



REQUEST FOR PROPOSALS
Planning and Architectural Services
Surry County Community Recreational Center
County of Surry, Virginia
RFP # 01-2016EJ

The County of Surry, Virginia will accept sealed proposals until 2 p.m. Thursday, June 30, 2016 for Pre-Planning Studies and Architectural Services for a proposed 100,000 SF Community Recreational Center project, located in Surry County, VA. RFP responses will be received at the Surry County Administration Building, County Administrator's Office, ATT: Mr. Tyrone Franklin, Surry County Administrator, P. O. Box 65, 45 School Street, Surry, VA. 23885.

The County is soliciting proposals from qualified architectural-engineering firms (hereinafter called the "firm") interested in providing services during the Site Selection/Evaluation, Market Studies, Programming, Planning and Schematic Design Phases of the Project. This Request for Proposal (RFP) is part of a competitive procurement process intended to obtain the highest quality of services at the most reasonable price. Copies of this RFP are available at e-virginia.com or from the County's web site: www.surrycountyva.gov. A non-mandatory Pre-Proposal conference is scheduled for 10:00am on Wednesday, June 15, 2016 in the Board of Supervisors Chambers at the Surry County Administration Building, 45 School Street, Surry County, VA

Offerors must submit five (5) copies of their proposal to the office of the Surry County Administrator. All copies shall be signed in ink by an authorized principal of the firm. Proposals shall be submitted in sealed envelopes by the specified time and date. Proposals received after that time will be rejected. The proposals shall be identified on the envelope by project name, time and date due. Submit all proposals to:

Mr. Tyrone Franklin
County Administrator
Surry County
45 School Street
Surry County, VA 23885

Surry County shall not be responsible for any expense incurred by the firm in preparing and submitting a proposal in response to this request, nor shall Surry County be responsible for

any cost associated with negotiating an agreement with the selected offeror. All proposals will become the property of Surry County. All submissions are final and may not be withdrawn.

Procurement of services by this RFP shall be in accordance with the Virginia Public Procurement Act. Since this is a Request for Proposals for professional services under the Virginia Public Procurement Act, the proposals should not contain any information regarding the cost of the design contract. Surry County reserves the right to request clarification of information and/or additional information from one or more submitting firms.

The Architect/Engineer is prohibited from engaging in employment discrimination and must comply fully with the provisions of Section 2.2-4311 of the Code of Virginia (1950), as amended. The County of Surry does not discriminate on the basis of race, sex, age, handicap, national origin or faith/religious affiliation.

Request for information pertaining to the RFP should be directed in writing to Brian Camden, Alpha Corporation via e-mail to brian.camden@alphacorporation.com or 295 Bendix Road, Suite 340, Virginia Beach, VA. 23452; (757) 567-8865

The right is reserved, as the best interest of Surry County may require, for revising or amending these specifications prior to the date set for receipt of proposals. That date may be delayed if deemed necessary by Surry County. Any revisions and/or amendments will be in the form of an addendum to this document.

The Surry County reserves the right to reject any and all proposals, to waive any informality in proposals received, to negotiate and to accept the proposal which shall be in Surry County's best interest.

Attention of Offeror is invited to the Code of Virginia, Virginia Public Procurement Act,
Sections 2.2-4367 thru 2.2-4377 (conflict of interest)

SURRY COUNTY DOES NOT DISCRIMINATE AGAINST FAITH BASED ORGANIZATIONS

ISSUE DATE:	June 1, 2016
RFQ ITEM NO:	RFP # 01-2016EJ A&E Design Services
CLOSING DATE:	June 30, 2016
CLOSING TIME:	2:00 p.m.
PROCUREMENT OFFICER:	Tyrone Franklin

DESCRIPTION OF REQUEST FOR QUALIFICATIONS

THIS DOCUMENT CONSTITUTES A REQUEST FOR SEALED PROPOSALS FROM QUALIFIED INDIVIDUALS AND OR ORGANIZATIONS TO PROVIDE PROFESSIONAL PLANNING STUDIES AND ARCHITECTURAL DESIGN SERVICES FOR THE COUNTY OF SURRY, VIRGINIA.

THE FOLLOWING SECTION MUST BE EXECUTED AND SIGNED BY AN AUTHORIZED REPRESENTATIVE OF YOUR COMPANY.

