

# County of Henry

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MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**MARCH 11, 2020**  
**REQUEST FOR PROPOSAL**  
**RFP # 20-04023-A229**  
**HENRY COUNTY PURCHASING DEPARTMENT**

The County of Henry solicits firms to submit proposals for “**Fieldale Recreation Center Improvements Planning, Feasibility and Viability Study.**” The **original** and **six (6)** submittals (**FOR A TOTAL OF SEVEN (7) PROPOSALS**), marked “**Fieldale Recreation Center Study**” RFP #20-04023-A229 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, April 2, 2020, 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. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** 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.

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 County of Henry reserves the right to use the awarded vendor for various projects pertaining to the Fieldale Recreation Center Improvements for the next five (5) years, from date of award notice, without going through any further procurement process. This contract and any future contracts shall be active until the projects are complete. This shall not bind the awarded vendor nor the County of Henry to any future contracts with the awarded vendor.** 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. (if applicable)

**Contact for RFP**

Please contact **Mary Ann Mason** at **mmason@co.henry.va.us** 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# 20-04023-A229**

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# 20-04023-A229** for **Fieldale Recreation Center Improvements Planning, Feasibility and Viability Study**.

\_\_\_\_\_ 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 PROPOSAL  
FIELDALE RECREATION CENTER IMPROVEMENTS  
PLANNING, FEASIBILITY & VIABILITY STUDY

SCOPE OF WORK

Henry County, Virginia is seeking proposals for professional services from qualified firms to prepare a planning, feasibility and viability study analyzing and evaluating renovation and reuse of the Fieldale Recreation Center. This project budget is funded with federal Appalachian Regional Commission planning grant funds and required match. The budget is \$71,429 with \$50,000 of the total budget being federal funds (70%) and the remaining \$21,429 (30%) are match funds. The study will include assessment of existing building uses, potential new building uses, identification and cost estimates of interior renovations, plans/alternatives including ADA compliance standards, and a survey and cost estimate of asbestos and lead based paint abatements.

BACKGROUND

The Fieldale Recreation Center celebrated its 100<sup>th</sup> year anniversary in May, 2019. The Center is a historic property located in a historically designated district and is the anchor to the Fieldale Business District. As part of the Smith River Small Towns Revitalization Project area the center received façade improvements last year. Additionally, the grounds of the center were renovated to add new sidewalks, new street lights, a new stage, landscaping, a community sign, and creation of a multi-use sports surface. The Fieldale Recreation Center property also has two swimming pools that were refurbished by volunteers several years ago. The pools provide annual revenues from memberships and are a great “draw” to the center.

DELIVERABLES

The successful proposer must be able to perform the following services:

- Conduct a planning, feasibility and viability study, identify and determine current demographics, community needs and quality of life opportunities that will elevate the economic opportunity for this area, identify demand generators and potential facility uses defining a plan for economic viability/sustainability, and on-site visits.
- Conduct and prepare a building inspection report, including identification of asbestos and lead based paint. Prepare a renovation report and associated cost estimates.
- Attendance at project team meetings (estimated 6-8 meetings) is required as well as presentation of final studies to the project team and governing bodies as are deemed necessary by Henry County.

## RFP SUBMISSION REQUIREMENTS

1. Name and basic information of the consulting firm submitting the proposal.
2. Description of the organization's experience in preparation of planning and feasibility studies pertaining to community centers.
3. List of the firms or entities, including the names and contact information, for which the proposer has conducted similar studies. Include a brief summary of the purpose of the study and any measurable results to date.
4. Describe the approach or process that your firm will undertake to gather research, including identifying potential demand generators, conducting personal and/or group interview sessions.
5. Describe the methods for presenting the findings, conclusions, and recommendations.
6. Provide a schedule and time frame for completion of study within four (4) months.
7. Proposals must be valid for a period of sixty (60) days from the RFP due date.

## SPECIAL TERMS & CONDITIONS: Award of Contract

### SELECTION PROCESS

The County of Henry intends to award a contract to the company which best satisfies its needs. A selection committee will be established to represent the best interest for the County and will be evaluating each proposal submitted. The company may be contacted by the committee for additional information as necessary.

