

**SOUTHAMPTON COUNTY, VIRGINIA  
REQUEST FOR PROPOSALS  
ARCHITECTURAL/ENGINEERING SERVICES  
FOR REPAIR AND RENOVATION OF  
COURTHOUSE FACILITIES**

Southampton County, Virginia will accept proposals **until Thursday, October 3, 2019 at 3:00 p.m.**, local prevailing time, from qualified architectural firms (“Offerors”) to provide professional services associated with development of an architectural program, architectural and engineering design, development of construction documents/bid specifications and construction administration services, all associated with repair and renovation of the Southampton County Courthouse. Southampton County intends to select one firm to provide these services using the competitive negotiation procedure for professional services as defined in Section 2.2-4301 of the Virginia Public Procurement Act.

Full copies of the Request for Proposals may be requested by contacting Mr. Michael Johnson, County Administrator, at (757) 653-3015, or by email at [mjohnson@southamptoncounty.org](mailto:mjohnson@southamptoncounty.org)



SOUTHAMPTON COUNTY, VIRGINIA  
POST OFFICE BOX 400  
26022 ADMINISTRATION CENTER DRIVE  
COURTLAND, VIRGINIA 23837  
(757) 653-3015

**RFP #2019-0901**

**Issued: September 3, 2019**

**Architectural/Engineering Services for  
Repair and Renovation of Courthouse Facilities**

**1. General**

Southampton County seeks proposals from qualified architectural firms (“Offerors”) to provide professional services associated with development of the architectural program, architectural and engineering design, development of construction documents/bid specifications and construction administration services associated with **repair and renovation** of the Southampton County Courthouse. Southampton County intends to select one firm to provide these services using the competitive negotiation procedure for professional services as defined in Section 2.2-4301 of the Virginia Public Procurement Act.

**2. Scope of Services**

Southampton County seeks the following professional architectural services:

**a) Preparation of the Architectural Program:**

- i. Document the Courts’ space needs, and identify the necessary components of the Courthouse project, and their spatial and functional relationships.
- ii. Prepare a detailed schedule listing the type and size of all spaces/rooms that will be addressed in the program design. To the extent feasible, the square foot area of these spaces should be in accordance with the Virginia Courthouse Facility Guidelines.
- iii. Prepare a description of the optimum size and the physical features of each space, including its size, environmental needs, security requirements, handicapped accessibility requirements, circulation and adjacency needs, and level of furnishings and finishes.

- iv. Prepare a preliminary estimate of the total project costs associated with implementation of the **renovation and repair program**, including an estimate of all costs for design, construction administration and inspection, all related building and site construction, hazardous materials remediation, construction phasing, temporary facilities, any boundary, topographic or geotechnical surveys, materials testing, permitting, building and equipment commissioning, and furniture/furnishings.
- v. Prepare a conceptual plan illustrating the location of the major spaces and their relationship to each other.
- vi. Prepare a timetable from the date of acceptance of the architectural program, through the design phase, to completion of construction. The timetable should describe any phased implementation of the project, taking into account the disruptions inherent in the construction process, any temporary relocations during construction, and a plan for handling such disruptions.
- vii. Obtain written approval of the recommended architectural program from the Southampton County Circuit Court, Southampton County Combined General District and Juvenile Domestic Relations Court, Southampton County Board of Supervisors and Franklin City Council.

**b) Architectural and Engineering Design:**

- i. Prepare design and construction documents for the **renovation and repair project** that are in conformance with the approved architectural program and generally accepted architectural and engineering practices, and further comply with applicable codes and regulations including but not limited to the Virginia Uniform Statewide Building Code, the Americans with Disabilities Act, and the Virginia Courthouse Facilities Guidelines.
- ii. Prepare construction cost estimates and work with the County to create a comprehensive construction budget.
- iii. Prepare site plans and schematic drawings.
- iv. Refine the schematic design by preparing preliminary plans showing the layout and size of all of the components of the facility including all rooms, closets, toilets, storage and service areas, holding cells, security areas, mechanical rooms, stairways, elevators and corridors. Indications of surface treatments, furnishings and the locations of equipment also should be shown.
- v. Further refine the preliminary plans by preparing complete contract documents, including instructions to bidders, bid form, agreement, general conditions, supplementary conditions, technical

specifications, construction plans and other documents as may be required by the County; all in compliance with the Virginia Public Procurement Act.

