

REQUEST FOR PROPOSALS

The County of Wise is soliciting statements of proposals from qualified firms or individual(s) to conduct a comprehensive analysis and development plan of the Community Services Facility Project in Wise County, Virginia. The scope of the work mainly consists of the consultant(s) creating preliminary design and cost estimate of converting the former J. J. Kelly High School property into a community services complex, conducting a feasibility study to quantify need and cost/benefit rational, with the expectation to complete final design and eventual construction management/inspection.

The criteria for review of qualifications statements and selection of an individual or firm will include project approach and schedule, references, project team, and relevant knowledge and experience.

Proposals will be due on [DAY], [MONTH] [NUMBER DAY], [YEAR] by [TIME]. EST. A complete copy of the RFP may be obtained from Mr. Michael Hatfield, Wise County Administrator, at (276) 328-2321 or Hatfield_m@wisecounty.org.

Virginia Relay Center for voice/TTY services are available by calling 7-1-1. Minority and/or female owned businesses or firms and Section 3 businesses or firms are encouraged to apply. Wise County is an Equal Opportunity Employer.

REQUEST FOR PROPOSAL

Professional Services to Conduct a Comprehensive
Analysis and Development Plan for the Community
Services Facility Project in Wise County

Presented by:

The County of Wise, Virginia

APRIL 2019

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1. INTRODUCTION

1.1. Purpose of RFP Solicitation

This Request for Proposal (RFP) solicits proposals from qualified consulting firms to conduct a comprehensive analysis and development plan of the Community Services Facility Project in Wise County, Virginia. The consultant will create plan to construct a community services facility from the existing J. J. Kelly High School complex. The scope of work will mainly include identifying the utilization conditions of existing facilities on the former high school complex, preliminary design of the potential end product(s), construction cost estimate including renderings and documents to be used in potential funding processes, and progressing the project forward to completing final design and eventual construction management/inspection to bring the construction project to fruition. The current scope of professional services is being funded wholly by Wise County. The project will be sponsored by Wise County. The County of Wise will be the grant recipient and will administer the project.

1.2. Background

The former J. J. Kelly High School site currently sits on approximately 7.8 acres, including the building (approximately 91,700 sq ft footprint), parking and athletic facilities. Wise County has identified the need for several County departments needing new and/or expanded facilities, including the social services, health and county administrative departments. There is also the potential for moving all non-court based offices from the Wise County Courthouse to a Community Services Facility or Complex. The undertaking of a project this size will likely move in a phased approach. The current goal is to procure professional services to design the community services facility and develop a course of action to ultimate construction completion.

2. SCOPE OF WORK

2.1. Project Deliverables

The consultant will work with a cross-functional management team of representatives to collect data to define specifically:

- Creation of preliminary design, visual renderings and detailed cost estimate on construction of the community services facility.
- Development plan based around conversion/repurposing/retro-fitting of the existing facilities for most efficient and effective outputs.
- Report on conducted feasibility study to quantify needs the facility will meet with a focus on cost/benefit rational.
- Identify strategies to maximize funding opportunities to further develop the complex.

All final deliverables will be presented in a written report (including digital copy) supplemented by a management team presentation at project completion. All work papers, work products and tangible deliverables will be the property of Wise County and any applicable funding/regulatory agency as directed.

2.2. Project Schedule

Date	Activity
[MONTH,DATE,YEAR]	Issuance of this RFP
[MONTH,DATE,YEAR]	Proposals Due Electronically by 5:00pm EST
[MONTH,DATE,YEAR]	Consultant Interviews
[MONTH,DATE,YEAR]	Consultant Selection
[MONTH,DATE,YEAR]	Project Kickoff
[MONTH,DATE,YEAR]	Preliminary Design/Cost Estimate Component Complete
[MONTH,DATE,YEAR]	Feasibility Study with Cost/Benefit Rational Complete
[MONTH,DATE,YEAR]	Target Date for Design/Study Components Presentation
[MONTH,DATE,YEAR]	Final Design Complete
[MONTH,DATE,YEAR]	Target Date for Presentation & Project Completion

Proposals will be evaluated based on the evaluative criteria outlined in Section 5 of this RFP. After complete review of each proposal, Wise County will select the best qualified consultancy to meet its needs.

2.3. Respondents

If your firm intends to respond to this RFP, please contact Michael Hatfield, County Administrator of Wise County, Virginia to indicate your firm's intention to respond to the RFP with a proposal. Please provide your complete contact information. This information is important to provide you any revisions to the RFP.

