to highlight architectural details and materials. Building walls are encouraged to be variable and not consist of expansive surfaces without a physical and visual break.

Building entries shall be clearly visible and articulated using architectural features, elements and materials. Windows shall be visible on all publicly-oriented building facades. The size and location of windows shall relate to the scale and proportions of the building elevation on which they are located.

Roofs shall be designed to be an integral component of the architecture of the building. Roof materials shall be non-reflective. Multiple roof lines and offsets are encouraged. Also, roof designs are encouraged to incorporate "green" technologies, as recommended by LEED standards.

Planned expansion or renovation for all buildings or structures must meet or exceed the quality of the initial structure.

(c) Building Appurtenances and Equipment:

Where required, roof mounted equipment and vents shall be located in an inconspicuous location and shall be reasonably screened from public street views by painted panels, opaque screens, or other effective methods. All exterior equipment shall be designed to minimize noise and shall include appropriate insulation materials or technologies to control outside noise. Exposed features such as gutters, downspouts, vents, towers, etc. shall be designed to match the color of surfaces to which they are attached.

(d) Damaged or Destroyed Buildings:

If any building or other improvement in the Center is damaged or destroyed by fire, storm, explosives, or otherwise, then all debris resulting from the damage or destruction shall be cleaned and removed within thirty (30) days of the damage or destruction. If any building or other improvement is to be reconstructed, such construction shall begin within six (6) months of the date of the damage or destruction, or the land shall be graded and restored to substantially the condition, which existed prior to initial construction.

C. Parking, Loading Areas and Docks

Parking for employees shall be located in areas that are removed from the primary public street entrance. Parking for visitors shall be located in close proximity to the main building entrance and shall be setback from the public street so as to not interfere with or detract from the primary street views of the building. All parking areas shall be landscaped both internally and externally to enhance the architecture of the building, the site, and the Center. Loading areas and docks shall be located in areas not visible from public streets and shall be appropriately screened and landscaped.

D. Utilities

All utilities shall be located underground, unless the type of service necessary for normal activities of the industry or business shall prohibit underground installation. All development shall be served by public water and public sewer systems. Low-impact design (L.I.D) methods of managing storm water shall be considered in designing the development. All storm water management areas shall be landscaped appropriately and maintained. Management areas and drainage channels shall blend with the landscaping of the site and incorporate natural materials and vegetation.

E. Wastes

No external waste treatment or storage facilities are permitted. Bulk containers for trash are permitted, provided they are constructed in accordance with the standards for accessory structures.

F. Lighting

All lighting in the Center shall be in accordance with lighting standards established in the Roanoke County Zoning Ordinance, as amended. All lighting in the Center shall be directed inward toward the building/site, and shall be shielded and directed downward to control extraneous light or glare. All light shall be contained within property boundaries. Where development is located adjacent to buffers and residential properties, dark/night sky friendly lighting using full cutoff lighting fixtures is encouraged so that there is no direct light upward and no glare.

Lighting of parking lots, loading/unloading areas and access ways shall be no greater than 25 feet in height, and kept to the minimum necessary for direction and safety during operating hours. Walkways and building entries are encouraged to have ground level lighting or pedestrian scale lights not exceeding 15 feet in height.

G. Accessory Structures

1. Walls and Fences: Walls and fences shall complement the architecture of the building and shall be of materials that architecturally enhance the building and the Center. Where fencing is needed, decorative metal fencing is preferred; chain-link fencing may be allowed if approved by the localities. Where retaining walls are required in the front yard or where they are visible from public areas, wall materials shall be stone or finished masonry. Retaining walls higher than 8 feet are discouraged. Long expanses of wall surfaces shall be offset and be appropriately landscaped. As an alternative to traditional retaining walls, "green walls" consisting of architectural concrete block, covered with a rapidly-growing groundcover, may be permitted in less visible areas. Terraced wall systems are encouraged supplemented with plantings on the flat terraces.
2. Outbuildings: All accessory buildings shall be consistent with the architecture of the primary building. Accessory buildings shall be located behind the primary building or shall not be visible from public streets unless approved by the localities.
3. Trash Enclosures: Areas for trash collection shall be accessible for service. All trash areas shall be fully enclosed and screened from view by opaque fencing and supplemental landscaping. Enclosures must be architecturally consistent and compatible with the design of the primary building.

