



Scott County, Virginia Public Works

Request for Proposals

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I. SUMMARY AND BACKGROUND

Scott County Public Works is soliciting proposals for Architectural / Engineering services to plan and perform contract administration for the demolition, removal and site stabilization of the Annex Building and the Old Jail Building located 267 and 247 Willow St., Gate City, 24251 (Site). These two buildings have served their useful life as space for public offices. Continued attempts to remodel and repurpose the buildings have resulted in substandard space. It is the opinion of the county and the recommendation of its consultants that the buildings be razed in order to make way for any future development.

Details of the project include the following 3 items:

1. Demolition of the Annex Building
 - a. 4,539 gross sq. ft.
 - b. Two levels.
 - c. Wood framed, with brick veneer.
 - d. Sloped roof with metal roof covering.
 - e. There is an approximate 718 sq. ft. section of the building that is constructed using large limestone blocks. These blocks shall be preserved and taken to the county's landfill property. Where they will be stored for some future use.
2. Demolition of the Old Jail Building
 - a. 7,403 gross sq. ft.
 - b. Two levels with a 507 sq. ft. basement area.
 - c. Primarily constructed of brick, steel and concrete. With flat roof covering.
3. Compaction, grading, and stabilization of the Site following the removal of all improvements and debris therefrom.

II. Proposal Submission Guidelines:

Proposals will be accepted until 2:00 PM, Tuesday, September 27, 2022. Please submit proposals in a **sealed** envelope labeled “**Demolition A&E**” to the attention of Amy Vicars, Purchasing Administrator, Scott County Board of Supervisors, 190 Beech Street, Suite, 201, Gate City, VA 24251.

Any proposal received after this date and time will not be considered. Scott County reserves the right to reject any or all proposals submitted on this invitation. Proposals shall be signed by an authorized representative of the offeror including one original and two copies.

Submittals will be reviewed by Scott County for responsiveness to all requirements (allowing for minor informalities) set forth in the RFP. Evaluators will independently judge the merits of the proposals by comparing the requirements and criteria stated in the RFP with the responsiveness and the relevance of experience/qualifications presented in the proposal. The outcome of the evaluation process may, in the County’s sole discretion, result in: (a) notice to Proposers of selection for contract negotiation and possible award; or (b) further steps to gather additional information for evaluation (e.g. checking references, notice of placement on an interview list, requesting clarification).

The County may require any clarification it needs to understand the Proposer’s Proposal. Clarifications may not be used to rehabilitate a non-responsive Proposal.

The Proposal shall contain:

1. Firm’s qualifications & capability to provide services sought in this RFP.
2. Information as to the firm’s background and experience relative to the project.
3. Listing of previous clients for whom similar services have been provided.

If the firm submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal and must include a name and description of the organizations being contracted.

Following review of submitted proposals, Scott County will invite two or more selected firms for an interview, when a discussion of non-binding estimate of cost of services may take place. The County may negotiate with each firm to the extent of services needed for the project. The selected firm will be requested to submit in writing the hourly billing rates (per job classification) proposed to be used for the project. Negotiations shall follow procedures as outlined in the Virginia Public Procurement Act, Title 2.2, Chapter 43, Code of Virginia and the Scott County Public Procurement Ordinance. Should negotiations be unsuccessful with the first selected firm, the second ranked firm will then be contacted.

Contract terms and conditions, including payment schedule, will be negotiated upon selection of the A&E Firm. All contractual terms and conditions will be subject to review by the Scott County Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

For questions regarding the Request for Proposals, or to schedule a walk-through, please contact Bill Dingus, Public Works Director/Assistant County Administrator, bdingus@scottcountyva.com or Amy Vicars, Purchasing Administrator, avicars@scottcountyva.com or by calling 276-386-6521.

III. General Terms and Conditions:

Informalities: Scott County reserves the right to reject all bids and to waive informalities.

Contractor's Authorization to Transact Business: Please see the attached form titled "Proof of Authority to Transact Business in Virginia."

Employment Discrimination: (*Code of Virginia* § 2.2-4311) This provision only applies to contracts valued in excess of \$10,000.

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or 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 regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Drug-Free Workplace: (*Code of Virginia* § 2.2-4312) This provision only applies to contracts valued in excess of \$10,000. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Faith-Based Organizations: (*Code of Virginia* § 2.2-4343.1) Scott County does not discriminate against faith-based organizations.

Illegal Aliens: (*Code of Virginia* § 2.2-4311.1) The Contractor agrees that he or she does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Indemnification: The Contractor shall hold harmless and indemnify Scott County and its officers, officials, employees and agents against any and all injury, loss or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions. The County will not agree to indemnify the offeror or bidder.

Proprietary Information: § 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 of the *Code of Virginia* (1950), as amended, shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq. of the *Code of Virginia* (1950), as amended); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by § 2.2-4342(F) of the *Code of Virginia* is not properly invoked, then the proposals will be subject to disclosure pursuant to applicable law.

IV. 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: _____

Scott County Board of Supervisors
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