Company Name: _____ Federal I. D. #: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Person Quoting: _____ Date: _____

(Printed or typed)

Signature: _____ Email: _____

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1. Purpose

The purpose of this RFP is to solicit sealed proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, for studies, evaluation, planning and schematic design services for a proposed Community Center and Emergency Shelter. Requested services include, but are not limited to, facility evaluations, planning, site selection evaluations, marketing recommendations, renderings, schematic designs, and public presentations. The proposed Community Center will be a combined multi-use facility serving also as an Emergency Assembly Area/ Temporary Shelter and Recreational Facility totaling approximately 100,000 square feet.

Additionally, an existing recreational and community center in Surry County will also be reviewed. This Center is an existing 15,000 square foot facility, constructed in 1980, and located off Enos Farm Road and will remain in service during construction. The existing facility hosts activities to include an active daily senior citizen program, flexible meeting room space, administrative offices, youth sports, Zumba, karate, gymnastics, and seasonal fireworks. The facility is frequently leased for private venues to include receptions and family reunions. A full size commercial kitchen supports food service for these private functions, and the senior citizen program. The successful Firm will provide recommendations regarding the efficiency of the current facility to include adequacy of administrative office space, meeting space, storage areas, restroom facilities and the absence of shower facilities are services to be included in the RFP.

2. Background

Demand by residents for additional recreational space is high and frequently outpaces availability, necessitating that residents use fee based services outside of the County. Private events are booked usually up to three years in advance and the Recreation Department declines as many reservations as are accepted from County residents due to availability. Constituents often note humorously that the existing facility used by their children and grandchildren remains essentially unchanged from their own childhood. Surry County envisions that both facilities will be constantly utilized with a differentiation in the types of activities at each venue. Specifically, the new facility will serve primarily for private, fee based revenue generating events to offset development costs, and more active community recreational and fitness activities to include, dance, aquatics, fitness classes, etc.

The new facility shall be programmed to provide revenue generating opportunities from leasing the facility for competitive sport league events, private receptions and outdoor events concurrently for shared use of the proposed facility and grounds. Revenue generating opportunities include Amateur Athletic Union (AAU) sports. AAU state and regional representatives have expressed interest in hosting indoor youth track, basketball, soccer, tennis and swimming competitive events. To take advantage of this market demand, the facility requires multiple flexible courts, comfortable spectator/patron areas and storage for tables, chairs, stages, etc. Limited facilities of this nature in the Hampton Roads region create an undercapitalized opportunity to service both the Crater region and Hampton Roads markets. Area promoters have suggested a facility capable of hosting up to 1,500 patrons with parking that could also support small concert venues from a market within a sixty to ninety mile radius. The selected Firm will be tasked with conducting a market analysis to further evaluate these opportunities in developing the final facility design. Overnight lodging for these types of venues could be accommodated in the Williamsburg, James City County and Hopewell, Virginia areas. Relationships with these lodging venues could net a portion of lodging revenues from hotels varying from 3-4%.

As noted above, the facility is also envisioned to serve as an Emergency Assembly and Shelter Area for Surry County residents and as a last resort for Hampton Roads area evacuees. The proposed site is four miles off State Route 10, identified as one of three major evacuation routes out of Hampton Roads in the event of an evacuation order in advance of hurricanes, storms, nuclear emergency etc.

The Emergency Assembly/Shelter design of the facility necessitates provisions to support warehousing of emergency supplies and equipment both interior and exterior are desired for the proposed new facility. Additional resources to support the project are anticipated for this purpose. The Nuclear Regulatory Commission and the Virginia Department of Emergency Management require the location of the facility to be outside of the Surry Nuclear Power Plant ten mile radius.

3. Statement of Needs

Surry County approved in the FY2015-2016 Capital Budget funds to retain consultant support services for the study and recommendations to design a proposed minimum 60,000 square foot recreational and community center to meet growing demands for the health and physical wellbeing of residents within the County. The shelter element will add additional square footage. The proposed facility would support multiples uses to include active and passive recreation for the health and physical fitness needs and entrepreneurial venues, as well as serving as needed for emergency services uses.

The selected Firm shall provide the following services and any additional services as may be deemed appropriate by the County and mutually agreed upon.

Proposed Scope of Work:

Meet with County representatives and other stakeholders to determine the programming and planning of the new facility. Compile and submit studies responding to the new facility options.

1. Review the existing preferred site along with recommending two additional sites.

2. Research feasibility options and space programming needs best suited for possibly converting portions of the existing Surry County Middle School into the Recreational Center.
3. Review the existing recreational center and make recommendations for better utilization.
4. Provide schematic architectural design services and renderings for a facility to meet the County's goals and objectives.
5. The successful firm will coordinate activities with the County's Construction Manager, Alpha Corporation who will provide cost estimating services.
6. Assist County Staff with conducting a market analysis to further evaluate income producing opportunities in developing the final facility design.
7. As an additional service, the selected Firm may be required to provide additional on-going professional planning and design services as required by the County.