#### H. Outside Storage

No materials, supplies or equipment shall be stored on property except inside a building or behind a visual barrier which screens the stored matter from view from streets and adjoining sites.

#### I. Landscaping

Property and building designs shall include appropriate trees, shrubs, open grass areas, and flowers to enhance development and the Center. Properties shall be developed in accordance with the screening and landscaping provisions of the Roanoke County Zoning Ordinance, as amended. Trees are encouraged along street frontages, in parking areas and adjacent to buildings to complement the building scale. Landscaping shall be used to define entrances to buildings and parking areas, as well as screen accessory structures, loading areas and outdoor equipment areas. Planting islands should exhibit a well-maintained, finished appearance.

#### J. Signs

No more than two primary signs per business may be erected on a property. One sign may be attached to the face of the primary building and one may be erected as a ground monument sign. The sign shall be designed to be integrated and coordinated with the building to complement the building design in scale, color and materials.

The building sign shall not exceed 150 square feet in size or ten percent of the front façade, whichever is less. The ground monument sign shall not exceed 60 square feet in size and shall not exceed ten (10) feet in height. Ground monument signs may have two faces. Ground monument signs shall be setback a minimum of 25 feet from the front property line. Signs shall not include any motion devices or changing text. Roof signs and portable signs are not permitted.

Directional signs shall be located as necessary to direct visitors, customers and employees to designated parking or loading areas. Directional signs shall be 3 square feet or less in size. Temporary signs for the purposes of construction activity or the sale of real estate shall be as permitted by the Roanoke County Zoning Ordinance, as amended. No other temporary signs are permitted.

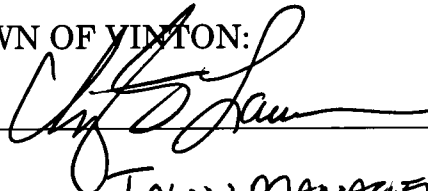
K. Temporary Construction Structures and Utilities:

Construction activities shall be in accordance with all applicable federal, state and local land disturbing regulations. Site access shall be restricted to one location on the public street. Temporary construction structures, portable offices and other related facilities shall be maintained in good condition and arranged in a compact and organized manner on the site. Facilities shall be situated so that they are unobtrusive and attractive when seen from the road or adjacent properties. All temporary structures and portable facilities shall be removed upon the completion of construction activity and before permanent occupancy of the building. All temporary construction utilities shall be in a single, unobtrusive alignment. Distribution to the various areas of construction shall be from an approved, on-site location.

Areas for the storage of construction equipment and materials shall be coordinated and be visually unobtrusive from the public road and adjacent properties. Mobile equipment shall be aligned in an orderly manner at the end of each work day. Construction debris shall not be allowed to accumulate during construction. It shall be removed daily or located in a visually screened place if debris is to be removed less frequently. Open burning of debris is not permitted. After construction is complete, any temporary barriers, surplus materials, and all trash and debris shall be removed from the site. All backfill materials shall be cleared of any building materials, stone, or debris.

**WITNESS THE FOLLOWING SIGNATURES:**

TOWN OF VINTON:

  
TOWN MANAGER  
Title

COUNTY OF ROANOKE:

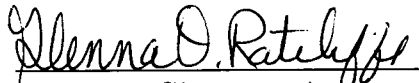
B. Clayton Goodmon, III  
County Administrator  
Title

CARDINAL GLASS CORPORATION

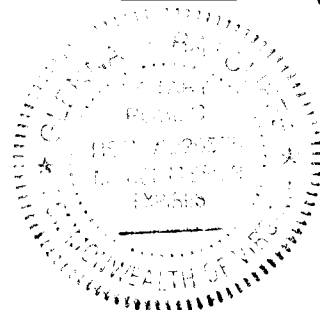
Thomas Hack  
Plt. Manager  
Title

STATE OF VIRGINIA  
COUNTY OF ROANOKE:

The foregoing Development Guidelines and Protective Covenants were acknowledged before me this 7<sup>th</sup> day of July, 2011, by Christopher S. Lawrence Mayor of the Town of Vinton on behalf of the Vinton Town Council.

