

REQUESTS FOR PROPOSALS  
BUCKINGHAM COUNTY BOARD OF SUPERVISORS

The Buckingham County Board of Supervisors is seeking to solicit proposals for the purpose of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering Firm, authorized to do business in the Commonwealth of Virginia, with experience in the evaluating of public buildings for renovation and repurposing and possibly the advantages and disadvantages of doing so. The A/E shall provide professional services to determine if a retired school building is structurally sound so as to allow renovation for the various projects the County may be contemplation, such as a library building and other possible uses. Particular emphasis shall be placed on the structural integrity of the building, the flooring weight load capacity, the possibility of a truss pitched roof to be installed, the need, if any, for possible additional asbestos abatement/removal. The County of Buckingham has the most recent Asbestos findings and removal reports available for review by any firm that may wish to consider a response to this Request for Proposal. The County anticipates the need of a virtual walk through video showing potential changes. Contingent upon the structural analysis, the County may wish to expand the services to include a comparative analysis of the advantages and disadvantages of renovation versus new construction. Inquiries and/or a copy of the RFP Document may be directed to the County Administrator at 434-969-4242 or [bcarter@buckinghamcounty.virginia.gov](mailto:bcarter@buckinghamcounty.virginia.gov). The deadline for submittal of a Response to this RFP is Friday, August 19, 2016 by 4:00 P.M.

By Order of the Buckingham County Board of Supervisors  
Rebecca S. Carter, County Administrator



**PRE-PROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be held on \_\_\_\_\_ at \_\_\_\_\_ a.m. at the Buckingham Administration building at 13380 W. James Anderson Highway, Buckingham, Va. 23921.

**Or**

**NO PRE-PROPOSAL MEETING**

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## **I. APPLICABILITY OF THE A/E MANUAL**

**The A/E Manual, as defined in the Commonwealth of Virginia Construction and Professional Services Manual, as amended, shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.**

**Proposer's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFP. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFP and mean the public body issuing this solicitation for services and with whom the successful A/E Proposer will enter into an agreement. For purposes of clarity and uniformity in this RFP, only the term "Agency" will be used herein.**

**Proposer's attention is also directed to the Terms and Conditions of the A/E Contract (CO-3a).**

## **II. PURPOSE**

**The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in the evaluating public buildings for renovation and re-purposing and the advantages and disadvantages of doing so.**

**The A/E shall provide professional services for the project described in Part V of this RFP consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.**

## **III. BACKGROUND**

**The County is considering authorizing a new library project and contemplating other building projects. The County has under its control a retired school building, which could be renovated to house the new library, as well as providing space for other building projects that the County might contemplate. The alternative would be new construction to house the library and new construction to house other projects.**

## **IV. INFORMATION AVAILABLE**

- A. Varied asbestos reports for school;**
- B. Plumbing diagrams for School; and**
- C. Preliminary sketches for new library**

## **V. SCOPE OF SERVICES:**

**The selected A/E shall furnish services to determine if the retired school building, which the County has under its control, is structurally sound so as to allow it renovation for the various projects the County might be contemplating, such as the library and other uses.**

**The County is particularly interested in knowing if the building will allow a truss**

**pitched roof to be installed. Also, the County anticipates the need of a virtual walk through video showing potential changes.**

**Contingent upon the structural analysis, the County may have the desire to expand the services to include a comparative analysis of the advantages and disadvantages of renovation versus new construction.**

## **VI. PROPOSAL REQUIREMENTS:**

- A. Proposals shall be signed by an authorized representative of the AJE. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.**
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.**
- C. The Respondent's proposal shall include: the completed and signed REP cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and *[three (3) copies]* of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume where practical.**
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.**
- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the REP.**
- F. To reduce the effort and expense of responding to this RFP, provide uniformity in the type information requested, and enhance the review and evaluation process, the standard Forms AE1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by *A/E's* responding to this RFP.**
- F. Descriptions of these forms and instructions for completing the *forms* are included in the *A/E* Manual. Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the**

**VII. EVALUATION AND AWARD OF THE CONTRACT:**

**Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria:**

1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section V, Scope of Services.
2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section V, Scope of Services.
3. Geographic location of the A/E's office where work will be performed in relation to the project location.
4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.
5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.
6. Qualifications and experience of the A/E's project manager to be assigned to this project.
7. A/E's recent (past 5 years) experience/history in designing projects within an established "Design-not-to-exceed" budget.
8. A/'s experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes, Standards, Accessibility and Building Efficiency.
9. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.
10. Size of the firm relative to the size of the project(s).
11. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance.
12. Cost of the work

Generally, the selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraint, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

**B. AWARD OF CONTRACT:**

After evaluation of the Proposals received in response to the RFP, the Agency shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated man-hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VIII and the information provided and

developed in the selection process to this point, the Agency shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

- C. If cost exceeds amounts the Board of Supervisors determines to be appropriate to commit to this project, the Board is not obligated to accept any proposal.

VIII. FEES:

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated man-hours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding prepared by the Agency will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of the AIE that is authorized by the Agency.

IX. ATTACHMENTS

None