4. Proposal, Preparation and Submission Instructions

1. All proposals must be received at the Surry County Administrator's office by no later than 2pm on June 30, 2016.
2. Submit five (5) signed copies of proposal in a sealed envelope marked "Surry County Community Recreational Center".
3. Provide names and resumes of individuals identified to work on project along with a list of any consultants.
4. Provide a list of past similar recreational center projects and contact information for references.
5. Describe design approach methodology to achieve recreational programming needs and associated marketing ideas to promote the facility within the region.
6. Describe in general terms your firm's approach for achieving the County's Emergency Shelter goals and objectives for the project.
7. Elaborate on any special qualifications or experience unique to your firm which may contribute to the success of the project.

By submitting their offer, offerors certify that their offers are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or sub Architect/Engineer in connection with their offer, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater was exchanged.

By submitting their offer, offerors certify that they are not currently debarred by the Commonwealth of Virginia or any county, city or town from submitting proposals on contracts for the type of goods and/or service covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

5. Evaluation and Award Criteria

Surry County has engaged Alpha Corporation of Virginia Beach, Virginia as its representative and to provide construction program management services for the project. The selected Firm will be required to coordinate its efforts with Alpha Corporation.

Surry County and/or its representative shall review each proposal and verify the claims and credentials of each offeror. Evaluation of proposals for the selection process shall include the following criteria:

- Experience in designing similar Recreational Center projects – 50%
- Experience in designing Emergency Shelter projects- 20%
- Experience with market studies and unique marketing ideas -30%

Following the evaluation of proposals, Surry County shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. These interviews are tentatively scheduled to occur on or before July 10, 2016. The offerors shall be encouraged to elaborate on their qualifications and past performance along with staff expertise pertinent to the proposed project. At the discussion stage, Surry County may request non-binding fee estimates for services.

Following interviews and discussions of non-binding fee estimates, price shall also be considered in the final ranking of offerors.

At the conclusion of discussion, on the basis of the above criteria and any information developed in the selection process to this point, Surry County shall select in order of preference two or more Firms whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Firm ranked first. If a contract satisfactory and advantageous to Surry County can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the Firm ranked first shall be formally terminated and negotiations conducted with the Firm ranked second, and so on, until such a contract can be negotiated. Should Surry County decide in its sole discretion that only one Firm is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. It is anticipated that a Notice to Proceed will be issued to the successful Firm by no later than August 1, 2016.

To the extent the Architect/Engineer is organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership; such entity shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity by the State Corporation Commission. Any such business entity shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the term of this contract. Surry County may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of Virginia Code Section 2.2-4311.2.

6. Pre-Proposal Conference

A non-mandatory Pre-Proposal Conference is tentatively scheduled for 10:00am on Wednesday, June 15, 2016 at the Surry County Administration Building, 47 School Street, Surry County, Virginia. An update on the project will be presented by Mr. Ervin Jones, Director of Parks and Recreation. All Firms are encouraged to attend and an Addendum may be issued based on the clarifications generated.

7. Insurance Requirements

The Architect/Engineer shall comply with the insurance requirements set forth in the Contract, including the items set forth below:

- A. Neither the Architect/Engineer nor any sub-Architect/Engineer shall commence work under this Contract until the Architect/Engineer has obtained and provided proof of the required insurance coverages to Surry County, and such proof has been approved by Surry County. The Architect/Engineer confirms to Surry County that all sub-Architect/Engineers have provided Architect/Engineer with proof of such insurance, or will do so prior to commencing any work under this Contract.
- B. Architect/Engineer, including all sub-Architect/Engineers, shall, at its, and/or their sole expense, obtain and maintain during the life of this Contract the insurance policies and/or coverages required by this section. Surry County and its officers, employees, agents, assigns, and volunteers shall be added as an additional insured to the general liability and automobile coverages of any such policies and such insurance coverages shall be primary and noncontributory to any insurance and/or self-insurance such additional insureds may have. The Architect/Engineer shall immediately notify in writing Surry County of any changes, modifications, and/or termination of any insurance coverages and/or policies required by this Contract. The Architect/Engineer shall provide to Surry County with the signed Contract an Acord certificate of insurance which states in the description of operations section one of the two paragraphs below:

1. Surry County and its officers, employees, agents, assigns, and volunteers are additional insureds as coverage under this policy includes ISO endorsement CG 20 33 which provides that the insured status of such entities is automatic if required by a contract or a written agreement. If additional insured status is automatic under a different coverage form, Architect/Engineer must attach a copy of the coverage form to its certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Architect/Engineer and any sub-Architect/Engineers under this Contract.

