



**COUNTY OF FLUVANNA, VIRGINIA**

**Request for Proposals (RFP) #2018-06**

**Burn Building Design-Build Project**

**Issue Date: May 15, 2018**

**Due Date: June 14, 2018 at 2 p.m. EST**

**Procurement Contact:**

County of Fluvanna  
Cyndi Toler, Purchasing Officer  
132 Main Street  
P.O. Box 540  
Palmyra, VA 22963  
Ph: (434) 591-1930 ext. 1124  
Email:  
[ctoler@fluvannaCounty.org](mailto:ctoler@fluvannaCounty.org)

**ONLY THE FOLLOWING FIRMS, PREQUALIFIED UNDER THE COUNTY'S REQUEST FOR QUALIFICATIONS 2018-06, ARE PERMITTED TO SUBMIT A PROPOSAL IN RESPONSE TO THIS SOLICITATION:**

- WHP Training Towers
- Kirila Fire Training Facilities, Inc.

**All sealed proposals shall be turned in no later than June 14, 2018, at 2:00 p.m. EST.**

- All Proposals that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above.
- Any Proposals sent in via facsimile, telephone, or email shall not be considered.
- Any Proposals that are turned in late will be rejected and returned unopened.

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2<sup>nd</sup> floor, Palmyra, VA 22963 or by clicking on the following link: <https://www.fluvannacounty.org/rfps>.



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## 1) PURPOSE

- a. The County of Fluvanna (the “County”) has received a grant (the “Grant”) award from the Virginia Department of Fire Programs (“VDFP”) for the construction of a new Burn Building as a prop to assist in training the fire service for the Fluvanna area. Pursuant to this Request for Proposals (the “RFP”), the County is seeking proposals from qualified licensed architectural/engineering firms (“Contractor” or “Offeror”) to assist in the development of plans and specifications for construction of a Prototype II, Class B Burn Building. The County has elected and been awarded funding to construct a Prototype 2, Class B Steel Frame Burn Building (the “Burn Building”) on that property of the County known as Tax map Parcels 51 A 129 and 51 A 129A and also known by present street numbering as 5725 James Madison Highway, Fork Union, VA 23055 near the Fork Union Fire Department (the “Site”) with such Site being more particularly depicted in Exhibit 1 of RFQ 2018-06. The RFQ 2018-06 (the “RFQ”) and all attachments and exhibits thereto are incorporated herein by reference as material provisions of this RFP, and specifically the D/B Procedures, Grant, Site and Burn Building are more specifically described therein. Defined terms in the RFQ have the same meaning when used herein unless the context requires otherwise.
- b. This RFP is the Second step in a 2-step competitive negotiation. In accordance with the D/B Procedures, based on a committee evaluation of qualification statements received in response to the previous RFQ 2018-06, only firms selected to participate will be provided a copy of this RFP.
- c. This RFP identifies, to the extent possible, the requirements for this Burn Building project (the “Project”) along with submittal requirements for a technical and Cost Proposal with a fixed or not-to-exceed cost (to be submitted by Offeror in response hereto). Based on a committee evaluation of proposals received in response to the RFP, the firm deemed best suited will be identified. Cost will be considered.
- d. **Phase 1:** Design Confirmation Phase. During the Design Confirmation Phase, the Contractor will meet with County representatives and other stakeholders to discuss the Prototype Plans and incorporate any revisions to the Prototype Plans that may be requested by the County. At the conclusion of the Design Confirmation Phase, the County and the Contractor will have agreed on a Basis of Design, which will form the basis for the iterative design process that will follow during the Implementation Phase.
- e. **Phase 2:** Implementation Phase. The Implementation Phase will have two stages: the Design Implementation Stage and the Construction Implementation Stage (the “Implementation Stages”). During the Design Implementation Stage the Contractor will: (i) advance the design and budget for the Project such that at the end of this stage the Contractor will have produced, and the Project Manager will have approved, a full set of plans and specifications necessary to construct the Project in accordance with the requirements of the Contract; and (ii) submit for and receive all necessary permits and approvals. During the Construction Implementation Stage, the Contractor shall construct the Project in accordance with the Plans and the Contract Documents.

