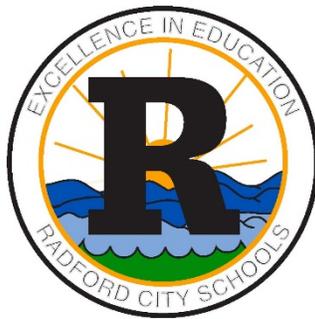


ADVERTISEMENT DATE: JULY 9, 2019



REQUEST FOR PROPOSAL
FOR ARCHITECTURAL &
ENGINEERING SERVICES
RFP 2019-2020

Radford City Public Schools



PROPOSAL DUE: JULY 25, 2019

RADFORD CITY PUBLIC SCHOOLS

1612 Wadsworth Street Radford, VA 24141

Excellence in Education.....Every Student, Every Day

REQUEST FOR PROPOSAL

Architectural/Engineering Services

Radford City School Board

July 9, 2019

A. INTRODUCTION

- a. Radford, an independent city of 16,000 (approximately 9,000 Radford University students), is located on the New River in Southwestern Virginia. Employment in the area is centered on several light industries, one hospital, Radford University (in the city), New River Community College (9 miles away), and Virginia Tech (15 miles away). Radford is approximately 40 miles southwest of Roanoke on Interstate 81. The school system serves approximately 1600 students in grades PK-12. Radford City Public Schools (RCPS) is comprised of four schools including McHarg Elementary (PK-2), Belle Heth Elementary (3-6), John Dalton Intermediate (7-8), and Radford High School (9-12).

B. PURPOSE

- a. The Radford City School Board (School Board) is soliciting sealed proposals to establish a contract through competitive negotiation for comprehensive professional architectural and engineering (A/E) consultant services for proposed Additions and Renovations to McHarg Elementary School (MES) and other future projects identified in the division's Comprehensive Needs Assessment. The Radford City School Board expressly reserves the right to expand any resulting contract to include other projects identified in the Comprehensive Needs Assessment that require similar experience and expertise, as allowable under Virginia Code § 2.2-4303.1.
- b. In addition to Basic A/E Services contemplated in the AIA B101-2017 Agreement between Owner and Architect, the proposal shall include Supplemental Services such as Topographic Survey, Geotechnical Exploration and Engineering, Existing Facility Survey, Hazardous Material Survey, Civil Engineering, Landscape Design, Kitchen/Food Service Design, Interior Design, Cost Estimating, Record Documents and other services deemed necessary to provide comprehensive service for the Additions and Renovations and other projects as may be contracted in the future.

C. PROJECT BACKGROUND

- a. McHarg Elementary School was constructed in 1957. Additional general classrooms were constructed in 1970, 1987 and 1996. An art room was added in 1994 and an extended entrance canopy was constructed in 2010. No major renovations have been made to the buildings systems, although some split cooling systems have been added to individual classrooms.
- b. Completed by Thompson & Litton, Inc. in 2015, the Comprehensive Needs Assessment

of all Radford City Schools identified current challenges to MES: space, security, energy use, systems, and site. The Assessment concluded, among other things, the following:

- i. **Space:** Deficiencies include the lack of a dedicated gymnasium and the need for additional administrative and health offices, conference space and resource spaces.
- ii. **Security:** The school's entrance allows visitors to have direct access to the main corridors prior to reaching the front office, which poses a security challenge.
- iii. **Systems:** The school's HVAC system is complex, difficult to maintain, and energy inefficient – much of the heating portion is original to the building.
- iv. **Site:** Site issues include underutilized and limited outdoor classroom space and play equipment.

Despite all of the above, the building structure appears to be in solid condition, and combined with the site layout, is functional and expandable. The original building's daylighting strategies, high ceilings, views to nature, access to outdoor spaces, and use of durable materials all contribute to making MES a great opportunity for comprehensive renovation and addition.

To facilitate continuity and collaboration between RCPS' 2nd and 3rd grade staff and curricula, it would be advantageous to relocate the 3rd grade back to MES (which could also help to address BHES overcrowding and future phasing of MES construction activities). In order to accommodate the 3rd Grade, additional core learning space, support space, and site amenities are needed.

To alleviate scheduling conflicts inherent in a single space serving as a cafeteria, gymnasium, and auditorium (café-gym-atorium) and to accommodate added enrollment, it is recommended that a new dedicated gymnasium/movement space be constructed, and that the existing space be renovated to better accommodate dining and performance.