OR

2. ISO endorsement CG 20 10 will be issued, prior to the beginning of any work or other performance by Architect/Engineer under this Contract, to Surry

County and its officers, employees, agents, assigns, and volunteers naming them as an additional insured under the general liability coverage. A copy of the binder confirming the issuance must be attached to the certificate. Any required insurance policies shall be effective prior to the beginning of any work or other performance by Architect/Engineer and any sub-Architect/Engineers under this Contract.

However, if B (1) or (2) cannot be provided, Surry County's Administrator, in such Administrator's sole discretion, may approve such other certificate of insurance or insurance document(s) that the County's Risk Manager deems acceptable.

- C. The minimum insurance policies and/or coverages that shall be provided by the Architect/Engineer, including its sub-Architect/Engineers, include the following:
- (1) Commercial General Liability: \$1,000,000.00
\$1,000,000.00 General Aggregate Limit (other than Products/Completed Operations).
\$1,000,000.00 Products/Completed Operations Aggregate Limit.
\$1,000,000.00 Personal Injury Liability (including liability for slander, libel, and defamation of character).
\$1,000,000.00 each occurrence limit
 - (2) Automobile Liability: \$1,000,000.00 combined single limit with applicable endorsement to cover waste cargo.
 - (3) Workers' Compensation and Employer's Liability:
Workers' Compensation: statutory coverage for Virginia
Employer's Liability:
\$100,000.00 Bodily Injury by Accident each occurrence
\$500,000.00 Bodily Injury by Disease Policy Limit.
\$100,000.00 Bodily Injury by Disease each employee.
 - 3(a) Errors and Omissions coverage in an amount of not less than \$1,000,000 Per occurrence and in the aggregate. Coverage may be written on an occurrence or claims made coverage form. However, if a claims made coverage form is used, coverage must remain in effect for a minimum of three (3) years after the Architect/Engineer's work is concluded.
 - (4) The required limits of insurance for this Contract may be achieved by combining underlying primary coverage with an umbrella liability coverage to apply in excess of the general and automobile liability policies, provided that such umbrella liability policy follows the form of the underlying primary coverage.
 - (5) Such insurance policies and/or coverages shall provide for coverage against any and all claims and demands made by a person or persons or any other entity for property damages or bodily or personal injury (including death) incurred in connection with the services, work, items, and/or other matters to be provided under this Contract with respect to the commercial general liability coverages and the automobile liability coverages. With respect to the workers' compensation coverage, Architect/Engineer's and its sub-

Architect/Engineers' insurance company shall waive rights of subrogation against Surry County and its officers, employees, agents, assigns, and volunteers.

- (6) Architect/Engineer shall provide such other insurance policies and/or coverages that may be required by other parts of this Contract.

D. Proof of Insurance Coverage:

- (1) Architect/Engineer shall furnish Surry County with the above required certificates of insurance showing the type, amount, effective dates, and date of expiration of the policies.
- (2) Where waiver of subrogation is required with respect to any policy of insurance required under this Section, such waiver shall be specified on the certificate of insurance.

E. Insurance coverage shall be in a form and with an insurance company approved by Surry County, which approval shall not be unreasonably withheld. Any insurance company providing coverage under this Contract shall be authorized to do business in the Commonwealth of Virginia.

F. The Architect/Engineer's insurance policies and/or coverages shall not contain any exclusions for the Architect/Engineer's sub-Architect/Engineers.

G. The continued maintenance of the insurance policies and coverages required by the Contract is a continuing obligation, and the lapse and/or termination of any such policies or coverages without approved replacement policies and/or coverages being obtained shall be grounds for termination of the Architect/Engineer for default.

H. Nothing contained in the insurance requirements is to be construed as limiting the liability of the Architect/Engineer, and/or its sub-Architect/Engineers, or their insurance carriers. Surry County does not in any way represent that the coverages or the limits of insurance specified are sufficient or adequate to protect the Architect/Engineer's interest or liabilities, but are merely minimums. The obligation of the Architect/Engineer, and its sub-Architect/Engineers, to purchase insurance shall not in any way limit the obligations of the Architect/Engineer in the event that Surry County or any of those named above should suffer any injury or loss in excess of the amount actually recoverable through insurance. Furthermore, there is no requirement or obligation for Surry County to seek any recovery against the Architect/Engineer's insurance company before seeking recovery directly from the Architect/Engineer.

Authorized by:

SURRY COUNTY
Tyrone Franklin
County Administrator

END OF RFP