

County of Henry

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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

**NOVEMBER 29, 2018
REQUEST FOR PROPOSAL
RFP # 18-12123-A208
HENRY COUNTY PURCHASING DEPARTMENT**

Henry County Public Schools solicits firms to submit proposals for “**A/E Services, Roof Design.**” The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked “**A/E Services, Roof Design**” RFP #18-12123-A208 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, December 12, 2018, in the:**

**Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

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.

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

The County/PSA 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 offeror.

RFP #18-12123-A208

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 in the County/PSA of the Purchasing Office once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service) The terms of the contract shall be approximately 1.5-years starting on or around January 3, 2019 (after board approval) until June 30, 2020. However, the Henry County Schools reserves the right to negotiate each year with awarded vendor for four (4) additional 1-year terms starting each year on July 1. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **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.

Permits/Licenses

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors.

Contact for RFP

Please see page 6 for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

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() _____

RFP# 18-12123-A208

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

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# 18-12123-A208 for A/E Services, Roof Design.**

_____ 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 # _____

Vendors Company Name _____

Vendors Authorized Signature _____ **Date:** _____

Vendors Telephone # _____ **Federal ID #** _____

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

**REQUEST FOR PROPOSALS FOR
Roofing Design, Architectural and Engineering Services for Henry County Public Schools**

Title: Architectural and Engineering Services for Henry County Public Schools

Direct inquiries for information to:

Henry County Public Schools
Keith Scott, Director of Facilities Maintenance
2285A Fairystone Park Highway
Bassett, Virginia 24055
Phone: (276) 666-2404
Fax: (276) 666-2240
kascott@henry.k12.va.us

In compliance with this Request For Proposals (RFP) and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, and all other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Proposer:

_____	Date: _____
_____	By _____
_____	(Signature in Ink)
_____	Typed Name: _____
_____ Zip: _____	Title: _____
FEIN/SSN # _____	Telephone No.() _____

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I. PURPOSE:

Henry County Public Schools (HCPS) seeks proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering (A/E) firm, authorized to do business in the Commonwealth of Virginia. A/E to have expertise with commercial roofing investigation, inspection and design along with renovation and restoration design experience.

If the A/E services provided with this RFP have been acceptable, the Owner may elect to extend this contract to provide additional A/E services for other roofing or professional services as determined to be in the best interest of the HCPS, Henry County Administration and its affiliates, and Henry County PSA.

II. BACKGROUND:

Henry County Public Schools is anticipating a re-roofing project consisting of various roof sections at existing facilities. The HCPS would like to enter into a term contract with an A/E firm capable of roof design, roof quality observation, asbestos design, and general A/E design that may develop over the next several years.

III. SCOPE OF SERVICES:

The selected A/E firm shall furnish all expertise, labor and resources for Henry County Public Schools required for roofing consultant. A/E firm shall have the capability to perform scientific roofing inspections of the facilities maintained by the school division. The A/E firm shall perform roof inspections and have resources to perform moisture testing and asbestos materials testing. Actual testing services performed can be done by a qualified testing subcontractor that specializes in performing moisture and asbestos testing upon approval from HCPS supervisors. Additionally, the consultant shall develop construction documents for bidding of HCPS roofing projects, assist in conducting roofing related pre-bid meetings and perform contract administration as the Owner's representative as roofing work is performed. The following generally highlights the services that the A/E will be required to perform:

1. Conduct roof moisture and roof drainage surveys, asbestos materials testing, manufacturer's warranty audits and pre-designed surveys.
2. Prepare reports with recommendations for correcting roof problems.
3. Develop design specifications and drawings for roof repair and replacement recommendations.
4. Prepare bidding documents with technical specifications and drawings.
5. Coordinate pre-bid meetings, pre-construction meetings, project meetings, and client interfacing activities.
6. Provide quality assurance inspection services during roofing process.
7. Conduct interim and final inspections of bid awarded roof repair and replacement work.
8. Provide other A/E consultant services as required by the school district.

IV. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities.

V. PROPOSAL REQUIREMENTS:

- A. Proposals shall be signed by an authorized representative of the A/E firm. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP may ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include: the completed and signed RFP in all required locations; One (1) manually signed **original** and *[three (3) copies]* of the proposal shall be submitted to the Henry County Purchasing Department. Each copy of the proposal shall be bound in a single volume where practical.
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.

VI. EVALUATION AND AWARD OF CONTRACTS:

- A. Evaluation Criteria: Proposals shall be evaluated by the HCPS using the following criteria and points:
 - 1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section III, Scope of Services. *(20 points)*
 - 2. Expertise, experience and qualifications of inspectors proposed for providing the services described in Section III, Scope of Services. *(15 points)*
 - 3. Current and projected workload, plan to complete the work and ability to complete the work in a timely manner. *(10 points)*

4. Expertise and past experience of the A/E firm in providing services on projects of similar size, scope and features as those required on this project. *(25 points)*
5. Qualifications and experience of the A/E's project manager to be assigned to this project. *(10 points)*
6. Size of the firm relative to the size of the project(s). *(10 points)*
7. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance. *(10 points)*

Generally, the selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

- B. AWARD OF CONTRACT: After evaluation of the Proposals received in response to the RFP, the HCPS shall engage in individual discussions and interviews with one or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. All interviews will be held on **December 14, 2018** and HCPS will contact individuals to schedule. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proprietary information from competing proposers will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VI and the information provided and developed in the selection process to this point, the HCPS shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the HCPS can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee.

VII. FEES:

The fee for services shall be negotiated on a job by job basis based on the construction budget and the Scope of Services required for each level/discipline and the typical labor rates for the various skill levels required for each project. The Memorandum of Understanding prepared by the HCPS will document the negotiated acceptable fee total used to provide A/E services that is authorized by the HCPS.