The County will short-list companies deemed fully qualified, responsible and suitable on the basis of initial responses and to provide the required services. **Formal interviews shall be scheduled for April 8, 2020 with each short-listed company. If your company is selected you will be contacted ahead of time to schedule a time for April 8, 2020.** Companies shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project.

At the conclusion of the interviews, the committee will rank in the order of preference, the interviewed companies whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the company ranked first. If a contract that is satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to the company. Otherwise, negotiations with the company ranked first shall be formally terminated and negotiations conducted with the company ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

The County reserves the right to final selection of company, waive informalities and/or irregularities, accept or reject any or all proposals for services and award the contract as deemed to be in the best interest of the County.

SELECTION CRITERIA

Respondents will be evaluated by the Selection Committee based upon the following criteria:

Qualification of firm’s staff, project manager and project team. Firm’s recent seven (7) years’ experience/history in providing similar services. Preference may be given to those firms with experience in community center planning and viability for similar projects.	25%
Capacity and evidence of delivering projects within the required time – deliverables must be accomplished within four (4) months of contract award unless otherwise advised by Henry County. Identify the project team’s current workload. Preference may be given to the project team that demonstrates the ability to take on additional work to meet the County’s schedule.	25%
Previous positive experience working specifically with local governments and examples of such.	20%
Understanding of the project and scope of work.	20%
Stability – in the event of loss of key project staff or their associated subcontractors, does the firm have the ability to continue the project within the same time requirements and how will this be accomplished?	10%

**Completion of deliverables MUST be accomplished within four (4) months of contract award unless otherwise advised by Henry County.**



## **Feasibility' vs 'Viability'**

If you are starting a business, planning an investment, or embarking on a project, it is necessary that you determine whether it is viable or even just feasible for that matter. Knowing the feasibility and viability of an endeavor or business venture will help evaluate its sustainability and the success of the project or business.

What is 'feasibility,' and what does it entail to get a feasibility study of a project? Likewise, what is 'viability,' and how can one determine if a project is viable or not? Let us define what these words mean and how they can be done.

'Feasibility' is a study that aims at uncovering the strengths and weaknesses of an existing business or a proposed business venture. It takes into consideration the opportunities offered by the environment, its resources, and the subsequent success of the venture. It should include the description of the product or service, its historical background, operational details, financial data and accounting statements, legal and tax requirements, and its policies on management and marketing research.

'Viability,' on the other hand, is the study or an investigation of the existing business or proposed venture's sustainability. It determines whether the proposal should be approved or not. It involves dealing with strategies on how to make the business grow and last. Business growth is an important aspect of viability. How long a business will last is determined by its viability, and it can be seen in the profits that the business has made for a certain period. Good profit means a better chance at success for the business.

There are several types of feasibility:

ï½ Economic feasibility, which uses economic analysis or cost/benefit analysis wherein the benefits are compared with the cost.

ï½ Legal feasibility, which deals with the legal requirements.

ii½ Operational feasibility, which deals with how to solve problems and take advantage of opportunities.

ii½ Schedule feasibility, which deals with the duration of the development and completion of the system and if the schedule or deadline is desirable.

ii½ Market and real estate feasibility, which involves testing of the geographical location of the project.

ii½ Resource feasibility, which involves the amount of time set for the project and the type and amount of resources needed.

ii½ Cultural feasibility, which studies the project's impact on the local culture.

ii½ Financial feasibility, which includes the total cost of the project, its cash flow, and profitability.

#### Summary:

1. 'Feasibility' is the study of the profitability, strengths, and weaknesses of an existing business or proposed venture while 'viability' is the study of the existing or proposed business's profitability.
2. 'Feasibility' deals with environmental opportunities, historical backgrounds, operational details, legal and tax requirements, financial and accounting statements, managerial and market research policies. 'Viability' deals with strategies on how to make the business grow and succeed.
3. There are many types and aspects of a feasibility study which include financial and cultural feasibility, legal and operational feasibility, and resource feasibility while business growth and sustainability are the main aspects of viability.