

REQUEST FOR PROPOSAL (RFP)



Issue Date: August 11, 2020

RFP# 81010-20-02

Title: Professional Engineering & Architectural Services

Issuing Agency: **County of Augusta**
Finance Department
18 Government Center Lane
P.O. Box 590
Verona, VA 24482

Location/Where Work Will Be Performed: Augusta County Virginia

Proposals will be received subject to the conditions attached hereto until **10:00 A.M. Friday, August 28, 2020**, from qualified engineering and architectural firms to provide general professional engineering and/or architectural services on various public works and capital improvement projects.

All Inquiries for Information Should Be in Writing and Directed To: Elana Sorrell, VCA, Purchasing Assistant at esorrell@co.augusta.va.us or by Fax: (540) 245-5742.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO: County of Augusta, Finance Department, 18 Government Center Lane, Verona, VA.

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

RFP#: 81010-20-02

RFP FOR: Professional Engineering and Architectural Services

PROPOSALS DUE: Monday, August 31, 2020, 2:00 P.M.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And 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:

Telephone () _____

Fax () _____

Email: _____

Signature _____ Date: _____

Type/Print: _____ 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.

**COUNTY OF AUGUSTA, VIRGINIA
PROCUREMENT OF PROFESSIONAL SERVICES
REQUEST FOR PROPOSAL
DESCRIPTION AND CONDITIONS**

Issue Date: August 11, 2020

RFP No. **81010-20-02**

Project Title: Professional Engineering and Architectural Services

1. BACKGROUND:

The Board of Supervisors of Augusta County, Virginia (hereinafter called the “County”) invites qualified engineering firms (hereinafter called “engineer”) and/or architectural firms (hereinafter called “architect”) to provide general professional engineering and architectural services on various public works and capital improvement projects.

2. SCOPE OF WORK:

The County of Augusta is seeking proposals from qualified engineering and architectural firms to provide general professional engineering and architectural services regarding miscellaneous public works and capital improvement projects for a term of one (1) year with the option to renew for four (4) additional terms of one (1) year each.

The intention is to hire in four (4) categories. Consulting firms are welcome to submit proposals in any or all of the categories. The following are the four (4) categories and the types of projects envisioned under each category:

Category 1 (Small Projects)

1. Surveying, Plat creation
2. Site Plan development, floodplain / elevation studies, drainage improvement projects

Category 2 (Transportation, Planning and Related Studies and Services)

1. Traffic studies, Traffic Impact Analysis preparation, Traffic Impact Analysis review, road corridor studies
2. General road design services, road improvement projects
3. Planning and design of bicycle & pedestrian facilities
4. Comprehensive planning support

Category 3 (Economic Development Services)

1. Grading Plans
2. Geotechnical Work
3. Environmental Permitting, Assessments, etc.
4. Site plan development, lot layout, utility supply
5. Building renderings

Category 4 (Architectural Services)

1. Space Studies, preliminary floor plans, renderings
2. Building design
3. Structural analysis
4. ADA compliance review
5. Physical security
6. Bid assistance, construction administration

With projects that require surveying, the consulting firm hired to complete work in categories 2 and 3 will be encouraged to use local services to the extent possible.

3. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

3.1 SUBMITTAL: Proposals must be submitted no later than 10:00 A.M., Friday, August 28, 2020, to:

Elana Sorrell, VCA, Purchasing Assistant
Finance Department
P. O. Box 590
18 Government Center Lane
Verona, Virginia 24482

Proposals should be as thorough and detailed as possible so that the County of Augusta may properly evaluate the capabilities of respective firms to provide the required services.

3.2 RESPONSE: In order to be considered for selection, an offeror must submit a complete response to this Request for Proposal in one or more categories. Failure to submit all information requested may result in the rejection of the incomplete proposal. Six (6) copies of each proposal must be submitted. Proposals shall be signed by an authorized representative of the offeror. One proposal may be submitted covering the categories wishing to be considered for. The first page of the proposal shall clearly indicate the categories the firm is competing for.

Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

3.3 PROPOSAL PREPARATION: The County intends that a response to this Request for Proposal be concise, informative, and inexpensive for the offeror to prepare. Responses must, in any event, contain the following information:

- A. The offeror is expected to introduce the firm to the County, giving a brief history of the firm, its location, and the locations of any satellite offices intended to provide services under the proposal.
- B. Description of the offeror's understanding of the services to be provided under this RFP
- C. A broad statement of qualifications, organizational chart, financial responsibility of the firm and any other information deemed desirable by the offeror.

- D. Personnel qualifications, staff expertise, and special experience relative to this Request for Proposal.
- E. Number, type and value of current projects and effect of these on offerors' ability to provide services as required during this contract.
- F. Evidence of past performance relative to ability to complete projects on schedule and within estimated construction cost.
- G. Listing of previous clients who can be contacted as reference, for whom similar services have been provided. Listing shall include name and address of organization, point of contact, and phone number.
- H. This Request for Proposal does not require that offerors furnish estimates of man-hours or cost for services. However, at the discussion stage, the County may require nonbinding estimates for hourly rates for personnel expected to provide services under the RFP

4. EVALUATION AND AWARD:

Contracts 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 of the proposal will include consideration of the following:

- (A) Responsiveness to the provisions of the RFP - (To be weighted 20%)
- (B) Qualifications of Project Manager - Expertise, experience and qualifications in project management as related to the scope of services (To be weighted 10%)
- (C) Personnel Qualifications & Experience - Expertise, experience and qualifications of team in providing services in Augusta County or similar geographic areas as related to the scope of services. (To be weighted 25%)
- (D) Firm Organizational Capability – Ability to complete work in a timely manner, size of firm(s) relative to size of project, proposed project staff resources, proposed use of subconsultants (To be weighted 25%)
- (E) Quality of Workmanship and Performance of the Consultant - Past performance on contracts with respect to such factors as control of costs, coordination and quality of work, and ability to meet schedules (To be weighted 20%)

When all proposals received have been reviewed and rated, the County anticipates that interviews will be conducted with top offerors in each category based on evaluation criteria. **It is anticipated that interviews will be conducted the week of October 5, 2020.** Once these interviews have been conducted,

the offerors final ranking will be based on proposal content and the interview. Contracts will be negotiated with up to 3 firms in each category.

When projects arise, the County will then attempt to negotiate an agreement with the first ranked offeror in the category of the proposed work. If an agreement cannot be negotiated with the first ranked offeror, negotiations will be concluded with that offeror and negotiations initiated with the next highest ranked offeror. This procedure will be followed until an agreement is negotiated and executed.

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 served as specified in Virginia Code § 2.2-4319.

The County will provide public notice announcing its decision to award initial contracts by posting the Notice of Intent to Award on the Augusta County Bulletin Board and by mailing the notice to all offerors submitting a proposal.

5. PRE-PROPOSAL CONFERENCE:

At this time, it is believed that a pre-proposal conference is not required. Should any potential offerors have questions, they may contact Doug Wolfe, County Engineer, at (540) 245-5700, for clarification of this Request for Proposal. In the event specific information not contained in this Request for Proposal is provided to any offeror, the same specific information will be provided to any other offerors who have indicated interest in the contract with the County.

6. GENERAL TERMS AND CONDITIONS:

6.1 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.

6.2 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.

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

6.4 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 offeror's 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.

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

6.6 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.

6.7 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.

6.8 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.

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

6.10 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.

7. SPECIAL CONDITIONS:

7.1 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.

7.2 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.

7.3 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.

7.4 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.

7.5 TERMS OF CONTRACT: The successful Offeror shall provide general professional engineering and/or architectural services for a term of one (1) year. The right is reserved by the County of Augusta to renew this contract for four (4) additional one (1) year terms on the anniversary date. If agreement is reached to extend this contract for additional terms, the successful Offeror may not increase prices but may offer pricing decreases with the same terms and conditions upon mutual consent of the Offeror and the County of Augusta. The County of Augusta reserves the right to cancel this contract immediately for cause upon written notice. Notwithstanding these provisions, it is further agreed that this contract shall be construed to run from year to year, and in the event that the aforesaid notice has not been given by either party, this contract shall automatically renew itself at the first anniversary date and at subsequent anniversary dates.