

COUNTY OF RICHMOND, VIRGINIA

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES AS NEEDED

I. PURPOSE OF REQUEST

The County of Richmond, Virginia is requesting proposals from qualified engineering firms to provide professional engineering and related services on an as needed basis. The successful Engineer shall provide normal engineering, structural, mechanical, civil, electrical and geotechnical engineering, surveying and related services to Richmond County.

Initial engineering services shall include, but may not be limited to, the preparation of a site development plan and construction bid drawings and documents for public display.

II. AREAS OF CONSIDERATION

Richmond County is currently exploring three options related to the future of the Emergency Services Building located at 6774 Richmond Road, Warsaw, Virginia 22572. The selected firm shall provide a detailed report covering feasibility, projected cost, lifespan, etc. The three options are listed below.

1. Remodel and Expansion of the existing building that was built over 20 years ago. The County needs major upgrades and renovations to keep up with changes over time. Consist of a sleep room, den, kitchen, small office space, two bathrooms, closets and a shower place. These renovations would consist of a five bay, climate controlled building constructed towards the rear of the property. The existing back two bays converted into office space plus a new office for the Chief. Other areas of consideration include; electrical and plumbing upgrades as well as parking lot improvements.
2. Construction of a new building to house Richmond County Department of Emergency Services on existing land owned by the County. Requirements for this building as follows, three drive through bays side by side, therefore having six entrances, an administrative wing would have a kitchen, den, three sleep rooms, two offices, training room, storage and bathroom with showers. The preferred concept of this facility is to be a metal building with the administrative wing being stick built with a brick finish.
3. Construction of a new building to accommodate the Richmond County Department of Emergency Services and Company 1 of the Richmond County Fire Department. Certain criteria is needed to be followed; six drive through bays, three on either side with the administrative services placed in the middle. The middle structure would contain two halves, one for Emergency Services and the other for the Fire Department. The Emergency Services section would follow the guidelines stated above for Option two. The Fire Department section would need to consist of kitchen space, bathroom facilities, living quarters and training space.

III. AREAS OF STUDY

- Feasibility of all three options.
- Projected construction cost for all options.
- Estimated timeline.
- Estimated Lifespan and conceptual site plans for all options.

IV. STATEMENT OF WORK

The initial engineering services requested by the County of Richmond and to be furnished by the selected Engineer shall meet the following criteria to achieve a successful project:

- The Engineer shall generate a detailed Project program, which shall include a total cost estimate for each section of the Project and include a Project timeline including design and construction of Structural, Electrical, Mechanical, Plumbing and Lighting.
- Provide a Site Plan that meets all applicable state and local environmental and zoning requirements.
- The Engineer should take control of obtaining the proper permits for each phase of this project.
- Contact Richmond County's Building Official when applicable (Inspections).
- Follow all requirements of The Virginia Uniform Statewide Building Codes of 2012.
- All personnel selected to work on the Job Site must be in compliance with OSHA Standards.
- The awardee shall oversee day to day operations and provide a biweekly status report to the Richmond County Administrator.

V. QUALIFICATIONS

- Provide a detailed list of key personnel to be assigned to and to work on the project. The qualifications, including any related experience, of each person shall be provided.
- References shall include the name of the client agencies, contact persons, addresses, telephone numbers, and a brief description of the nature and scope of services and work rendered.
- Organizational structure of the Engineer.
- Financial status of the Engineer.
- Size of the Engineer relative to the statement of work required.
- Location of the Engineer relative to the County.
- Able to show proof of Liability Insurance, Workers Compensation and Automobile Coverage.

VI. PHASE – TIME SCHEDULE

- Phase 1 – Review of Options
 - Phase 2 – Pre-Construction (Engineered Drawings, Bid Documentation and Processing and permitting, etc)
 - Phase 3 – Construction (Construction Management and Inspection)
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- June 9, 2016 – Release RFP to firms
 - July 14, 2016 – RVP's due back to the County Administrator's Office

- August 4, 2016 – Possible interviews with the Board
 - August 11, 2016 – Award RFP
 - October 7, 2016 – Results completed by selected firm
 - October 13, 2016 – Results reported to the Board of Supervisors
 - November 10, 2016 – Board action on reported options
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- November 2016 – March 2017 – Consider Financing Options
 - November 2016 – March 2017 - Pre-Construction Phase
 - April 2017 – November 2017 - Construction Phase

XII. INFORMATION AND INQUIRIES

Copies of this Request for Proposals (RFP) can be obtained by calling the Richmond County Administrator's Office at (804) 333-3415 between the hours of 9:00 a.m. – 5:00 p.m., Monday through Friday, except holidays, or by visiting the County website at www.co.richmond.va.us

Inquiries regarding explanations and interpretations of the RFP contents and specifications shall be directed in writing to the Richmond County Administrator at the mailing address, telefax number or e-mail address noted below. The County Administrator must receive such written inquiries by no later than 2:00 p.m., Friday, June 24, 2016. The County shall distribute written responses to all written inquiries to all parties that have notified the County of its interest in receiving such written responses.

