

Request for Proposals  
For  
Professional Engineering/Architectural Services for  
Roof Replacement/Design  
Northumberland County, Virginia  
RFP# 24-012224

Issue Date: January 4, 2024

Northumberland County  
72 Monument Pl./P.O. Box 129  
Heathsville, VA 22473

**REQUEST FOR PROPOSALS**

Northumberland County, Virginia is currently accepting proposals from qualified firms for Professional Engineering/Architectural Services for roof replacement/design.

A full copy of the request for proposals package is available at [www.co.northumberland.va.us](http://www.co.northumberland.va.us).  
Proposals are due on January 22, 2024 at 12:00 p.m.

# Northumberland County, VIRGINIA RFP#24-012224

## Professional Engineering/Architectural Services for Roof Replacement/Design

### GENERAL FORM AND PROPOSAL COVER SHEET FORM

All inquiries for information regarding this solicitation should be directed to Drew Basye at [dbasye@co.northumberland.va.us](mailto:dbasye@co.northumberland.va.us) at least three 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.

One bound original document is 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.

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. Electronic submissions, including faxes will not be allowed.

Proposals should be mailed or hand delivered to: **Northumberland County; c/o Drew Basye; 72 Monument Pl./P.O. Box 129; Heathsville VA 22473**. The returned envelope or package should be clearly marked with "RFP-24-012224: Roof Replacement/Design" on the lower left corner of the return envelope or package. Proposals are due on January 22, 2024 at 12:00 p.m.

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

## **Section 1. Introduction**

Northumberland County (the COUNTY) seeks proposals from qualified engineering/architectural firms to provide professional engineering/architectural services for the county owned building located at 220 Judicial Place, Heathsville VA 22473. It is the intent of the COUNTY to enter into a non-exclusive Engineering/Architectural Services Agreement with one firm to furnish the services associated with this project.

## **Section 2. Scope of Services**

The County owns the building located at 220 Judicial Place and is experiencing deteriorating conditions of the roof materials causing leaking in the building. Professional engineering/architectural services are required to assist the COUNTY with designing and determining cost options for roof replacement. Services needed may include, but not be limited to the following:

1. Technical expertise in examining current conditions of the roof, engineering/architectural design, evaluation and costs of roof material options (shingle, slate, metal, etc.).
2. Preparations of evaluations, technical memorandums and preliminary engineering/architectural design plans and reports for compliance with building codes.
3. Detail design and construction administration and inspection services for construction projects if a design and roof structure is chosen to be bided for construction.

## **Section 3. Proposal Requirements**

The following items are to be addressed in a written proposal:

1. The proposals must contain information to assist the COUNTY in its evaluation of the firm's abilities according to the criteria listed below and such information as the firm may feel is required to fully demonstrate its relevant capabilities. Proposals are limited to a total of fifteen (15) pages excluding the cover and back pages. The COUNTY reserves the right to reject any and/or all proposals submitted.
2. The proposal must include the following organizational information:
  - Name, address, telephone number of the firm;
  - Description of the firm and year established
  - Place of incorporation
  - If the proposer intends to subcontract any of the work set forth in this RFP, then the proposer shall include the subcontractor's name, address, telephone number and the function that the subcontractor shall perform
  - A breakdown of the firm's rates, fees and charges for services.
3. The proposal shall demonstrate the experience, resources, and capabilities of the proposer to perform these services. In this regard, the proposal should contain a concise summary of the firm's or proposer's qualifications, organizational structure, past experiences, and names, addresses and telephone numbers of references.
4. The proposal shall include a detailed description of the education, experience, current certifications, and the availability of the key personnel that the firm or proposer intends to assign to work with the County.

## **Section 4. Instruction for the Submission of Proposals**

### *1. Expense for Preparing Proposals*

The County is not responsible for any expenses incurred by the respondents to this RFP in preparing and submitting a proposal.

### *2. County's Right to Reject Proposals*

Northumberland County has the sole right to reject any or all of the proposals it receives in response to this RFP.

### *3. Questions related to this Request for Proposals*

Questions relating to this request are to be directed to Drew Basye, Assistant County Administrator.

Contact Information:

[dbasye@co.northumberland.va.us](mailto:dbasye@co.northumberland.va.us)

804-580-7666

### *4. Submitting Proposals*

Proposals are to be submitted according to the information on the proposal cover form. It is the responsibility of the Offeror to assure that his/her proposal is delivered to the place designated for receipt of proposals and prior to the time set for receipt of proposals.

