



REQUEST FOR PROPOSAL (RFP) #24-01

for

Architect and Engineering Services for Building Permit Drawings, Contract Documents, Project Specifications, and Contract Administration for renovations of the future New River Valley Regional Commission Office to be located at 2950 Market Street, Christiansburg, VA.

Issue Date: September 6, 2024

Proposal Due Date and Hour: October 2, 2024 3:00pm

Optional Pre-Bid Meeting: September 17, 2024 9:00am (Virtual)

Email kbyrd@nrvc.org to register for pre-bid meeting

New River Valley Regional Commission

6580 Valley Center Dr, Suite 124

Radford, VA 24141

NEW RIVER VALLEY REGIONAL COMMISSION
RFP#24-01

ISSUE DATE: SEPTEMBER 6, 2024

Architect and Engineering Services for Building Permit Drawings, Contract Documents, Project Specifications, and Contract Administration for renovations of the future New River Valley Regional Commission Office to be located at 2950 Market Street, Christiansburg, VA.

(TO BE COMPLETED AND RETURNED)

GENERAL INFORMATION FORM

QUESTIONS: All inquiring for information regarding this solicitation should be directed to: Kevin R. Byrd, AICP, Executive Director, Phone 540-639-9313, or e-mail: kbyrd@nrvc.org An optional pre-bid meeting will be held virtually on September 17, 2024 at 9:00am. Please email kbyrd@nrvc.org to receive meeting information.

DUE DATE: Sealed Proposals will be received until **October 2, 2024**, up to and including **3:00pm**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: **New River Valley Regional Commission, 6580 Valley Center Dr, Suite 124, Radford, VA 24141**. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print)	Federal Taxpayer Number (ID#)	Contractor's Registration
Business Name/DBA Name/TA Name and Address	Payment Address	Purchase Order Address
Contact Name/Title	Signature (ink)	Date
Telephone Number/Fax Number	Toll Free Number	E-mail Address

**NEW RIVER VALLEY REGIONAL COMMISSION
RFP#24-01**

ISSUE DATE: SEPTEMBER 6, 2024

Architect and Engineering Services for Building Permit Drawings, Contract Documents, Project Specifications, and Contract Administration for renovations of the future New River Valley Regional Commission Office to be located at 2950 Market Street, Christiansburg, VA.

I. APPLICABILITY OF THE A/E MANUAL

The Commonwealth of Virginia Construction and Professional Services Manual for Architect/Engineers (A/E Manual) shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety. Offeror's attention is directed to Chapter 2, Definitions, for the definitions of terms used in this RFP. The terms "Agency" and "Owner" are used interchangeably in the materials referenced in this RFP and mean the public body issuing this solicitation for services and with whom the successful A/E Offeror will enter into an agreement. Offeror's attention is also directed to Chapter 3, General Terms and Conditions for Professional Service Contracts.

II. PURPOSE:

The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation for Architect and Engineering Services for Building Permit Drawings, Contract Documents, Project Specifications, and Contract Administration for renovations of the future New River Valley Regional Commission Office to be located at 2950 Market Street, Christiansburg, VA for the New River Valley Regional Commission herein after referred to as "Regional Commission".

III. BACKGROUND:

The New River Valley Regional Commission is an organization comprised of 13 local governments and three higher education institutions for the purpose of encouraging collaboration to address regionally significant issues and opportunities. The Regional Commission organization encompasses the counties of Floyd, Giles, Montgomery, and Pulaski, and the City of Radford. The New River Valley Regional Commission provides area wide planning for the physical, social, and economic elements of the district; encourages and assists local governments in planning for their future; provides a means of coordinating federal, state and local efforts to resolve area problems; provides a forum for review of mutual concern; and implements services upon request of members.

The Regional Commission was established in 1969 and located in the City of Radford for the first 30 years of operations. Since 1999, the office has been in the Pulaski County Innovation Center in Fairlawn, Virginia. Due to staff growth over the past several years and increased regional meeting coordination, the organization needed to look for a larger office space. Currently, the agency has a purchase agreement in place to acquire a former bank property at 2950 Market Street in Christiansburg, VA. The real estate closing on the property is anticipated for late October/early November.

The building was constructed in 2013 and reuse of the site for the Regional Commission will necessitate the construction of two meeting rooms, a catering server space, restrooms, and a wall at the reception area. Preliminary architectural work has been conducted for the two meeting rooms and is attached to this RFP to provide the highest-level of response possible by interested firms. The preliminary estimated cost for the two meeting rooms ranges from \$820,000-\$900,000 for the first-floor large meeting room and \$125,000-\$150,000 for the second-floor meeting room. Building plans, a Property Condition Report, and Environmental Assessment can be made available to interested firms.

IV. RIGHT TO ISSUE RFPs AND PROJECT ORDERS:

The Regional Commission reserves the right, at its sole discretion, to issue RFPs for similar work and other projects as the need may occur. The Regional Commission also reserves the right, at its sole discretion, to issue project orders to other Architect/Engineering firms based on its evaluation of each A/Es qualifications, expertise, capabilities, performance record, current workload, location or distance to the project, and other factors as may be pertinent to the project. The Regional Commission also reserves the right, at its sole discretion, to issue project orders to the selected firm or firms for Architectural and/or Engineering beyond the scope to expand the renovation activities for the project should the Regional Commission require such services in the future.

V. STATEMENT OF NEED:

The selected A/E firm(s) shall furnish all expertise, labor and resources, in accordance with the requirements of the A/E Manual, to provide complete services necessary for the completion of the following services:

A. Provide design development services, construction documents services, bidding or negotiation services, construction contract administration services, post construction services. More specifically, services are expected to include the following:

1. Design Development Phase
 - a. Prepare documents based on approved Schematic Design Documents and updated budget for Cost of the Work. Documents shall describe the refinement of the design by means of plans, sections and elevations, typical details and equipment layouts. Documents shall include specifications that identify major materials and systems and establish their general quality levels.
 - b. Submit to the executive director design development documents and budget for approval.
2. Construction Documents Phase
 - a. Upon design approval by the executive director, prepare working drawings and specifications necessary to solicit bids for construction of the project.
 - b. Ensure design includes an updated information management infrastructure for computer networks (both internal and external), internet services, and meeting room technology (audio/visual, teleconferencing equipment), etc.

- c. Ensure plans include provisions for security including exterior and interior door remote locking systems, etc.
- d. Assist the Regional Commission with the evaluation of bids, budget adjustments for constructions costs, and submission of documentation for site plan and building code review and approvals.

3. Construction Phase

- a. Lead the Regional Commission through Contract Administration during construction, including, but not limited to the review and approval of change orders, equipment and material submittals, payment applications, and project closeout documentation.
- b. Supervise or supervise in coordination with a construction inspection firm for the site visits, and on-site field representation as necessary including the identification, resolution, and/or mitigation plan of punch list items prior to acceptance by the Regional Commission.

4. Interior Design Phase

- a. Assist the Regional Commission in the coordination of space planning, furnishings layout, interior finishes, furniture and equipment layout.
- b. Develop with the Regional Commission an interior plan and develop bid package for solicitations to meet the proposed plan.

5. Miscellaneous Services:

- a. Develop interior and exterior signage plan.

VI. SPECIAL QUALIFICATIONS:

Offerors should demonstrate an expertise in the following areas:

- a. Expertise in the renovation of existing office buildings.
- b. Expertise in the creative and innovative use of existing space and applicability of the Uniform Statewide Building Code (USBC).

VII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and four (4) copies of each proposal must be submitted to:

Kevin R. Byrd, AICP, Executive Director
New River Valley Regional Commission
6580 Valley Center Dr., Suite 124
Radford, VA 24141

Identify on outside of envelope: Sealed RFP # 24-01

RFP Due date/Opening date and hour: October 2, 2024, 3:00 P.M.

The Offeror shall make no other distribution of the proposal.

2. Proposal Preparations:

a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Executive Director will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

b. Proposals will be reviewed and evaluated by a committee as designated by the Regional Commission.

c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page the proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

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

f. Ownership of all data, materials and documentation originated and prepared for the Regional Commission pursuant to the RFP shall belong exclusively to the Regional Commission 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; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as

highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. SPECIFIC REQUIREMENTS: Proposals should be as thorough and as detailed as possible so that the Regional Commission may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal in tabs as noted below:

