



Augusta County, Virginia

Procurement of Professional Services Request for Proposals

Issue Date: June 8, 2018

RFP# 21010-19-01

Title: Professional Architectural/Engineering Services
Augusta County Courts Project

Issuing Agency: County of Augusta, Finance Department
Attn: Mrs. Corey Richie, VCO, Senior Purchasing Assistant
18 Government Center Lane
P.O. Box 590
Verona, VA 24482

Location of Work: Augusta County Circuit Courthouse
6 E. Johnson Street
Staunton, VA 24401

Augusta County District Courts Building
1 E Johnson Street
Staunton, VA 24401

Beverly Manor Elementary School
116 Cedar Green Road
Staunton, VA 24401

Proposals will be received subject to the conditions attached hereto until **2:00 P.M., July 19, 2018**, from qualified architectural/engineering firms to provide general professional architectural/engineering services for building demolition, building renovation and new building construction for Augusta County Courts and related functions.

All inquiries for information should be in writing and directed to: Corey Richie, Senior Purchasing Assistant at crichie@co.augusta.va.us.

Proposals must be mailed or hand delivered to the issuing agency shown above.

The face of the envelope or shipping container shall be clearly marked in the lower left hand corner as follows:

RFP#: 21010-19-01
FOR: Professional Architectural/Engineering Services
Augusta County Courts Project
PROPOSALS DUE: July 19, 2018, 2:00 P.M.

In compliance with this Request for Proposals and to all the Conditions imposed therein and hereby incorporated by reference, the undersigned offers agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Firm Name and Address:

Signature _____
Type/Print: _____

Telephone () _____
Fax () _____
Email: _____
Date: _____
Title: _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



Augusta County, Virginia

Procurement of Professional Services Request for Proposals

DESCRIPTION AND CONDITIONS

INTRODUCTION

Augusta County seeks to provide court facilities and related court functions that meets functionality, accessibility, security and safety needs.

The County has completed numerous studies to include the following:

1. Feasibility Study completed by Frazier Associates of the 1901 Circuit Courthouse – 2012. The Study considered workload and estimated current and future growth needs. Also, the Study provided a schematic design for renovating and expanding the Circuit Courthouse.
2. Space Needs Analysis and Conceptual Design of a New Courts Facility by Moseley Architects – 2015. The analysis included a 30 year projected growth and conceptual design was for a new facility located at the Augusta County Government Center located in Verona, VA.

The current Augusta County Circuit Courthouse was built in 1901. In 1982 it was listed on the National Register of Historic Places. Augusta County desires to renovate while maintaining its historical value.

The General District Courts Building currently houses many offices. The courts portion of the building was originally built in 1953. The adjacent jail portion was built in 1982.

Augusta County pursued a referendum to move the County Seat from Staunton, VA to the County Government Center located in Verona, VA. The referendum failed on November 8, 2016. Currently, Augusta County is seeking to establish adequate court facilities in Staunton VA and on property currently owned by Augusta County.

PURPOSE

The purpose of this solicitation is to select an architectural/engineering firm to provide professional services for the following:

1. Renovate a portion of the former Beverley Manor Elementary School to temporarily house the following currently located in the District Courts Building:
 - a. General District Court and Clerk's office
 - b. Juvenile and Domestic Relations Court and Clerk's office
 - c. Commonwealth Attorney's office
 - d. Court Services Office
 - e. Chief Magistrate's Office
2. Demolish the current District Courts Building and build a new facility that will house the following:
 - a. Circuit Court and Clerks Office (includes all functions)
 - b. General District Court and Clerk's office
 - c. Juvenile and Domestic Relations Court and Clerk's office
3. Renovate and expand the current 1901 Circuit Court that will house the following:
 - a. Current large courtroom to remain for historical purposes
 - b. Commonwealth Attorney's Office
 - c. Court Services Office

d. Chief Magistrate's Office

SCOPE OF WORK

The project will consist of separate Task Orders (phases) which are as follows:

Task Order #1 – Conceptual / Schematic Design - New Courts Complex

- Review of existing studies and verify space needs study as indicated in the Mosely Space Needs Analysis.
- Identify and consider floodplain issues and regulations.
- Prepare (2) conceptual interior and exterior conceptual designs.
- Identify space for future growth.
- Provide recommended construction sequencing and timeline including significant milestones.
- Prepare construction cost estimates based on conceptual design(s). Construction estimate should be all inclusive (furniture, fixtures, IT, security, moving, etc.).