## 2) SCOPE OF SERVICES

- a. Contractor shall provide, furnish deliver, supply and install, all necessary or appropriate labor, services, parts, tools, materials, equipment, items and resources as may be required to complete the work on the Project (the “Scope of Work”), in accordance

with the specifications and terms and conditions stated herein, which Scope of Work, shall include at minimum, but is not limited to, all of the following:

- i. The development of a site plan for the Burn Building at the Site,
  - ii. Drafting of structurally engineered plans and specifications for the Burn Building using the Prototype Plans (Exhibit 2 of RFQ 2018-06),
  - iii. Construction of Prototype 2, Class B burn building,
  - iv. Complying with all requirements of the Grant, and
  - v. Complying with all requirements of the County's D/B Procedures.
- b. This Project shall be designed, constructed and administered in accordance with the Grant, NFPA 1403 and the VDFP Policy, VDFP's "Agency Practices, Policies" and the "Burn Building Project Manual." All documents are available on VDFP's website at [www.vafire.com](http://www.vafire.com) under the Grants and Local Aid: Bum Building link.

**c. DESIGN CONFIRMATION PHASE**

- i. The proposed prototype plans for the Burn Building entitled "Commonwealth of Virginia Burn Building Prop Prototype 2 Metal Building – Class B Fuel" also referred to as VDFP "Prototype 2, Class B" (the "Prototype Plans") are attached to the RFQ as Exhibit 2.
- ii. Concept Design Review. Promptly after a Notice to Proceed is issued for the Design Confirmation Phase (the "Initial NTP"), the Contractor shall meet with the Project Manager and other stakeholders to discuss the Prototype Plans. The purpose of this meeting shall be to review the Design Criteria set out in the RFQ/RFP and discuss any adjustments or refinements to the Prototype Plans that the County may recommend. The Contractor and its Design Team shall evaluate any such proposed adjustments to the Prototype Plans and shall provide the Project Manager with a written assessment of whether such adjustments are technically feasible and, if so, the impact such adjustments would have on the budget and the Projects schedule. The assessment shall be delivered as soon as practically possible, but in no event more than 21 days after the initial meeting. The assessment shall include a line item break-out of the potential cost impact, if any, as well as a schedule analysis that highlights the impact of the adjustments on the Project schedule. No modifications of any kind to the Contract or Price shall be binding except where permitted under the D/B Procedures, the County' General terms (including without limitation Section 53 thereof), applicable law (including without limitation the Virginia Public Procurement Act) and only upon execution of a written amendment by the County. The Contractor and the Project Manager will meet as often as necessary in order to discuss and agree upon what adjustments, if any, will be incorporated in the Prototype Plans. The Contractor shall revise the Prototype Plans to reflect any such approved design adjustments and submit such revisions the Project Manager for approval, which approval may be withheld in the Project Manager's sole and absolute discretion. The revised Plans, with adjustments approved by the Project Manager, shall become the "Basis of Design".

**d. IMPLEMENTATION PHASE**

- i. DESIGN IMPLEMENTATION STAGE

1. The Contractor shall submit for the Project Manager's approval final construction plans based on the Basis of Design. The Contractor shall make such revisions as necessary to incorporate comments, feedback and other direction provided by the Project Manager.
2. Permit Set Submission to Code Official. The Contractor shall submit the Permit Set of documents based on the construction plans to the Code Official in order to obtain the necessary building permits to construct the Project. The Contractor shall monitor the permit process and shall incorporate any changes or adjustments required by the Code Official, with no change to the GMP. The Contractor shall also meet with the Project Manager to discuss any such changes for which it seeks approval. The Contractor shall highlight (or bubble) any aspect of the design that represents a material deviation from the Permit Set documents and shall address in a narrative format the impact, if any, such deviation shall have on the Project's aesthetics, functionality or performance.
3. Once the Building Permit is received, a copy of the valid building permit will need to be submitted to VDFP along with two (2) original copies and one (1) CD Rom version of the construction building drawings, including specifications.
4. Issued for Construction (IFC). The Contractor shall submit for the Project Manager's approval an IFC Set submission. Notwithstanding the D/B nature of this Contract, the Contractor shall be required to fully and faithfully implement the IFC Set unless the IFC Set is amended and such amendment to the IFC Set is approved by the Project Manager.