, GLENN D RATCLIFFE  
(Notary Signature) (Notary Printed Name)

My Commission expires : 7-31-11, Registration # 226575





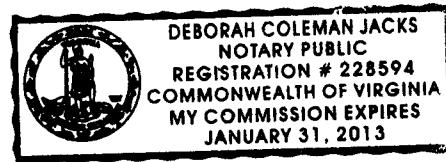
STATE OF VIRGINIA  
COUNTY OF ROANOKE:

The foregoing Development Guidelines and Protective Covenants were acknowledged before me this 12th day of July, 2011, by B. Clayton Goodman, III of the County of Roanoke on behalf of the Board of Supervisors of Roanoke County, Virginia.

Deborah C. Jacks / Deborah C. Jacks  
(Notary Signature) (Notary Printed Name)

My Commission expires : 1/31/2013, Registration # 228594

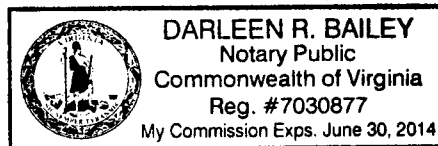
STATE OF VIRGINIA  
COUNTY OF ROANOKE:



The foregoing Development Guidelines and Protective Covenants were acknowledged before me this 11 day of July, 2011, by Thomas Harkema, \_\_\_\_\_ of Cardinal Glass Corporation.

Darleen R. Bailey / Darleen R. Bailey  
(Notary Signature) (Notary Printed Name)

My Commission expires : 6/30/2014, Registration # 7030877



PG 0015 '11 JUL 28 08:23

INSTRUMENT 410107287  
RECORDED IN THE CLERK'S OFFICE OF  
POLK COUNTY  
JUL 28, 2011 AT 8:10AM

STEVEN A. DOGGMAN, CLERK  
RECORDED BY: ARB



OFFICIAL RECEIPT  
ROANOKE COUNTY CIRCUIT COURT  
305 EAST MAIN ST  
SALEM, VA 24153  
540-387-6205

DEED RECEIPT

DATE: 07/28/11 TIME: 08:25:57 ACCOUNT: 161CLR201107207 RECEIPT: 11000014902  
CASHIER: FRS REG: R068 TYPE: REST PAYMENT: FULL PAYMENT  
INSTRUMENT : 201107207 BOOK: PAGE: RECORDED: 07/28/11 AT 08:23  
GRANTOR: TOWN OF VINTON VIRGINIA EX: N LOC: CO  
GRANTEE: COUNTY OF ROANOKE VIRGINIA EX: N PCT: 100%