1. The return of the RFP general information form and addenda, if any, signed and completed as required.
2. Expertise and experience of the firm relative to the scope of services contained in this RFP. This section should include recent project information of similar type completed by the firm along with the name and telephone number of the point of contact for each project.
3. Financial responsibility of the firm. The firm shall agree to carry professional liability insurance in an amount not less than 5% of the estimated cost of the total contracts that may be awarded, but in no event shall the amount of professional and liability insurance is less than \$5,000,000. The amount of insurance shall remain in effect throughout the period of responsibility of the project involved in accordance with the statute of limitations or for ten (10) years from the issuance of the Certificate of Completion, whichever is shorter. Liability insurance in excess of the minimum requirement shall be a point of consideration in negotiations between the Regional Commission and the firm.
4. Geographic location of the firm relative to the Regional Commission location. The firm should include a street address of the office proposed to handle the work.
5. Number and type of projects within the past five years completed relating to the project as outlined in the scope of services.
6. Number, type, and value of current projects to include point of contact and telephone number for each project.
7. Past cost performance, scheduling performance, and general performance on past projects, to include all public projects in the past (3) years directly related to addressing the scope of service required for the RFP. This information should include the contact name and number for each project.
8. Identification and statement of qualifications of the principal architects/engineers and project team members who will be assigned to the project(s) for actual "hands on" work, as well as the principal assigned the project(s) for oversight responsibilities.
9. Identification and statement of qualifications of all additional associated architects/engineers, if any, to be used on the project(s) along with a description of their role(s) on the project team.
10. Size of the firm relative to the size of the project(s).

11. Current workload and ability to complete project(s) in the required time.

12. Site Visits: As requested by the Regional Commission, the Offeror will arrange site visits to similar sites the firm has completed.

VIII. EVALUATION AND AWARD OF CONTRACT:

A. **AWARD OF CONTRACT:** The Regional Commission shall engage in individual discussions and interviews with two or more offerors 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. Offerors are encouraged to elaborate on their qualifications, performance data, and staff expertise pertinent to the proposed contract as well as alternate concepts. Proprietary information from competing offerors (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 Offeror and the designation is justified as required by §2.2-4342.D., Code of Virginia, as amended. At the conclusion of the informal interview, on the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the Regional Commission shall rank, in the order of preference, the interviewed offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted with the offeror ranked first. If a contract satisfactory and advantageous to the Regional Commission can be negotiated at a fee considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until such a contract can be negotiated a fair and reasonable fee. Should the Regional Commission determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

B. Evaluation Criteria: Proposals shall be evaluated by the Regional Commission using the following criteria:

<u>EVALUATION CRITERIA</u>	<u>WEIGHT</u>
1. Expertise, experience, and qualifications of the firm’s personnel in providing services as related to the Scope of Services and with respect to similar facilities.	30
2. Special experience and qualifications of the firm and proposed consultants as related to the Scope of Service.	30
3. A/E’s recent (Past 5 years) experience/history in designing Project within the established “Design-not-to-exceed” budget.	10
4. Architect’s overall suitability to provide the services for this project within the time, budget, and operational constraints that may be present, and the comments and/or recommendations for the architect’s previous clients, references and others.	10
5. Architect’s experience in providing services in conformance with the State’s Construction and Capital Outlay procedures including Code Standards, Accessibility, and Building efficiency.	10
6. Financial responsibility of the firm as evidenced by the A/E carrying Professional Liability Insurance.	5
7. Geographical location of the firm relative to the project location. Current and projected work loads and ability to complete the work in a timely manner.	5

IX. CONTRACT ADMINISTRATION:

Kevin R. Byrd, Executive Director, or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Regional Commission through a written amendment to the contract.

X. PAYMENT PROCEDURES: The Regional Commission will authorize payment to the Contractor after receipt of Contractor’s correct invoice for services rendered. Invoices shall be sent to:

New River Valley Regional Commission
 Attn: Jessica Barrett, CPA
 6580 Valley Center Dr, Suite 124
 Radford, VA 24141

XI. CONTRACT PERIOD: The term of this contract, as it relates to the project, shall be for the length for the project or as otherwise specified by the Regional Commission.

ATTACHMENT A
TERMS AND CONDITIONS

SPECIAL TERMS AND CONDITIONS

1. **AUDIT**: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The New River Valley Regional Commission, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

2. **CANCELLATION OF CONTRACT**: The New River Valley Regional Commission reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

3. **IDENTIFICATION OF PROPOSAL ENVELOPE**: The signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:

New River Valley Regional Commission
Kevin R. Byrd, AICP, Executive Director
6580 Valley Center Dr, Suite 124
Radford, VA 24141

Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package. If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the New River Valley Regional Commission.