Additional outdoor play and recreational spaces are needed to address added enrollment and to promote movement and healthy lifestyle choices.

D. SCOPE OF SERVICE

- a. A Preliminary Architectural Report dated February 25, 2019 submitted by Thompson & Litton, Inc. details proposed renovations, additions, and multi-phased implementation which will allow the school to remain fully operational throughout a multi-phased construction period.
- b. The Preliminary Report contemplates the following:
 - 4 Pre-K classrooms
 - 6 Kindergarten classrooms
 - 6 First grade classrooms

- 6 Second grade classrooms
- 6 Third grade classrooms
- 4 Resource Rooms (one for each grade wing)
- 4 Reading Rooms (one for each grade wing)
- 1 STEAM room
- New Restrooms (located near the grade wings)
- New Gymnasium with high school size basketball court and seating for 200-300.
- Media Center
- Teacher work rooms (one for each grade wing)
- Staff toilet rooms (two for each grade wing)
- Storage rooms
- Computer on Wheels storage rooms
- Secure front vestibule
- Updated Kitchen with direct access to the Cafeteria.
- Larger administration offices located at the front vestibule and through-out the school.
- Cafeteria/Auditorium (existing)
- Music Room
- Art Room

E. PROPOSED SCHEDULE

- | | |
|--------------------|---|
| a. July 9, 2019 | Advertise RFP |
| b. July 25, 2019 | Receive Proposals |
| c. July 30, 2019 | Short List Proposals |
| d. August 19, 2019 | Conduct interviews (if necessary) |
| e. August 23, 2019 | Issue Notice of Intent to Award (approximate) |
| f. August 26, 2019 | Commence Design Activities |
| g. June 2020 | Advertise for Construction Bids |

F. CONTRACT/FEES

- a. The contract awarded at the conclusion of the competitive negotiation process will be based on the AIA B101-2017 Agreement between Owner and Architect, with changes as negotiated between the parties during the procurement process. The content of the successful offeror's proposal may become a part of the contract. The successful offeror shall comply, at its own expense, at all times during the procurement process and performance of the contract with all applicable federal, state, and local statutes, ordinances, policies, laws, and regulations. This includes but is not limited to state nondiscrimination laws as provided in Virginia Code § 2.2-4311, federal immigration laws as provided in Virginia Code § 2.2-4311.1, and drug free workplace requirements as provided in Virginia Code § 2.2-4312.

- b. A contract will be awarded for the MES Addition and Renovation described herein. The School Board expressly reserves the right to expand any resulting contract to include

other, future projects identified in the Comprehensive Needs Assessment that require similar experience and expertise as allowable under Virginia Code § 2.2-4303.1.

- c. The School Board reserves the right to reject any and all proposals, to waive any technicalities in proposals received, to negotiate and to accept the proposal which may be in the best interest of RCPS.
- d. The School Board reserves the right to award a contract to more than one offeror. The contract(s) awarded by the School Board shall not be assignable and no work shall be subcontracted without the prior written consent of the School Board.
- e. Fees will be established through the competitive negotiation process for professional services described in Virginia Code § 2.2-4302.2.
- f. All obligations of the School Board under this RFP and any resulting contracts are expressly subject to and contingent upon annual appropriations to the School Board of sufficient funds.

G. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

- a. Proposals should be brief: inclusion of information not pertinent to the basic purpose of the response is discouraged.
- b. Offerors must submit a complete response to this RFP. Five (5) sets of the proposal must be received **by 2:00 p.m. on Thursday July 25, 2019** at the Radford City School Board Office, to the attention of:
 - Mr. Robert Graham, Superintendent
 - Radford City Public Schools
 - 1612 Wadsworth Street
 - Radford, VA 24141

No email submissions will be accepted.

- c. All proposals should be clearly marked as such. No other distribution of the proposal shall be made by the offeror.
- d. Proposals should respond directly to each of the Evaluation and Selection Criteria listed in Section H below, and organized in a manner that presents each criterion clearly. Pages should be numbered and each proposal or copy should be bound in a way that contains all pages firmly in a single volume or packet to the extent possible.
- e. All proposals shall be signed by an authorized representative of the proposer.
- f. A Pre-Proposal Meeting will not be held.
- g. Each proposer is solely responsible for ensuring its Proposal is received by the RCPS timely and in accordance with all RFP requirements. RCPS is not responsible for any

delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. A Proposal submitted by any means not authorized will be rejected.