**ii. CONSTRUCTION IMPLEMENTATION STAGE**

1. Drawings & Specifications. All of the Work shall be constructed in strict accordance with the final IFC Set and all Contract Documents.
2. On-Site Management. The Contractor shall provide on-site management during all working hours and provide daily inspections, quality control, monitoring, and coordination of various trades, record drawings, and daily work log.
3. Site Safety Generally. The Contractor shall provide a safe and efficient site, with controlled access. As part of this obligation, the Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Project.
4. Quality Control Generally. The Contractor shall be responsible for all activities necessary to manage, control, and document work to ensure compliance with the Contract Documents. The Contractor's responsibility includes ensuring adequate quality control services are provided by the Contractor's employees and its subcontractors at all levels. The work activities shall include safety, submittal management, document reviews, reporting, and all other functions related to quality

of construction.

5. Monthly Reports. The Contractor shall provide written reports to the Project Manager, on the progress of the entire Work at least monthly from Construction NTP until Final Completion of the Project. The monthly reports shall include: (i) an updated schedule analysis, including any plans to correct defective or deficient Work or recover delays; (ii) an updated cost analysis; (iii) a quality control report; and (iv) progress photos.
- e. The County and its designees are to administer the Project in accordance with all applicable federal, state and local laws and regulations. All project activities will be under the direction of the County's Project Manager, Ben Powell.
  - f. Funds
    - i. The method of payment for this contract will be by lump sum fixed price or not to exceed payment including all reimbursable administrative or other expenses of any kind.
    - ii. Offerors acknowledge and understand that per Section G(3) of the VDFP Policy, grants funds cannot be used for ancillary costs as more specifically described in the VDFP Policy.

### **3) PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

#### **a. GENERAL INSTRUCTIONS**

- i. **RFP Questions:** Address questions concerning this RFP to:

Cyndi Toler, Purchasing Officer  
P.O. Box 540  
132 Main Street  
Palmyra, VA 22963  
Ph: (434) 591-1930  
[ctoler@fluvannaCounty.org](mailto:ctoler@fluvannaCounty.org)

1. Offerors shall submit any questions in writing. Written responses, including the questions, will be posted with the RFP. Questions will not be accepted after June 1, 2018.
- ii. **Ownership of Proposals:** 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 Freedom of Information Act. Any proprietary or trade secrets material submitted must be identified as such, and must indicate the specific words, figures, or paragraphs specifically, and with a reason why such material is proprietary or a trade secret. The classification of an entire proposal document, individual pricing or total proposal prices is not acceptable and will result in rejection and return of the proposal.
  - iii. **RFP Response:** In order to be considered for selection, Offerors must submit a complete response to the RFP. One (1) original and three (3) copies of each proposal, along with one (1) electronic copy of its proposal on CD ROM, DVD,

or USB flash drive/memory stick, must be submitted to the Issuing Department as stated on page one (1) of this Request for Proposal. The Offeror shall make no other distribution of the proposal.

- iv. **Due Date:** Sealed copies of the proposal must be received by the Purchasing Officer no later than 2:00 p.m. EST on June 14, 2018. Proposals must be addressed to:

Cyndi Toler, Purchasing Officer  
P.O. Box 540  
132 Main Street  
Palmyra, VA 22963  
RFP-2018-01

- v. **Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.**

**b. PROPOSAL PREPARATION**

- i. The County will follow the evaluation process and selection criteria described in this Request for Proposals. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate. The following paragraphs provide guidelines to each Offeror for information to include in the proposal:
- ii. **Cover Letter** - Provide a cover letter that confirms the Offeror's understanding of this Request for Proposal, an overview of the history and qualifications of the firm.
- iii. **Overview** - The purpose of this section is to provide the County with an overview of the history, qualifications and abilities of the Offeror's firm and for the Offeror to demonstrate the specific qualifications of the staff the Offeror will assign to this project if selected. At a minimum, the proposal should:
  - 1. Designate a Project Manager and indicate office location.
  - 2. Designate the Registered Design Professional.
  - 3. Include the organization chart, functional discipline, and responsibilities of project team members.
  - 4. Provide any additional information you feel is relevant to the selection.
- iv. **Project Full Specifications** - Please provide full specifications and features of the building, lighting, materials, concrete, roofing, and all of materials and a detailed listing of all Site Work. Please provide pictures, pamphlets and materials related to the materials (such as windows, locks, doors, fans, concrete, finishes, etc.) that will be used.
- v. **Proposed Sub-Consultants** - The Contractor shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed sub-contractors shall be provided. By proposing such firm(s) or individuals, the Contractor assumes full liability for the sub-consultant's performance. The



Contractor shall state the amount of previous work experience with the sub-consultant(s).

- vi. Addenda: Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required. By submitting a proposal Offerors certify that all information provided in response to this RFP is true and accurate.
- vii. Any information thought to be relevant, but not applicable to the enumerated scope of work, should be provided as an appendix to the bid. If publications are supplied by the Offeror to respond to a requirement, the response should include reference to the document number and page number. Bids not providing this reference may be considered to have no reference material included in the additional documents.
- viii. **COST PROPOSAL - Separately-sealed Cost Proposals shall be submitted to the County's Purchasing Agent and shall be secured by and kept sealed until evaluation of the Technical Proposals and the design adjustments are completed.**
- ix. The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.
- x. **Oral Presentation:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.
- xi. **Incurred Expenses:** The County will not be liable for any cost incurred by Offerors in preparing and submitting proposals. Offerors may not collect proposal preparation charges from the County of Fluvanna as a result of cancellation of this RFP.

#### **4) EVALUATION AND AWARD CRITERIA**

- a. The County will evaluate proposals intends to award the contract to the firm that makes the best proposal. The firm selected will be required to demonstrate its ability to provide the services required effectively with complete impartially and without any conflict of interest. The selection of a Successful Offeror shall be based on the following criteria:
  - i. Qualifications and experience of key contract team members who are actively involved throughout the entire contract. **(15 points)**
  - ii. Relevant experience with similar projects. **(35 points)**
  - iii. Specific plan and/or methodology to be used to perform the services. **(15 points)**
  - iv. References from other similar projects. **(15 Points)**
  - v. Costs **(20 Points)** (Note: Cost is only considered if applicable, see D/B Procedures Section 7-5.1.2(e) and (f))
- b. The County may arrange for discussions with Offerors submitting proposals for the purpose of obtaining additional information or clarification if needed.

- c. The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
- d. Based on the consensus rankings, the highest ranked Offeror(s) will be invited to engage in discussions with the Selection Committee that may include, but are not necessarily limited to:
  - i. Explanations of the proposed approach
  - ii. Work plan
  - iii. Qualifications of the Offeror(s)
- e. The County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, in the sole opinion of the County.
- f. The County of Fluvanna may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 11-65D, Code of Virginia). The award document will be a contract incorporating by reference all requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- g. The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached to the RFQ and incorporated herein by reference. These provisions bind all Offerors. Further, the conditions and requirements of this RFP, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Offeror(s).
- h. Awards shall be made to as many Offerors as deemed necessary to fulfill the anticipated requirements of the County.