4. **INDEPENDENT CONTRACTOR**: The contractor shall not be an employee of the New River Valley Regional Commission, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind the Regional Commission, or to otherwise act on behalf of the Regional Commission, except as the Regional Commission may expressly authorize in writing.

5. **INSPECTION OF JOB SITE**: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Regional Commission.

6. **SUBCONTRACTS**: No portion of the work shall be subcontracted without prior written consent of the Regional Commission. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the Regional Commission the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

7. COMMONWEALTH OF VIRGINIA CONSTRUCTION AND PROFESSIONAL SERVICES MANUAL FOR

ARCHITECT/ENGINEERS (A/E Manual): This solicitation is subject to the provisions of the Commonwealth of Virginia Construction and Professional Services Manual for Architect/Engineers and any revisions thereto, which are hereby incorporated into this contract in their entirety except as amended or superseded herein.

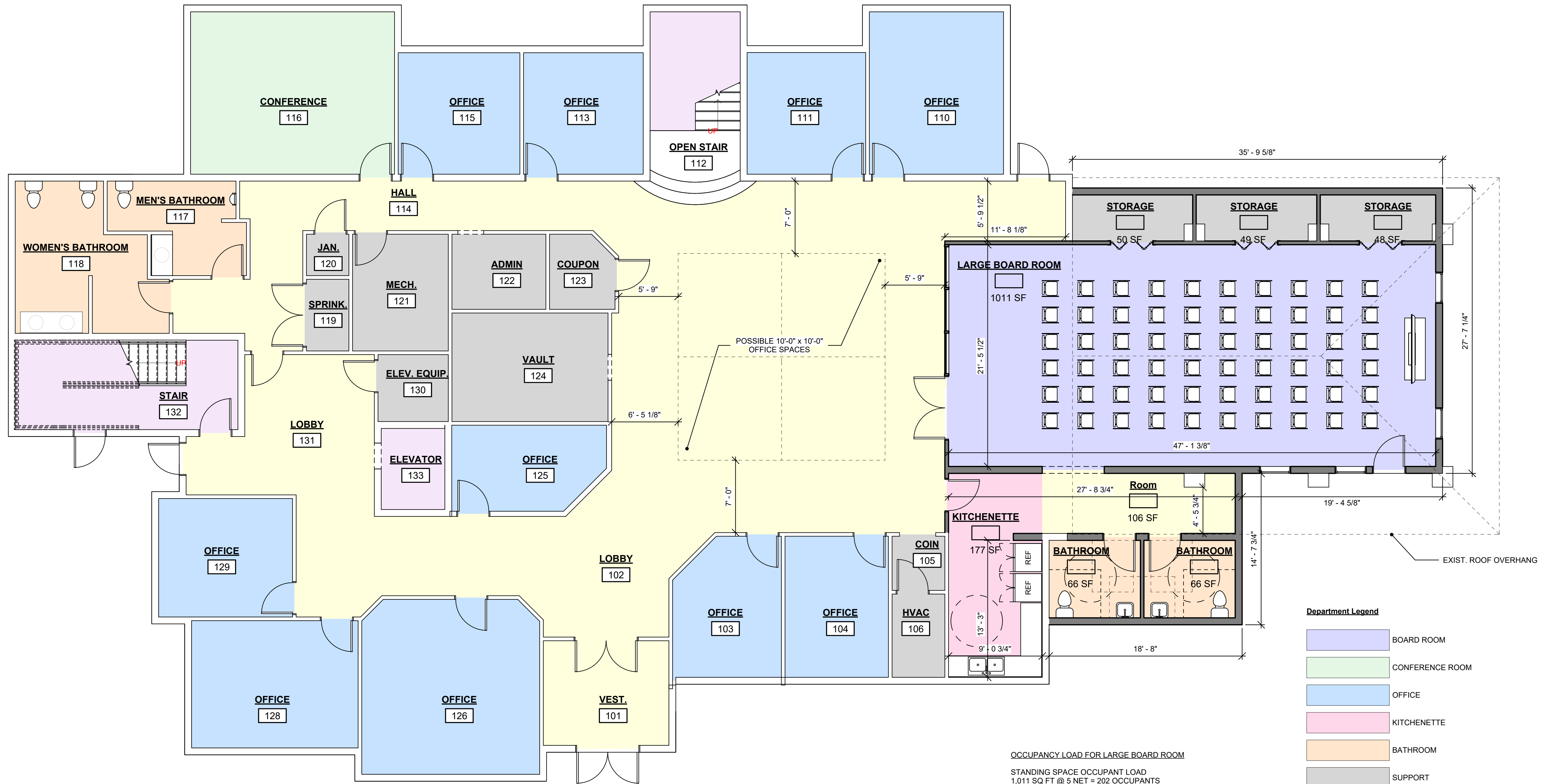
8. INSURANCE:

