

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

TELEPHONE (276) 634-4670
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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

JULY 8, 2015
REQUEST FOR PROPOSAL
RFP # 15-07313-A161
HENRY COUNTY PURCHASING DEPARTMENT

A NON-MANDATORY PRE-PROPOSAL CONFERENCE MEETING WILL BE HELD ON JULY 22, 2015, AT 10:00 AM, AT THE HENRY COUNTY JAIL, 3250 KINGS MOUNTAIN ROAD, MARTINSVILLE, VA 24112.

The County of Henry solicits firms to submit proposals for “Architect and Engineering Services for Jail Study.” The original and seven (7) submittals (FOR A TOTAL OF EIGHT (8) PROPOSALS), marked “Architect and Engineering Services for Jail Study” RFP #15-07313-A161 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, July 31, 2015, in the:**

Purchasing Department
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
Room 210, Kings Mountain Road
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (Fed-ex, UPS)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

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On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County of Henry reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offer.

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of **NO PROPOSAL SUBMITTED** to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). This contract shall be good until project is complete. The County reserves the right to negotiate with the awarded vendor, an option to extend Architect and Engineering Services for future work such as design, construction documents and administration of construction services for this project. However, this does not bind the County nor the awarded vendor to be used for future projects. We reserve the right to negotiate extending this contract for not more than one (1) additional year after original contract terms without having to go through any other procurement process. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause:

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Steve Eanes at seanes@co.henry.va.us for any questions pertaining to this RFP.

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE () _____

FAX () _____

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **15-07313-A161** for **Architect and Engineering Services**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Community-Based Corrections Plan and Facility Planning Study

PURPOSE

This Request for Proposal (RFP) is issued for the purpose of obtaining proposals from qualified firms to provide a Community-Based Corrections Plan (CBCP) and Facility Planning Study (FPS) for the Henry County Jail. The CBCP shall be prepared in accordance with the guidelines, rules, regulations, and requirements of the Commonwealth of Virginia, State Board of Corrections Standards for Planning, Design, Construction, and Reimbursement of Local Correctional Facilities. The reports shall be submitted in a timely manner to permit consideration and approval by the Department of Corrections no later than December 31, 2015.

COMPETITION INTENDED

It is the County's intent that this RFP permit competition.

BACKGROUND INFORMATION

Henry County requires additional jail space due to inmate overcrowding. Currently, the Henry County Jail has a maximum rated capacity from the Virginia Department of Corrections of 67 inmates; double bunks have increased the number of beds to 126. The daily average inmate population for the Jail is 185, with weekend populations exceeding 200 at times. When the inmate population exceeds 185 total or 27 females, the Sheriff's Office transfers inmates to other facilities. Currently, inmates are housed at Danville City Jail, Martinsville City jail, Martinsville City Farm, Patrick County Jail, Southern Va. Mental Hospital, Roanoke City Jail, South Hampton Regional jails, and Home Electronic Monitoring. Currently, the number of inmates housed out totals 55. This number is in addition to the 185 average daily population. The current facility is located At 3250 Kings Mountain Road, Martinsville, Virginia.

The study shall make a recommendation to the County whether the existing facility can be renovated and expanded or whether a new facility is needed. If a new facility is required, it is desired to build the new facility attached to the courthouse located at 3160 Kings Mountain Road, Martinsville, Virginia. The new or expanded facility is expected to have a mix of minimum, medium, and maximum security housing, with the potential for work release housing and a mental health ward. Start of construction is expected to begin as soon as all approvals are obtained from State and local funding sources.

SCOPE OF SERVICES

The CBCP and FPS are required by the Department of Corrections as a prerequisite for the planning, design, construction, and reimbursement of a local correction facility. The services provided must include all work necessary for the reports to comply with Virginia Code Section §53.1-82.1 and to be prepared to meet the standards set forth in 6 VAC 15-80, Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities. The report shall address, at a minimum the following:

1. An analysis of staffing needs and a six-year operating budget for the proposed facility and current facility;
2. A plan for the development and implementation of pre-trial detention alternatives and post-disposition punishment alternatives on a systematic local and regional basis, which plan shall be reviewed, modified and approved by the State Board of Corrections, with assistance from the Department of Criminal Justice Services.

3. The project shall be based on the Henry County Jail population forecast. Projections must be made with the intent of construction beginning not later than 2017, which forecast shall be reviewed by the Department of Criminal Justice Services.

4. An evaluation of other alternative sentencing options that are approved for use in Virginia that may not be currently used in Henry County.

PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held at the Henry County Jail located at 3250 Kings Mountain Road, Martinsville, Virginia on Wednesday, July 22, 2015 at 10:00 A.M. Attendance at the Pre-Proposal Conference is not mandatory for those submitting a proposal, but is strongly recommended in order to fully understand the requirements. Minutes of the Pre-Proposal Conference will not be recorded or published.

EVALUATION OF PROPOSALS/ SELECTION FACTORS

The Proposal Analysis Team will independently read, review and evaluate each proposal and selection will be made on the basis of the criteria listed below. The offerors submitting proposals shall include with their proposal statements on the following:

a. Proven management skills and technical competence of the offeror(s) - this includes experience in the programming/planning and cost estimating of Jails. 20%

b. Credentials of project team members, particularly as related to prior work of this nature, including previous experience in the development of similar studies and familiarity with the requirements of the Commonwealth of Virginia Board of Corrections for such studies. Provide resumes of key personnel who will be responsible for the work. 20%

c. Understanding of task and requirements as depicted in proposal. 10%

d. Proposed time of performance. Offerors that are able to demonstrate successful completion of projects most quickly will be awarded higher points. 10%

e. Overall quality and completeness of proposal and interview. 20%

f. Cost of services. 20%

Once each member of the Proposal Analysis Team has independently read and rated each proposal and completed a proposal evaluation matrix form, a composite preliminary rating will be developed which indicates the group's collective ranking of the highest rated proposals in a descending order. At this point, the Proposal Analysis Team will conduct interviews and have discussions with only the top ranked offerors (usually the top three depending upon the number of proposals received). During the interview process and discussion stage, the non-binding price proposals and cost can be discussed. Once these interviews and discussions are completed, including the non-binding estimates of cost and man-hours, the Proposal Analysis Team will finalize the rankings, including consideration of the cost of services (i.e., price proposal). Final negotiations for a binding estimate of cost will begin with the top ranked offeror. If a contract acceptable to the County cannot be negotiated at a price considered fair and reasonable, negotiations shall be terminated with the top ranked offeror and negotiations conducted with the next

ranked offeror, and so on. The Proposal Analysis Team will conduct all subsequent negotiations and will make a recommendation to the Henry County Administrator to present to the Board of Supervisors for the resulting contract award.

Each offeror shall submit one original and seven (7) copies and an electronic version of their proposal to the County. The original proposal shall be clearly marked.

Questions and Inquiries

Any questions pertaining to this RFP must give the RFP title and acceptance date. Questions and inquiries, either orally or in writing, will be accepted from any and all offerors. All questions shall be received at least ten (10) days in advance of the proposal acceptance date. Any questions pertaining to the scope of work, the preparation or submittal of a proposal, and all other communications referred to in this RFP, must be made to:

**Lt. Colonel Steve Eanes
Henry County Sheriff's Office
3250 Kings Mountain Road
Martinsville, Virginia 24112
276-656-4210
seanes@co.henry.va.us**

Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the offeror to ensure that he has received all addendums prior to submitting a proposal.

Completion

Proposal must show number of days required to complete the project under normal conditions. Failure to state completion time obligates offeror to complete the project according to the County's schedule. Unrealistically short or long completion promised may cause proposal to be disregarded.

Proprietary Information

Trade secrets or proprietary information submitted by an offeror in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **the offeror must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary.** Offerors shall not mark sections of their proposal as proprietary if they are to be part of the award of the contract and are of a "Material" nature.

Authority to Bind Offeror in Contract

Proposals **MUST** give full legal name of the entity that is the Offeror, including mailing address. Failure to manually sign proposal may disqualify it. Person signing proposal should show **TITLE or AUTHORITY TO BIND HIS OFFEROR IN A CONTRACT.**

Withdrawal of Proposals

a. All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.

b. Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.

c. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

Option to Extend A/E Services:

Upon satisfactory performance by the A/E firm selected for the services provided under this RFP, and with approval of the project by the Board of Corrections, Henry County reserves the right, but shall not be obligated, to extend the Agreement with the A/E firm selected for this project. This extension may include the design, final construction documents and administration of construction services. Offeror shall address in the response to this RFP the basis for determining the fee should Henry County elect to use this option.

Subcontractors

Offerors shall include a list of all subcontractors in their proposal. Proposals shall also include a statement of the subcontractors' qualifications. The County reserves the right to reject the successful offerors selection of subcontractors.

References

All offerors shall include, with their proposals, a list of at least three (3) current references for whom comparable work has been performed, preferably work performed in Virginia. This list shall include company name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection of proposal as non-responsive.