Task Order #1A – Renovation – Beverley Manor Elementary School

- Review existing facility and existing plans available.
- Prepare conceptual interior layout to accommodate courts as defined above.
- Prepare timeline including significant milestones.
- Prepare construction estimate. It is assumed that furniture will be moved.
- Upon approval of layout, prepare construction plans that meet State and Local regulations and ordinances. Obtain all proper agency approvals.
- Assist with bidding and selection of contractor(s).
- Review of shop drawings/submittals from contractor(s).
- Conduct periodic construction inspections.
- Review of pay requests.
- Assist with development of punch list items and final inspection.

Task Order #2 – Design, Bid and Construction Administration – New Courts Complex

- Prepare detailed construction plans for demolition of existing District Courts Building and construction of a new Courts Complex based upon chosen concept plan meeting State and Local regulations and ordinances.
- Prepare technical specifications and bid documents.
- Prepare final cost estimates.
- Assist with bidding and selection of contractor(s).
- Review of shop drawings/submittals from contractor(s).
- Complete periodic construction inspections.
- Review of pay requests.
- Assist with development of punch list items and final inspection.

Task Order #2A – Renovation – 1901 Circuit Courthouse

- Prepare interior layout plan to accommodate facilities listed above.
- Upon approval of interior layout plan, prepare construction plans, technical specifications and bid documents meeting State and Local regulations and ordinances. Obtain all proper agency approvals.
- Prepare final cost estimates.
- Assist with bidding and selection of contractor(s).
- Review of shop drawings/submittals from contractor(s).
- Conduct Periodic construction inspections.
- Review of pay requests.
- Assist with development of punch list items and final inspection.
- Assist with historic tax credits.

Services may be provided under separate Task Orders included in the Scope of Work. It is understood that more than one Task Order may, at the County’s sole discretion, be offered to the architectural/engineering firm. The County does not represent nor guarantee that the architectural/engineering firm will receive any amount of work.

Design phasing and approval of additional task orders are dependent upon Board of Supervisor approval.

INFORMATION AVAILABLE

The following information will be available at <https://www.co.augusta.va.us/government/board-of-supervisors/courthouse-information>.

- Moseley – Government Center Master Plan 1988, Updated in 2001 and 2008.
- Frazier Report – 2012 report looked at Circuit Court workload and estimated current and future growth needs. Also, provided a schematic design for renovating and expanding the Circuit Courthouse.
- GSA Form 330.

SCHEDULE

Advertise RFP	June 8, 2018
Optional Pre-Proposal Viewing - BMES	June 28, 2018 - 9AM-12PM
Proposals Due	July 19, 2018
Proposal Review/ Interviews	July 19 – August 10, 2018
Board of Supervisors Agenda Deadline	August 10, 2018
Board of Supervisors Consideration	August 22, 2018
Notice of Award	August 23, 2018

PROPOSAL PREPARATION AND SUBMITTAL REQUIREMENTS

SUBMITTAL: Proposals must be submitted no later than 2:00 PM, July 19, 2018 to:

Mrs. Corey Richie, VCO, Senior Purchasing Assistant
Finance Department
P.O. Box 590
18 Government Center Lane
Verona, VA 24482

RESPONSE: In order to be considered for selection, an offeror must submit a complete response to this Request for Proposals (RFP). Failure to submit all information requested may result in the rejection of the incomplete proposal. One (1) original, and five (5) copies of the proposal must be submitted. Proposals shall be signed by an authorized representative of the offeror. Each copy of the proposal should be bound in a single volume. All documentation submitted with the proposal should be bound in that single volume.

PROPOSAL PREPARATION: The County intends that a response to this RFP be concise, informative, and inexpensive for the offeror to prepare. Response must, in any event, contain the following information, preferably in this order:

- Transmittal letter
- Table of Contents
- Introduction of the firm, giving a brief history of the firm, its location, and the locations of any satellite offices, including sub-consultants intended to provide services under the proposal.
- Statement of offeror's understanding of the services to be provided under this RFP. In addition, the offeror must give assurance that this contract will be fulfilled on time.
- Team organization chart.
- GSA Form 330
- The County may request a non-binding cost estimate of services to be provided under this RFP.

EVALUATION AND AWARD

Contract will be awarded to the most responsive and responsible offerors whose proposals are deemed most advantageous to the County. The County reserves the right to accept the proposals which in its judgment, will best serve the interests of the County. Following the receipt of proposals, a committee will review the proposals received and rate the proposals based on the qualifications and directly applicable experience of each offeror and individuals making up the project team. Particular attention will be paid by the County in the selection process to similar projects and instances where individual team members have worked together.