1. Prior to the start of any work under the contract, the Architect/Engineer shall provide to the Regional Commission Certificate of Insurance Forms approved by the Regional Commission and maintain such insurance until the completion of all project orders issued under the contract. The minimum limits of liability shall be:

Workers' Compensation--Standard Virginia Workers Compensation Policy
Broad Form Comprehensive General Liability --\$5,000,000 Combined Single Limit coverage to include:
Premises-Operations; Products/Completed Operations; Contractual; Independent Contractors; County and
Contractor's Protective; Personal Injury (Libel, Slander, Defamation of Character, etc.);
Automobile Liability-\$500,000 Combined Single Limit

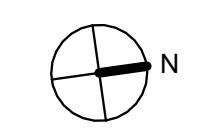
2. Professional Liability Coverage (errors and omissions), \$5,000,000 minimum

9. **OWNERSHIP OF MATERIALS**: Ownership of all materials and documentation originated and prepared pursuant to the RFP shall belong exclusively to the Regional Commission and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.



OCCUPANCY LOAD FOR LARGE BOARD ROOM
 STANDING SPACE OCCUPANT LOAD
 1,011 SQ FT @ 5 NET = 202 OCCUPANTS
 UNFIXED CHAIRS OCCUPANT LOAD
 1,011 SQ FT @ 7 NET = 144 OCCUPANTS
 UNFIXED TABLES AND CHAIRS OCCUPANT LOAD
 1,011 SQ FT @ 15 NET = 67 OCCUPANTS

- Department Legend**
- BOARD ROOM
 - CONFERENCE ROOM
 - OFFICE
 - KITCHENETTE
 - BATHROOM
 - SUPPORT
 - CIRCULATION
 - VERTICAL CIRCULATION



FIRST FLOOR OPTION 1
 1
 A1.1/A1.1 3/16" = 1'-0"