- h. Proposal modification or withdrawal shall be in accordance with State of Virginia Public Procurement Act (PPA). All offerors are reminded that proposals are subject to FOIA and related provisions of the PPA regarding public inspection and trade secrets.
- i. Questions regarding this RFP should be directed to the Superintendent's Office, telephone (540) 731-3647 or email rgraham@rcps.org.

H. EVALUATION AND SELECTION CRITERIA

The following factors will be used in evaluating proposals:

- a. Firm experience related to similar K-12 school related projects. Provide a brief description of five (5) similar projects with an emphasis on renovations and additions in fully occupied facilities (Building & Site).
- b. Expertise, experience, and qualifications of the firm's personnel and any proposed consultants in providing services as related to the services required herein.
- c. Firm history for adhering to budget constraints and cost estimating performance.
- d. Geographical location of the firm and any consultants relative to the project location.
- e. Knowledge of state and local Building Codes and review agencies.
- f. Current and projected workload and ability to complete the work in the stated time frame.
- g. Virginia State Corporation Commission, Anti-Collusion, Debarment, and Conflict of Interest statements (forms attached).
- h. Financial stability, including evidence of appropriate professional liability and other insurance coverages.
- i. Firm's knowledge, understanding, and previous experience with RCPS.
- j. Other criteria as the selection committee may deem appropriate and in the best interests of RCPS.

RCPS does not discriminate against small, minority-owned, woman-owned, disabled veteran-owned or faith-based organizations in accordance with Virginia Code § 2.2-4343.1, or against any offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment.

By submitting a proposal, the offeror certifies that if awarded the contract, it will have and maintain the following insurance at the time the contract is awarded and during all terms/performance: Workers Compensation as required under Virginia law; Commercial General Liability (\$1,000,000 per occurrence/\$2,000,000 in aggregate); Professional/Employer's Liability (\$100,000/\$500,000); automobile liability (\$1,000,000 combined single limit).

By submitting a proposal, the agent signing the proposal and the offeror/firm for which the agent acts offers services and agrees to provide services in accordance with all terms and conditions of this RFP, all terms and conditions as mutually agreed and negotiated between the

parties, and all applicable provisions of the Virginia Public Procurement Act (Virginia Code § 2.2-4300, et seq.).

END RFP

Virginia State Corporation Commission (SCC) registration information

The offeror (check one):

- is a corporation or other business entity with the following SCC identification number: _____.
- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.
- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location).
- is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

ANTI-COLLUSION STATEMENT

In the preparation and submission of this proposal, we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Anti-Trust Act, 15 USCS Sections 1 et seq., or the Conspiracy to Rig Bids to Government Statutes, Virginia Code Sections 59.1-69.6 through 59.1.69.9. The undersigned hereby certifies that this proposal, any ensuing contract, or any claims resulting from either, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, Radford City School Board has an interest in, or is concerned with, this proposal; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this bid.

Offeror

Date

By: _____
Name: _____
Title: _____

**CERTIFICATION OF INTEREST & RELATIONSHIPS
WITH THE SCHOOL BOARD OF RADFORD CITY, VIRGINIA,
RADFORD CITY PUBLIC SCHOOLS, AND
RADFORD CITY PUBLIC SCHOOLS EMPLOYEES**

Offeror hereby certifies that neither Offeror, nor any of Offeror's officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, Radford City Public Schools or the School Board of Radford City, Virginia.
To the extent that such relationships exist, Offeror shall reveal the relationship below by describing the nature of the relationship and identifying the person with whom such relationship exists.

Neither Offeror nor any of its officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, Radford City Public Schools, or the School Board of Radford City, Virginia.

The following individuals currently maintain a *financial* relationship with Offeror.

School Board Employee's Name: _____

Position with School Board: _____

Nature of Relationship: _____

The following individuals currently maintain a *familial* relationship with Offeror.

School Board Employee's Name: _____

Position with School Board: _____

Nature of Relationship: _____

Offeror
By: _____
Name: _____
Title: _____

Date

DEBARMENT STATEMENT

I certify that the offeror is not currently debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services. I further certify that no principal, officer or director of the offeror has been employed by or associated with any firm which is currently debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services.

I certify that the offeror has never been debarred, or otherwise declared ineligible by any public agency from bidding or furnishing materials, supplies or services. I further certify that no principal, officer or director of the offeror has ever been employed by or associated with any firm which has ever been debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services.

Offeror

Date

By: _____
Name: _____
Title: _____