Mr. Michael Hatfield
County Administrator
County of Wise, Virginia
206 E. Main Street
PO Box 570
Wise, VA 24293
(276) 328-2321
hatfield_m@wisecounty.org

2.4. Proposal Due Date and Delivery Instructions

All parties responding to this RFP must deliver a single electronic copy of their proposal via email before [TIME]. Eastern Time on [DAY], [MONTH] [DATE], [YEAR]. Proposals should be submitted in a single Portable Document File with no additional files.

Send email proposals to: Hatfield_m@wisecounty.org

Subject line of e-mail: Wise County Community Services Facility RFP and Your Firm's Name
PDC reserves the right not to consider proposals received after the deadline of [TIME] EST [DAY], [MONTH] [DATE], [YEAR].

3. PROPOSAL REQUIREMENTS

Your proposal should address the following items thoroughly and completely.

3.1. Identification of Respondent

- Identify your firm, form of legal entity, EIN, licenses to conduct business in Virginia, detailed breakdown of firm ownership and any holding companies.
- Complete contact information of the specific individuals who will be the principal interface with the locality and those authorized to negotiate on behalf of respondents.

3.2. Approach

- Describe your proposed approach and methodology to carry out the project.
- Describe the level of involvement and amount of time that will be required from the locality in support of the effort.

3.3. Project Schedule

- Provide a preliminary schedule describing the major activities and elapsed time to complete the project, from the time the award is received to the presentation of completed document.

3.4. Resources

- Provide the resumes of the professionals who will be assigned to the project with a complete description of similar projects completed by the individuals.

3.5. Firm Experiences and References

- Provide a description of similar projects (at least 3) your firm has undertaken. Include a description of project outcomes, schedule and budget performance, and the complete contact information for the project reference.
- Provide a description of work your firm has performed in Southwest Virginia, similar community facilities development plan projects in any state, coordination with any applicable funding or regulatory agencies/entities, and Virginia projects that consists of the conversion/retro-fitting/redevelopment of existing facilities.

4. AGREEMENT CONSIDERATIONS

4.1. Project Constraints

- Please indicate any outstanding commitments or other project constraints that are, or could, impede your firm's project schedule performance.

4.2. Agreement Terms

- Provide your firm's proposed form of agreement and sample terms and conditions.
- Please specify any current partnerships/subcontractors from which you will obtain certain services, if any. We may later request copies of any relevant agreements with respect to such services.

5. EVALUATIVE CRITERIA

The following criteria, not listed in order of significance, will be used by the selection team to rate the proposals

- *Project approach and schedule*
- *References*
- *Project team*
- *Relevant knowledge and experience*

Wise County: Professional Services Procurement

Consultant Interviews

Score Definitions

1. I am not able to make a proper judgment with the information the consultant provided.
2. I feel the consultant **does not** meet this statement.
3. I feel that the consultant **does** meet this statement but **I have some reservations.**
4. I feel the consultant **meets this statement completely.**

Score Criteria

1. This firm demonstrates experience and success in completing sustainable local economic development and physical improvement projects, including creative strategies that enable communities to capitalize on natural and cultural assets.
2. This firm presents documented knowledge and familiarity with the Southwest Virginia region.
3. The individuals specifically assigned to this project are identified and those individuals have the documented experience and availability to complete this project.
4. This firm has a positive record of performance on contracts with Wise County or other clients in the region, including quality of work, timeliness and cost control.
5. This firm has provided work samples demonstrating successful downtown revitalization projects similar to this procured project.
6. This firm has experience working with DHCD, ARC, USDA RD, VDOT, and other relevant agencies.
7. This firm has the ability to complete this planning project in a timely and demonstrated manner.

Score Area	Firm 1	Firm 2	Firm 3
1.			
2.			
3.			
4.			
5.			
6.			
7.			

(initial) _____

Wise County: Professional Services Procurement

FIRM 1: ???

Interview Time: 9:00

NOTES:

Wise County: Professional Services Procurement

FIRM 2: ???

Interview Time: 10:15

NOTES:

Wise County: Professional Services Procurement

FIRM 3: ???

Interview Time: 11:30

NOTES:

Wise County: Professional Services Procurement

PROJECT NAME:

DATE:

	Firm 1					Firm 2					Firm 3					TOTALS	RANK
	<u>??</u>																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
TOTALS																	