AGENCY APPROVAL



SUITE 200 200 N. MAIN STREET
 BLACKSBURG, VA 24060
 P. 540.953.2724
 F. 540.953.2725

CONSULTANT

NOT FOR CONSTRUCTION

REVISIONS _____ DATE _____

FIRST FLOOR OPTION 1

FEASIBILITY STUDY

NRV REGIONAL COMMISSION OFFICE

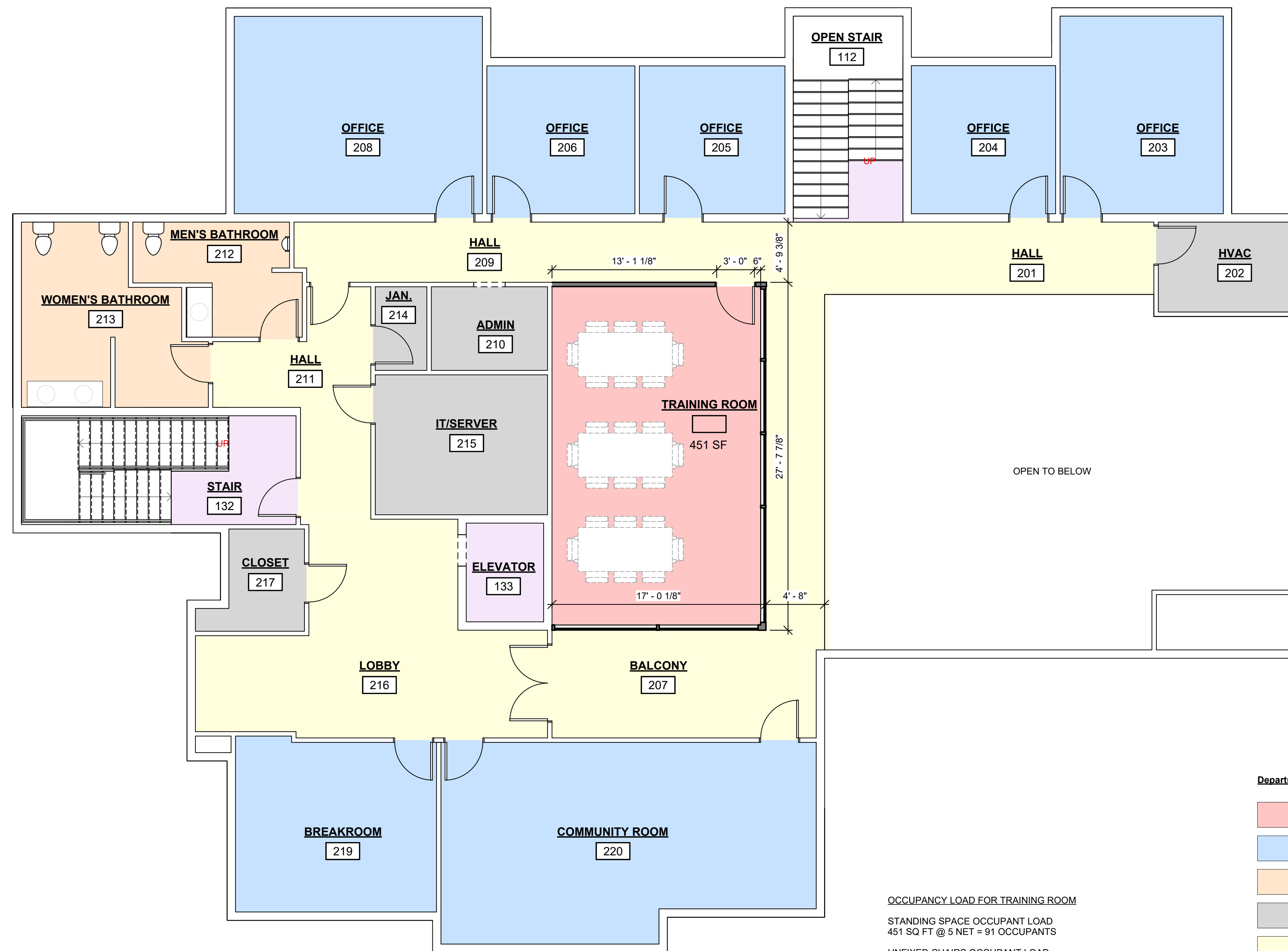
2950 MARKET ST NE, CHRISTIANSBURG, VIRGINIA



DATE	06/07/2024
SCALE	AS NOTED
DRAWN	LDR
JOB	2416
IFB #	XXXX
PROJECT CODE	XX-XXXX
SHEET	

FORMATTED FOR A 24" X 36" PRINT

A1.1



OCCUPANCY LOAD FOR TRAINING ROOM
 STANDING SPACE OCCUPANT LOAD
 451 SQ FT @ 5 NET = 91 OCCUPANTS
 UNFIXED CHAIRS OCCUPANT LOAD
 451 SQ FT @ 7 NET = 65 OCCUPANTS
 UNFIXED TABLES AND CHAIRS OCCUPANT LOAD
 451 SQ FT @ 15 NET = 31 OCCUPANTS

Department Legend

Training Room	TRAINING ROOM
Office	OFFICE
Bathroom	BATHROOM
Support	SUPPORT
Circulation	CIRCULATION
Vertical Circulation	VERTICAL CIRCULATION

1 SECOND FLOOR OPTION 2
 A2.2/A2.2 3/16" = 1'-0"

AGENCY APPROVAL



SUITE 200 200 N. MAIN STREET
 BLACKSBURG, VA 24060 P. 540.953.2724
 F. 540.953.2725

CONSULTANT

NOT FOR CONSTRUCTION

REVISIONS DATE

SECOND FLOOR OPTION 2

FEASIBILITY STUDY

NRV REGIONAL COMMISSION OFFICE

2950 MARKET ST NE, CHRISTIANBURG, VIRGINIA



DATE	06/07/2024
SCALE	AS NOTED
DRAWN	LDR
JOB	2416
IFB #	XXXX
PROJECT CODE	XX-XXXX
SHEET	

FORMATTED FOR
 A 24" X 36" PRINT

A2.2