



REQUEST FOR PROPOSALS for ARCHITECTURAL SERVICES

The New River Valley Regional Commission (NRVRC) is seeking one or more qualified independent consultants or firms to provide architectural design services.

Objectives

The NRVRC seeks consultants with expertise in the areas of:

- Office Layout
- Design of Staff Collaboration Space
- Redesign of Existing Office Spaces
- Cost estimates for preferred office space configuration(s)

The Regional Commission office is located in the New River Valley Business Center at 6580 Valley Center Dr., Suite 124, Radford, VA 24141. The NRVRC has occupied this office suite consisting of 3,421 s.f. for 20 years and currently rents one office space consisting of 150 s.f. external to the suite to accommodate the staff operations. The Commission is interested in examining office space layout configurations in order to maximize the space we use and allow for a new space for internal collaboration. The NRVRC is seeking architectural services to address our changing work environment and maximize the space we use in a culture of collaborative work teams.

Project Team & Location of Work

The consultant will work with a small team from the NRVRC. The location of work will be in Fairlawn, Virginia.

Duration of Consultancy

The consultant will be procured for a period of three to four months. The contract may be extended at the discretion of the NRVRC.

Preferred Qualifications

- Have a licensed architect on staff
- At least 5 years of consulting experience with expertise in architectural services
- Ability to redesign an existing office layout
- Ability to respond to tight deadlines
- Willing to coordinate work through electronic and telephone correspondence, as well as in-person meetings
- Ability to receive and incorporate feedback from an internal committee

To Apply

Please submit the following:

- Organization Background
- Specific areas of expertise
- At least three samples of work, with focus on areas of expertise referenced
- Applicant should provide two cost estimates; one for office space redesign, and another for construction document preparation.
- Three references
- A brief description of how the firm will solicit input from all NRVRC staff (13) and work with an internal committee on this initiative
- Responses may be submitted electronically, or 5 copies ground mailed to the contact below and be no longer than 10 pages front and back
- **A mandatory pre-bid meeting will be held on site, address above, September 27th at 9:00 am.**

Submissions are due no later than **Tuesday October 9th, 5:00 PM EST** to Kevin Byrd, Executive Director, kbyrd@nrvc.org Please include "RFP: ARCHITECTURAL SERVICES" in the subject line.

Applicants may submit their question(s) to kbyrd@nrvc.org. This RFP does not guarantee or commit the NRVRC to proceeding with the above described work. All expenses related to responding to this request for proposals are the sole responsibility of the offeror.

The New River Valley Regional Commission (www.nrvc.org) is a governmental agency comprised of 13 local governments and three higher education institutions for the purpose of encouraging collaboration to address regionally significant issues and opportunities. Our organization provides services the counties of Floyd, Giles, Montgomery, and Pulaski, and the City of Radford along with the towns located therein.