Proposals received after the time designated for receipt of proposals will not be considered or opened. In the event that the Northumberland County offices are closed due to inclement weather and/or emergency situations 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.

Northumberland County is an Equal Opportunity Employer. Minority Owned Businesses (MBEs) and Women Owned Businesses (WBEs) are encouraged to respond.

5. Participation is encouraged from firms certified as small businesses, women owned businesses, and disadvantage owned businesses.

## **Section 5. Evaluation of Proposals**

1. *Period allowed for County acceptance of proposal.* Any proposal resulting from this solicitation shall be valid for 90 days after the proposal submittal deadline. At the end of the 90-day period, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

2. *Interview:* Prior to making an award pursuant to this solicitation, the County reserves the right to require Offeror to interview (in person or by phone) with a County review committee to determine whether Offeror is fully qualified to provide the goods and services as set forth herein. The interview is intended to show that Offeror is fully qualified, that Offeror's services will be provided in a completely satisfactory manner, and that Offeror is competent to meet or exceed the performance specifications. Failure by an Offeror to comply promptly with a request for interview may result in its proposal being rejected.

3. *Award:* The County will follow procedures for competitive negotiation as set forth in Virginia Code § 2.2-4302.2. Unless all proposals are canceled or rejected, the County

will select for negotiation two or more Offerors that the County determines to be fully qualified and best suited among those submitting proposals on the basis of factors specified in this solicitation, including price. Negotiations may include modifications of the proposal price and of the specifications to be included. Price shall be considered, but need not be the sole or primary determining factor. The County shall initiate negotiations by written notice to the selected Offeror. The times, places, and manner of negotiating shall be agreed to by the County and the selected Offeror. Failure by an Offeror to comply promptly with a request to schedule negotiations may result in its proposal being rejected. After negotiations have been conducted with each Offeror so selected, the County will select the Offeror which, in its opinion, has made the best proposal and provides the best value, and will award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

The County reserves the right to reject any and all proposals in whole or in part, to waive any informality, to negotiate the proposal price, and to modify the specifications prior to making an award.

4. *Announcement of Award:* Following the announcement of the decision to award a contract as a result of this solicitation, the County will publicly post such notice on the County website.
5. *Evaluation Criteria:* Proposals shall be evaluated by using the following criteria:
  - Responsiveness and completeness of the proposal
  - Relevant qualifications and experience of the project manager and individuals who will perform the work requested by the COUNTY in regard to providing professional engineering/architectural services in support of the County's roof replacement/design for the building located at 220 Judicial Place.
  - Qualified firms shall document their experience with replacement and/or design of roof structures on existing buildings.
  - An evaluation of the projected time schedule of the work.
  - Reference listing shall be included.
6. *Applicable laws and courts:* This solicitation and any resulting contract shall be governed in all respects by the law of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the court of appropriate jurisdiction in Northumberland County, Virginia. Offeror shall comply with all applicable federal, state and local laws, rules and regulations.
7. *Ethics in public contracting:* By submitting their proposal, Offeror certifies that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with the proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
8. *Debarment status:* By participating in this procurement, Offeror certifies that it is not

currently debarred by the Commonwealth of Virginia or Northumberland County, Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Offeror further certifies that they are not debarred from filling any order or accepting any resulting order, or that it is not an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or County of Northumberland, Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

9. *Investigation of qualifications of contractor:* Offeror agrees to cooperate with such reasonable investigation as the County deems proper and necessary to determine the ability of Offeror to satisfy the terms of any contract that may be awarded pursuant to this Solicitation. Investigation may include inspection of Offeror's physical facilities prior to award to satisfy questions regarding Offeror's capabilities. Further, the County reserves the right to reject any bid if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to fulfill the obligations of the contract.

#### **Section 6. Termination**

Subject to the provisions below, an awarded contract may be terminated by the County upon thirty days advance written notice to the other party. However, if any work or service hereunder is in progress but not completed as of the date of termination, then the contract may be extended upon written approval of the County until said work or services are completed and accepted.

1. Termination for Convenience – In the event that this contract is terminated or canceled upon request and for the convenience of the County without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs (if applicable).
2. Termination for Cause – Termination by the County for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs (if any) shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.
3. Termination Due to Non-Appropriation of Funds in Succeeding Fiscal Years – When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled and the Respondent shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract