

REQUEST FOR PROPOSAL
General Architectural/Engineering Services for the
Scott County Economic Development Authority

The Scott County Economic Development Authority is requesting proposals from Architectural/Engineering firms for General A/E services. The Scott County Economic Development Authority requests Statements of Qualifications for these services.

Statements of Qualifications will be evaluated on the following factors:

1. Familiarity with the area.
2. Qualifications and availability of personnel for the work.
3. Experience with similar services
4. Statement of work and method of carrying it out.

Statements of Qualifications are due in the office of the Scott County Economic Development Authority, ATTN: John H. Kilgore, Jr., Economic Development Director, 190 Beech Street, Suite 202, Gate City, Virginia 24251 by 3:00 p.m. on Thursday, October 18th, 2018.

Questions, Proof of Authority to Transact Business in Virginia form (mandatory), and a proposed scope of work may be requested of John H. Kilgore, Jr., Economic Development Director, at 276-386-2525 or jkilgore@scottcountyva.com.

The following material only will be accepted in order to reduce cost both to the offerors and to Scott County.

Provide three (3) copies of each of the following items:

1. Transmittal Letter (not more than three pages in length).
2. Standard Form 330 with no alterations or additions.

At least two offerors will be selected to provide more information. These offerors will then be ranked and negotiations will begin with the top-ranked offeror in accordance with the Scott County Procurement Ordinance. If a contract is satisfactory and advantageous to the Public Body and can be negotiated at a price 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 shall then be conducted with the offeror ranked second, and so on, until a satisfactory contract is reached. The Scott County EDA reserves the right to reject any or all proposals. All contractual terms and conditions will be subject to review by the Scott County Attorney.

All respondents must conform to the Federal Equal Employment Opportunity requirements and upon request, supply documentation of compliance.

The Scott County Economic Development Authority is an Equal Opportunity Employer and will not discriminate on the basis of race, religion, color, sex, national origin, age, or handicap. Minority and female-owned firms are encouraged to participate.

THE FOLLOWING PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA MUST BE RETURNED WITH YOUR PROPOSAL.

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

The attention of each offeror or bidder is directed to § 2.2-4311.2 of the *Code of Virginia*, which requires an offeror or bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, to include in its proposal or bid the Identification Number issued to such offeror or bidder by the Virginia State Corporation Commission (SCC). Furthermore, any offeror or bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, shall include in its proposal or bid a statement describing why the offeror or bidder is not required to be so authorized. Failure to provide the required information may result in the rejection of the proposal or bid. If the proposal or bid is accepted by the County, the undersigned agrees that the requirements of the *Code of Virginia* § 2.2-4311.2 have been met. Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such offeror/bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): _____

Please attach additional sheets if you need more space to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9): _____

By: _____ Title: _____
(typed or printed)

Date: _____ Authorized Signature: _____

PLEASE RETURN THIS PAGE WITH PROPOSAL OR BID - REQUIRED