The County's evaluation criteria will include the following:

- Firm's demonstrated understanding of the tasks and quality assurance approach/procedures. (25 pts.)
- Qualifications and experience of the firm in performing similar projects. (20 pts.)
- Experience and qualifications of key individuals to be assigned to the work. (20 pts.)
- Expected time of completion (15 pts.)
- Overall quality and completeness of proposal. (10 pts.)
- Degree of firm's capability to perform tasks in-house. (10 pts.)

When all proposals received have been reviewed and rated, the County anticipates that interviews will be conducted with top offerors based on the evaluation criteria. Once these interviews have been conducted, the offerors final ranking will be based on proposal content and the interview. The County, at that time, will begin negotiations with the firm ranked first. If a contract cannot be negotiated for Task Order #1 and #1A that is both economical and advantageous to the County, negotiations will be terminated and the County will begin negotiations with the firm ranked second. Negotiations will proceed with firms in their ranked order until a contract has been awarded.

In the event that a single offeror is uniquely qualified, or clearly more highly qualified than other offerors offering proposals for this service, the County may so state this fact, give a reasonable explanation for this decision and enter into negotiations with the uniquely qualified offeror.

The County reserves the right to reject any and all proposals and to waive any informality or technical defects if, in its judgment, the best interests of the County will be serviced as specified in Virginia Code §2.2-4319.

The County will provide public notice announcing its decision to award the contract by posting the Notice of Intent to Award on the County website, Virginia's eProcurement portal, and by emailing the notices to all offerors submitting a proposal.

PRE-PROPOSAL CONFERENCE

At this time, it is believed that a formal pre-proposal conference is not required. You may visit the District Courts Building or the Circuit Courthouse during normal operating hours. **Beverley Manor Elementary School will be open from 9:00 AM until 12:00 noon, on June 28, 2018.**

Should there be questions, please contact Corey Richie, Senior Purchasing Assistant, criche@co.augusta.va.us or (540) 245-5741.

GENERAL TERMS AND CONDITIONS

PRECEDENCE OF TERMS: In the event there is a conflict between the general terms and conditions and any special terms and conditions which may be included in this solicitation for use in a particular procurement, the special terms and conditions shall apply.

CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the contact person whose name appears on the face of this Request for Proposal, no later than five (5) days before the opening date. Any revisions to the solicitation will be made only by addendum issued by the County.

PAYMENT TERMS: Payments will be made upon completion of the project, unless otherwise negotiated with the successful offeror and agreed to by the County.

QUALIFICATIONS OF OFFERORS: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offerors capabilities. The County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the County that such offeror is properly qualified to carry out the obligations of the contract and to complete the work or furnish the item(s) contemplated therein.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the offeror in whole or in part without the written consent of the County.

ETHICS IN PUBLIC CONTRACTING: By submitting its proposal, each offeror certifies that its proposal is made without collusion or fraud, and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with its proposal.

ANTI-DISCRIMINATION: By submitting its proposal, each offeror certifies to the County that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Public Procurement Act, and that during the performance of this contract, such offeror agrees as follows:

- a) The offeror 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 the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b) Notices, advertisements and solicitations placed by or on behalf of the offeror will state that such contractor is an equal opportunity employer.
- c) 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.
- d) The offeror will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

DRUG-FREE WORKPLACE: During the performance of this contract, each offeror agrees to (i) provide a drug-free workplace for the offeror'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 offeror's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the offeror that the offeror 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.

PUBLIC INSPECTION OF PROCUREMENT RECORDS: Proposals submitted shall be subject to public inspection only in accordance with Virginia Code § 2.2-4342.

COSTS OF PROPOSAL PREPARATION: Any costs incurred by an offeror in preparing or submitting a proposal are the offeror's responsibility. The County will not reimburse any offeror for any costs incurred as a result of a response to this Request for Proposal.

SPECIAL TERMS AND CONDITIONS

OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the County pursuant to this Request for Proposal 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 an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.); however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

CANCELLATION OF CONTRACT: The County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the successful offeror.

INSURANCE COVERAGE: Prior to the execution of a contract, the successful offeror shall furnish to the County evidence of professional liability, workers' compensation and automobile insurance, in amounts acceptable to the County, in the exercise of its reasonable discretion. Such evidence of insurance shall indicate the effective dates and limits of such coverage.

OBLIGATION OF OFFEROR: By submitting a proposal, each offeror covenants and agrees that it has satisfied itself, from its own investigation of the conditions to be met, that it fully understands its obligation and that it will not make any claim for, or have right to cancellation or relief from the contract because of, any misunderstanding or lack of information.