Engineers requesting copies of this Request for Proposals shall contact:

R. Morgan Quicke
 Richmond County Administrator
 101 Court Circle – P.O. Box 1000
 Warsaw, Virginia 22572

Telephone: (804) 333-3415
 Telefax: (804) 333-3408
 E-Mail: rmquicke@co.richmond.va.us

County Administrator's Office location, USPS mailing address and UPS/Federal Express shipping address:

Richmond County Administrator's Office
 101 Court Circle – P.O. Box 1000
 Warsaw, Virginia 22572

All proposals must be complete and include the following information signed and notarized as appropriate:

- 1. 'Statement of Qualifications' (Attachment A)**
- 2. 'Non-Collusion Affidavit Certificate' (Attachment B)**
- 3. Proposal Submittal (Attachment C)**

Attachment A

STATEMENT OF QUALIFICATIONS AND EXPERIENCE

Expressions of interest for as-needed professional engineering services shall be made by submitting a statement of qualifications, including background and experience of staff members who would be assigned to the work, summary of members who would be assigned to the work and a summary listing of similar projects conducted by the firm. The successful offeror shall hold all necessary licenses and certifications to provide the services, and shall have the capability to provide general architectural, planning, structural, mechanical, civil or electrical engineering services, as well as any required surveying or related services incidental thereto. When applicable to the category of services governed by the proposal, the offeror should address the following criteria:

1. Specific training, knowledge and experience of firm relating to architectural, planning, structural, mechanical, civil or electrical engineering services, as well as any required surveying or related services incidental thereto.
2. Specific training, knowledge and experience of firm's employees and any subcontractors, who will perform the services solicited under this RFP.
3. Specific knowledge of applicable codes, regulations and best practices relating to potential projects to be undertaken by the County.
4. Demonstrated history of past success in provision of similar engineering services.

Each firm submitting a proposal for items included in this RFP shall prepare and submit the following information, in addition to addressing the qualifications stated above:

1. Name of Firm or Business _____
2. Business Address _____
3. Business Phone _____ Fax No. _____
4. E-mail address _____
5. How many years have you been in business in Virginia and under what names? _____
6. General Character of services provided by your firm:

7. Commonwealth of Virginia Sales Tax Registration No., if applicable.: _____
8. Federal I.R.S. Identification No.: _____
9. List the places of operation:

_____.

10. Provide a clear statement of your experience and qualifications relevant to services proposed to be provided.
11. Execute and return this Statement of Qualifications, Attachment B and Attachment C.
12. I certify that I:
 - Am capable of providing the services as outlined in this proposal,
 - Will comply with the rules and regulations outlined by the U.S. Code, the Code of Virginia, the County of Richmond, and all rules and regulations of the Virginia State Corporation Commission, and other applicable laws and regulations.

Name

Official Title

COMMONWEALTH OF VIRGINIA,

CITY/COUNTY of _____, to-wit:

The foregoing Statement of Vendor Qualifications was acknowledged before me this _____ day of _____, 2016, by _____.

My Commission expires: / /

Notary Public

Attachment B

NON COLLUSION CERTIFICATION

The following certifications are made:

1. The bid or offer (1) is made without prior participation, understanding, agreement, or connection with any corporation, firm or person submitting a bid/offer for the same materials, supplies, equipment, or services with respect to the allocation of the business afforded by or resulting from the acceptance of the bid or proposal, (2) is in all respects fair and without collusion or fraud, and (3) is or is intended to be competitive and free from any collusion with any person, firm or corporation.
2. The offeror has not offered or received any kickback from any other offeror or Contractor, supplier, manufacturer, or subcontractor in connection with the bid/offer on this solicitation. A kickback is defined as an inducement for the award of a contract, subcontracts or order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, and deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
3. The offeror is not a party to nor has he participated in nor is obligated or otherwise bound by agreement, arrangement or other understanding with any person, firm or corporation relating to the exchange of information concerning bids, prices, terms or condition upon which the contract resulting from the acceptance of his bid or proposal is to be performed.
4. The offeror understands that collusive bidding is a violation of the Virginia Governmental Frauds Act and federal Law, and can result in fines, prison sentences, and civil damage awards and agrees to abide by all conditions of this proposal.
5. The offeror or subcontractor has not and will not confer on any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

Offeror

BY: _____
Name & Official Title

COMMONWEALTH OF VIRGINIA,

COUNTY/CITY of _____, to-wit:

The foregoing Non Collusion Certification was acknowledged before me this _____ day of _____, 2016, by _____.

My Commission expires: / /

Notary Public

Attachment C

The undersigned submits the following proposal desiring to perform professional engineering and related services for Richmond County on an as needed basis.

Authorization:

Firm Name

Date

Mailing Address

Phone Number

State, Zip

Fax Number

By

Title

Contact Name (if different from above)

Contact Phone Number