- vi. Furnish sets of construction drawings, elevation drawings and contract documents in such quantity as may be required by the County for submission to regulatory agencies and other reviewing authorities and for the County's general use.
- vii. **Prepare an updated, detailed estimate of the cost of construction based on the final drawings and specifications that does not exceed the County's budget for the project.** All cost estimates shall contain sufficient detail to project accurately all expenses associated with the project; including, for example, costs related to:
  - Building construction
  - Construction administration and oversight
  - Site improvements
  - Off-site improvements (if necessary)
  - Utilities (water, sanitary sewer, stormwater, telephone, electrical, data communications and security)
  - Temporary facilities
  - Consulting fees
  - Boundary, topographical, as-built and other surveys
  - Geotechnical investigation, soil borings and other tests
  - Structural engineering investigation, concrete analysis and other tests
  - Testing and laboratory services and inspections
  - Furniture, fixtures and equipment.
- viii. **Obtain written approval of the bidding documents from the Southampton County Circuit Court, Southampton County Combined General District and Juvenile Domestic Relations Court, Southampton County Board of Supervisors and Franklin City Council.**

c) **Bidding Phase Services**

- i. Assist the county in developing and publishing criteria for prequalification of prospective contractors for construction in accordance with Virginia Code § 2.2-4317.

- ii. Coordinate selection of a general contractor through the competitive bidding process; including attendance at pre-bid conference and assisting in responding to inquiries regarding the drawings and specifications.
- iii. Assist the county in determining which bidder has submitted the lowest responsive and responsible bid.
- iv. Assist the County and selected general contractor in obtaining any federal, state or local permits or approvals that are applicable to or necessary for the project.

**d) Construction Administration Services**

- i. Review/approve submittals, shop drawings and other product data or samples to verify conformance with the contract documents.
- ii. Provide periodic site visits by principals, project architect, and other staff members as appropriate, to observe the work in progress and to make appropriate reports to the County.
- iii. Review proposed change orders submitted by the selected general contractor and make recommendations as to whether such change orders should be accepted; assist the County in preparation of change orders to the contract as deemed necessary by the County.
- iv. Review and verify monthly payment estimates submitted by the general contractor, and conduct periodic meetings to review progress and assist in coordinating ongoing work.
- v. Assist in providing (by subcontract if necessary) material testing services as needed during construction to assure appropriate quality control.
- vi. Identify construction inspection/verification hold points that require verification/approval by either the AE or the County assigned Project Inspector(s); such verification/hold points pertain to and/or are in addition to inspections required by the Virginia Uniform Statewide Building Code to insure the quality and acceptability of the project is confirmed at all phases of construction.
- vii. Prepare and provide an Inspection Guide and Checklist for use by the AE and/or the County's assigned Project Inspector(s) to provide for documentation of the acceptance of all required inspections conducted/completed throughout construction of the project.
- viii. Make a final inspection of the completed project with the County. Upon full and satisfactory completion of all construction, issue a Certificate of Substantial Completion and acceptance.

- ix. Upon completion of the work, compile for and deliver to the County a complete set of record documents, including warranties on equipment, permits, as-built drawings and inspection reports.
- e) **Provide other related services required to assist the County in bidding the construction work, awarding the construction contract and administering the construction contract.**
- f) **Coordinate all activities of the program of work and consult regularly and clearly with the County with regard to any concerns or difficulties that may arise with respect to adhering to the agreed schedule and timelines.**
- g) **Provide all necessary engineering, architectural, environmental, surveying, impact analysis (e.g. traffic, utilities, infrastructure), and other services related to the program of work and necessary to provide the required services and deliverables.**

This is a general listing of the scope of services and deliverables and should not be construed as being the full and complete list of all services and deliverables that may be required under this RFP. A more comprehensive list of services and deliverables may be developed through discussion and negotiation between the Offeror and County.

### **3. Site Visits**

Site visits may be scheduled at the request of Offeror and may be arranged by contacting the Office of the Southampton County Administrator at (757) 653-3015.

### **4. Term of Contract**

The duration of any resulting contract will be dependent on negotiations with the selected Offeror.

### **5. Proposals**

- a) In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) printed and signed original and one (1) electronic copy (PDF) of each proposal must be submitted to the County Administrator, at the location stated below, on or before 3:00 P.M, local prevailing time on October 3, 2019.
- b) Proposals should conform to the following requirements:
  - i. Proposals must be signed by an authorized representative of the Offeror.

- ii. All requested information must be submitted. Proposals which are substantially incomplete or lack key information will be rejected by the County.
- c) Proposals must include:
  - i. Resumes of individuals to be assigned to the project (see subparagraph f below);
  - ii. Recent history of the firm, including recent projects of similar nature (see subparagraph d below);
  - iii. Names and references from similar projects (see subparagraph e below);
  - iv. A statement of the capacity of the firm to perform the work based upon current and planned work load and schedules; and
  - v. Proposed project schedule for carrying out/providing the services/deliverables.
- d) Offeror must furnish evidence of its qualifications, expertise and experience in the provision of similar services/deliverables. Proposals should highlight similar work performed by the Offeror, including but not limited to other courthouse projects conducted by the Offeror. Offeror is encouraged to elaborate on its qualifications to carry out the scope of services considered herein and its experience providing services and deliverables similar to those requested in this RFP including specific reference(s) by the Offeror of its capabilities with respect to quality assurance and quality control of construction projects it has designed and assisted in the completion of.
- e) Offeror must provide the name, address, contact person and phone number of at least three clients for whom Offeror has provided similar services or deliverables. Offeror should include a brief description of each similar project. The County reserves the right to contact any client listed.
- f) The proposal must identify the Offeror's proposed project team including the project manager.
- g) The proposal must identify the Offeror's proposed approach/strategy to completing the project and timeline for providing the services and deliverables.
- h) The proposal must state any professional licenses maintained by Offeror and/or individuals identified as being a part of Offeror's project team that are relevant to the project.

