

Request for Proposals

CONSTRUCTION DOCUMENTS AND CONSTRUCTION ADMINISTRATION for Northumberland County, Virginia

RFP# 20-083120

Northumberland County

72 Monument Pl./P.O. Box 129

Heathsville, VA

22473

REQUEST FOR CONSTRUCTION DOCUMENTS & ADMINISTRATION PROPOSALS

Northumberland County, Virginia is currently accepting proposals from qualified firms for Construction Documents and Construction Administration.

A full copy of the request for proposals package is available at www.co.northumberland.va.us.
Proposals are due on August 31, 2020 by 2:00 p.m.

Northumberland County, VIRGINIA RFP#20-083120

Construction Documents and Construction Administration

GENERAL FORM AND PROPOSAL COVER SHEET FORM

All inquiries for information regarding this solicitation should be directed to Luttrell Tadlock at ltadlock@co.northumberland.va.us at least five working days before the deadline. Answers will be posted in addendum form on the Northumberland County web site at least 48 hours prior to the deadline. It is the offeror's responsibility to obtain addenda.

Seven bound, single document are to be delivered by the deadline to the location indicated below along with one pdf/word edition on a memory stick. Proposals are to include a completed cover sheet form.

Proposal Submittal (hardcopy or electronic proposals allowed): **Northumberland County; c/o Luttrell Tadlock; 72 Monument Pl./P.O. Box 129; Heathsville VA 22473.** The returned envelope or package should be clearly marked with "RFP-20-083120: Construction Documents and Administration" on the lower left corner of the return envelope or package. For hand delivery options, please contact the County Administrator's Office at 804-580-7666. At this time, due to the COVID-19 situation, proposals may also be submitted electronically to Luttrell Tadlock at ltadlock@co.northumberland.va.us. For any electronic/email submission, please place in the subject line "Submittal of RFP-20-083120: Construction Documents and Administration". Any email submittal received will not be opened until the day and time of the proposal opening.

Proposals will be received until the time listed on the cover sheet. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. Postmarks will not be considered.

In compliance with this Request For Proposals and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Business Name (print)		Federal Taxpayer Number (ID#)	SCC ID Number
Business Common (trade) Name and Address for PM Location		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

Proposed Project Manager Name		Title	PELSCIDLA Registration Number
Telephone Number	Fax Number	Toll Free Number	E-mail Address

REQUEST FOR PROPOSALS
CONSTRUCTION DOCUMENTS AND CONSTRUCTION
ADMINISTRATION SCOPE OF WORK
NORTHUMBERLAND COUNTY, VA
RFP#20-083120

I. PURPOSE AND GENERAL INFORMATION

- a. COVID19 has changed daily office operations for the County and the Northumberland County Board of Supervisors invites proposals for professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, to assist the County in finalizing plans for the two office spaces located at 6958 Northumberland Highway & 72 Monument Pl, Heathsville, Virginia. The finalized plans should incorporate CDC and the Virginia Department of Labor and Industry criteria and or requirements in spacing and protection of employees as well as those conducting business in such offices against COVID19. The qualified firm will also be selected to provide assistance in the renovation/construction process (*dependent upon funding*) to ensure that all CDC and Virginia Department of Labor and Industry criteria are being met to limit potential exposure of COVID19 in the office setting. The County reserves the right to reject any and or all proposals and to waive any informality.
- b. The firm selected will be expected to work in conjunction with the Board of Supervisors, County Administrator, and Building Official throughout the process with the primary contact being the County Administrator.

II. SCOPE OF WORK

- a. Phase I: Northumberland County has generally outlined the major components of the required services below for Phase I:
 - i. Review and finalize existing floor plans for the two buildings and determine if any changes would be required due to spacing requirements and/or barriers to limit staffing and citizen exposure to COVID19. Designs shall meet or exceed CDC and Virginia Dept. of Labor and Industry guidance/regulations. 6958 Northumberland Highway will include the offices of the Treasurer, Commissioner of the Revenue, and the Registrars Office. 72 Monument Pl. will include the offices of the County Administrator, Building and Zoning, and IT.
 - ii. Finalize department floor layouts that consider functionality, operations, and interactions of each department. The firm shall also examine audio/visual requirements as there is a greater need due to COVID19.

- iii. The firm shall also review and make recommendations on each buildings heating and air (HVAC) system to limit exposure of COVID19.
 - iv. Include cost estimates to renovate the building based upon the proposed floor plan specifications that meet fire, building, and ADA requirements. Furniture costs should also be included where applicable.
 - v. The firm shall also be responsible for interior design and millwork design work. The firm shall meet with Northumberland representatives to review options for lighting, counter and countertops, flooring, wall covering, painting, etc.
 - vi. Attend various meetings (by teleconference or in person), workshops, etc. to conduct the various studies needed and to present the final plans.
 - vii. Prepare final report. (Due to COVID19, no hard copies are necessary, a digital copy will satisfy this requirement)
- b. Phase II- Renovation/Construction Administration (*Dependent upon funding*)
- i. Building
 1. Prepare and review with the County any renovation/construction documents (working drawings, specifications) including interior and exterior. Plans should also include but not be limited to new roofing. Re-design of roof may be required in the area of the drive-through window.
 2. An asbestos and lead survey has already been completed for 6958 Northumberland Highway & 76 Judicial PI (Please note- 76 Judicial PI is a different address/location than being referenced in other parts of this RFP). The firm will be required to help with coordinating bid documents, packages, pre-bid meeting, respond to any questions, assist County in analyzing and awarding contract for the asbestos and lead removal, and conduct asbestos/lead removal progress meetings.
 3. Coordinate bid documents and general conditions of renovation/construction contract.
 4. Prepare and distribute bid packages.
 5. Conduct pre-bid meeting.
 6. Respond to questions and requests for information from bidders.
 7. Provide required documents for bidding and any addenda.
 8. Assist County in analyzing bids and awarding contract.
 9. Conduct pre-renovation/construction conference.