AND ADDRESS : ROANOKE COUNTY  
RECEIVED OF : COUNTY OF ROANOKE  
CHECK: \$30.00 1191107

DESCRIPTION 1: PAGES: 15 O/P 0  
2: NAMES: 0

CONSIDERATION: .00 A/VAL: .00 MAP:  
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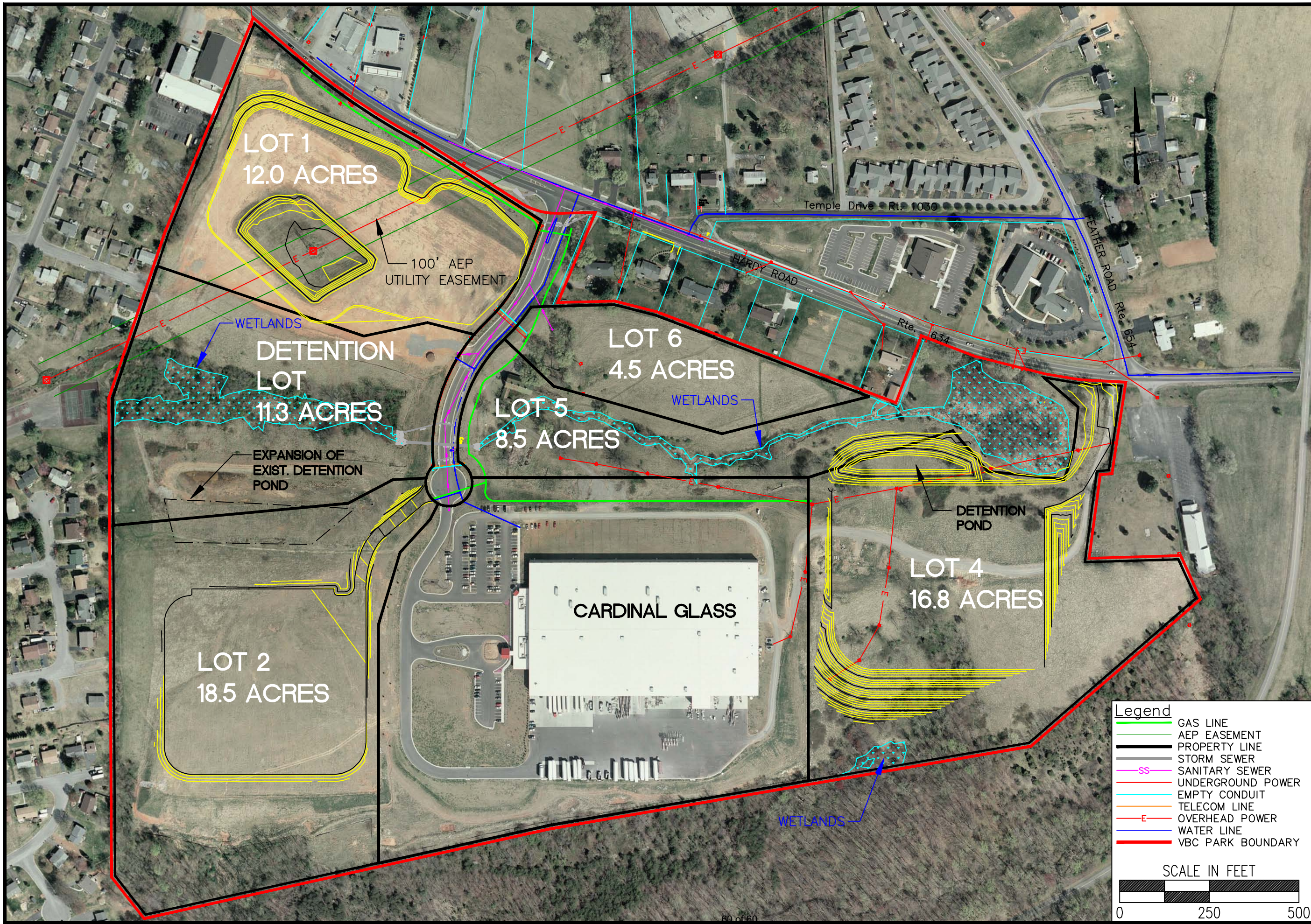
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TENDERED : 30.00  
AMOUNT PAID: 30.00  
CHANGE AMT : .00

CLERK OF COURT: STEVEN A. MCGRAW

PAYOR'S COPY  
RECEIPT COPY 1 OF 2





**Legend**

- GAS LINE
- AEP EASEMENT
- PROPERTY LINE
- STORM SEWER
- SS SANITARY SEWER
- UNDERGROUND POWER
- EMPTY CONDUIT
- TELECOM LINE
- OVERHEAD POWER
- WATER LINE
- VBC PARK BOUNDARY

**SCALE IN FEET**

0 250 500

Designed By	RPK	Date	4/8/10
Drawn By	RPK	Scale	1"=250'
Checked By	BCC	Comm No.	1955EX
		Sheet No.	2

VINTON BUSINESS CENTER  
MASTER PLAN  
TOWN OF VINTON, VIRGINIA

**Mattern & Craig, Inc.**  
CONSULTING ENGINEERS • SURVEYORS  
701 FIRST STREET, S.W.  
ROANOKE, VIRGINIA 24016  
(540) 345-9342 FAX (540) 345-7691