- i) Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror's proposal and capabilities to satisfy the requirements of the RFP.
- j) Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of 2.2-4342.F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- k) No information regarding the proposal records or the contents of responses will be released except in accordance with Virginia Code § 2.2-4342. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- l) Offerors shall NOT provide any estimated project costs in their proposals. During discussions with Offerors, as permitted during competitive negotiation under Virginia Code § 2.2-4302.2, County may discuss nonbinding estimates of total project costs with Offerors. A final price shall be determined during negotiations.
- m) IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be sent or delivered to the County in an envelope or package that is sealed and clearly marked on the lower left-hand corner of the envelope or package with:

From: \_\_\_\_\_  
 (Name of Offeror)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Due Date: October 3, 2019  
 Due Time: 3:00 p.m.  
 RFP #2019-0901

**6. Evaluation of Proposals**

The proposals will be evaluated by the Board of Supervisors of Southampton County and the Franklin City Council (the "governing bodies.") The governing bodies will rank the proposals based on the factors listed below and each firm's initial proposal. The governing bodies intend to conduct interviews and/or discussions with at least the two



top-ranked firms; however, the governing bodies reserve the right to interview more or less than two firms after initial proposals are reviewed.

At the conclusion of discussions, on the basis of evaluation factors published in this Request for Proposal and all information developed in the selection process to this point, the governing bodies shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the governing bodies can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the governing bodies, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

Factors to be considered by the governing bodies in determining whose professional qualifications and proposed services are deemed most meritorious shall include:

- a) Professional competence;
- b) Understanding of the project and the scope of services requested in this RFP;
- c) Proposed Project timeline & milestones;
- d) Familiarity with the Virginia Courthouse Facility Guidelines and experience designing facilities that comply with them;
- e) Plan for quality assurance and quality control;
- f) Non-Binding Estimate of Cost (at interview stage);
- g) The results of interviews and/or discussions with Offerors; and
- h) References.

## **7. Rejection of Proposals/Waiver**

Southampton County reserves the right to cancel this Request for Proposal or reject any or all proposals received. The County also reserves the right to waive informalities in proposals.

## **8. Form of Contract**

Unless modified during negotiations with the Offeror, the County intends to utilize AIA Document B201-2017, Standard Form of Agreement between Owner and Architect; Design and Construction Administration Services.

**9. Proposal Acceptance Period**

Any proposal in response to this RFP shall be valid for ninety (90) days. At the end of the ninety days, the offer may be withdrawn at the written request of the Offeror. If the offer is not promptly withdrawn (within 5 business days) at that time, it remains in effect until an award is made or the solicitation is canceled.

**10. Questions/Comments Concerning this RFP**

Pursuant to Virginia Code §2.2-4316, questions or comments concerning this RFP shall be submitted in writing via email to [mjohnson@southamptoncounty.org](mailto:mjohnson@southamptoncounty.org) or by regular mail to Michael W. Johnson, P.O. Box 400, Courtland VA 23837 no later than 4:30 pm EST on September 24, 2019.

**11. Deadline/Address**

All proposals must be sealed, delivered and received by 3:00 p.m., local prevailing time on October 3, 2019. Proposals shall be mailed or hand delivered to:

Michael W. Johnson  
County Administrator  
26022 Administration Center Drive  
P. O. Box 400  
Courtland, Virginia 23837

**12. Contract Award**

The award of any contract will be made in accordance with the statutes for competitive negotiation for professional contracts contained in Virginia Code § 2.2-4302.2. It is the County's intent to enter into a contract with the successful Offeror on or before December 1, 2019. If the County determines 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. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the County will post such notice on the County's webpage at <http://www.southamptoncounty.org/>.

**13. Ethics in Public Contracting**

By submitting a proposal, Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier or subcontractor in connection with their 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. Furthermore, the provisions, requirements, and prohibitions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Code, pertaining to bidders, offerors, contracts and

subcontractors, are applicable to this RFP, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Code of Virginia.

**14. Qualifications of Offeror**

The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform/provide the Services/deliverables and the Offeror shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to carry out the obligations of the contract and to provide the Services and/or furnish the goods contemplated therein.

**15. Debarment Status**

By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia, Southampton County, Virginia, or any other locality from submitting bids or proposals on contracts for the type of Services/deliverables covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

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

Company Name and Address:

_____	Date: _____
_____	Name: _____
_____	Title: _____
_____	Telephone: _____
_____	Email: _____

Signature: \_\_\_\_\_