10. Conduct site visits as determined by need. Weekly contact with the County on progress once renovation/construction begins.
11. Conduct renovation/construction progress meetings and issue meeting minutes.
12. Assist County with changes, request for proposals and claims.
13. Monitor contractor's renovation/construction progress.
14. Monitor quality of work and coordinate with materials testing agency.
15. Review contractor's request for payment.
16. Prepare punch list.
17. Verify substantial completion.
18. Assemble closeout documents/operations and maintenance manuals/warranties.
19. Verify final completion and recommend final application for payment to contractor.
20. Prepare record drawings/documents.
21. Assist County on any legal matters if necessary.
22. Develop and coordinate a plan that maintains uninterrupted customer service during the relocation of offices.

ii. Furniture

1. Develop detailed furniture plans and specifications.
2. Assist the County in coordination of using existing furniture where applicable and/or schedules for delivery of new furniture where needed.
3. Verify placement of furnishings.
4. Prepare and distribute bid packages for furniture.
5. Hold pre-bid furniture meetings and answer any questions from furniture vendors.
6. Assist County in analyzing bids and awarding contract to furniture vendor.
7. Coordinate delivery and installation of furniture.
8. Recommend approval of payments to furniture and equipment contractors.
9. Conduct required inspections and warranty reviews.

iii. Signage

1. Options for interior and exterior signage shall be examined.

III. PROPOSAL REQUIREMENTS

- a. Those interested in providing the required architectural/engineering services for this project should submit the information listed below:
 - i. Name, address, and type of organization, list of principals and key staff showing preparation experience, registration and affiliation of each.

- ii. Brief history of the firm, including the types of work done and any specialties.
- iii. Experience and qualifications of architects and/or engineers working on this project.
- iv. List of projects completed within the last five years, including type, size, cost, locations, and dates.
- v. Description of basic approach to determine square footage requirements and renovation/construction for specified offices.
- vi. Evidence of cost control effectiveness.
- vii. How fees for services are based.
- viii. Policies of the firm concerning the involvement of principals.
- ix. Copy of the firm's brochure, including plans and photographs of completed office renovation projects.
- x. The last job the firm completed.
- xi. List of references.
- xii. Due to COVID19, proposals will be accepted digitally.

IV. SUBMITTAL

Due to the COVID-19 situation, proposers may submit proposals by hardcopy or by electronic means. Proposers submitting hard copies shall mail seven (7) identical hard copies and one (1) digital copy in pdf format on a memory stick by the due date and time to the location indicated on the cover sheet. All proposals are to be submitted in a sealed envelope. "RFP-20-083120: Construction Documents and Administration" should be clearly marked in the lower left hand corner of the envelope. It is the responsibility of the Respondent to ensure that their proposal reaches the appropriate office prior to the due date and time. Responses received after the date and time of closing will be considered nonresponsive. In the event that the Northumberland County offices are closed due to inclement weather prior to or at the time set aside for the receipt of proposals, the receipt of proposals date will default to the next open business day at the same time.

If submitting a proposal by electronic means due to the COVID-19 situation, please email the proposal to Luttrell Tadlock at ltadlock@co.northumberland.va.us with "Submittal of RFP-20-083120: Construction Documents and Administration" in the subject line. Any email submittal received will not be opened until the day and time of the proposal opening.

Northumberland County may cancel this Request for Proposal or reject proposals at any time prior to an award and is not required to furnish a statement or reason why a particular proposal was not deemed to be the most advantageous.

Proposals submitted in response to this request for proposals are to contain the following information:

1. Name, address, telephone number of the firm;
2. Description of the firm (corporation, partnership, etc.) and year established, State of incorporation, if any, and type of ownership.

- Name(s) of all partner(s), principal(s) and/or owner(s) of the firm;
3. Names and biographies (or resumes) of the project manager and actual staff that will work on this project as well as a brief description of the role each will play;
 4. An estimate of time to complete the project and a proposed timeline of work tasks, with the date of final completion of the project. It is expected the work will commence as soon as possible.
 5. A breakdown of the firm's rates, fees and charges for services, by phase and for total project, and a proposed payment schedule

V. SCHEDULE

August 31, 2020	Receive proposals
September 1, 2020	Selection process begins.
September 1-9, 2020	Interview firms.
September 10, 2020	Selection of firm.

VI. SELECTION CRITERIA

The respondents will be evaluated on the following criteria; however, the Northumberland County Board of Supervisors reserves the right to reject any and/or all proposals, and to waive any informality in the proposals received and to accept the Request for Proposal that it deems most advantageous to the County:

- a. Qualifications of firm's staff.
- b. Familiarity with completion of renovation/construction projects similar in scope and complexity.
- c. Capacity of the firm to perform the work and the time-frame to complete the analysis.

VII. NON-DISCRIMINATION

Local, minority-owned, and female-owned firms are encouraged to respond. Northumberland County is an Equal Opportunity Employer. Northumberland County complies with the Americans with Disabilities Act of 1990; and the Age Discrimination and Employment Act. The County requires that Respondents also comply accordingly.

A proposal or Respondent shall not be discriminated with regard to solicitation or award of a contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment.

VIII. FURTHER INFORMATION

For further information on the building(s), please contact:
 Luttrell Tadlock (County Administrator) at 804-580-7666 or by email at ltadlock@co.northumberland.va.us.