

BLUERIDGECROSSROADS

economic development authority

Carroll – Galax – Grayson VIRGINIA

**REQUEST FOR PROPOSALS
ENGINEERING SERVICES
RFP NO. W-001 (A/E)
Blue Ridge Crossroads Economic Development Authority
Release Date: May 6, 2011
Wildwood Commerce Park
Exit 19/ Interstate 77- Carroll County, Virginia**

The Blue Ridge Crossroads Economic Development Authority (BRCEDA) invites proposals and statements of qualifications from qualified engineering firms to provide professional design-build services related to the Wildwood Commerce Park, located at Exit 19 of Interstate 77 in Carroll County, Virginia. BRCEDA is seeking to competitively negotiate a contract for engineering services with a firm authorized to do business in the Commonwealth of Virginia and with experience in design and construction of municipal utilities (water & sewer), industrial access roads, site grading, and related activities for the purposes of developing an industrial/commerce park. The full RFP is available for review at www.brceda.org and contains detailed information for respondents. Submittal of responses to the RFP must be delivered to the following address: **Blue Ridge Crossroads Development Authority, 1117 East Stuart Drive, Galax, VA 24333, Attn: Mr. Ken McFadyen, Regional Director, no later than Tuesday, May 31, 2011 at 4:00 PM. On the outside of the envelope should be printed in bold letters WILDWOOD RFP NO. 001 (A&E). Mailing proposals is acceptable.**

The Blue Ridge Crossroads Region is Virginia's "Entrepreneurial Region."

1117 East Stuart Drive . Galax, Virginia 24333
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**REQUEST FOR PROPOSALS
ENGINEERING SERVICES
RFP NO. W-001 (A/E)
Blue Ridge Crossroads Economic Development Authority
Date: TBD
Wildwood Commerce Park
Exit 19/ Interstate 77- Carroll County, Virginia**

The Blue Ridge Crossroads Economic Development Authority (BRCEDA) invites proposals and statements of qualifications from qualified consultants to provide professional design-build engineering services related to the Wildwood Commerce Park, located at Exit 19 of Interstate 77 in Carroll County, Virginia.

PURPOSE

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract, through competitive negotiations, for the professional services of an engineering firm, hereafter referred to as the Firm, authorized to do business in the Commonwealth of Virginia, with experience in design and construction of municipal utilities (water & sewer), industrial access roads, site grading, and related activities for the purposes of developing an industrial/commerce park. The Firm must have appropriate experience with industrial/commerce parks with uses similar to that of the Wildwood Commerce Park.

PROJECT BACKGROUND

To further develop an industry presence in the Twin Counties, BRCEDA has joined with Carroll County, Grayson County, the City of Galax to develop the Wildwood Commerce Park. The Wildwood Commerce Park is part of a 1,400 acre tract located off Exit 19 of Interstate 77. BRCEDA has optioned 167 acres of this tract, of which 50 acres have already been graded and provided with retention pond access; site acquisition funds have been secured and the option to purchase will be exercised by June 1, 2011. Wildwood will provide a basis for the region to attract well-paying jobs in growing, next-level business sectors. It is anticipated that the 167 acres will host two companies, one occupying the entire fifty acre existing pad and another on a pad to be graded on the 114 acres.

The region has notched accomplishments in its effort to secure funding for the project. The Virginia Tobacco Commission awarded the project a \$1 million site acquisition grant in August 2010. In January 2011, the Commission followed up this award with a \$3.8 million award under the Megasite- Special Projects program. The Appalachian Regional Commission has reserved \$500,000 for water and sewer construction. The Virginia Department of Transportation is slated to provided \$500,000 for the access road development. Representatives from the Virginia Department of Housing & Community Development, US Economic Development Administration, US Department of Agriculture- Rural Development, the private sector, and Virginia Economic Development Partnership have all visited the Wildwood Commerce Park and have responded positively. Moreover, the localities and BRCEDA have completed a participation agreement that defines management of the project and its revenue sharing.

In March 2011, Carroll County, the City of Galax and Grayson County provided their moral support and obligation to fund the debt service necessary to acquire the site.

The Virginia Economic Development Partnership and Virginia's a-Corridor are working with BRCEDA to review an Industry Suitability Analysis to confirm target industries for Wildwood.

SCOPE OF SERVICES

It is anticipated that BRCEDA will enter into a retainer type agreement with the Firm with Memoranda of Agreements (MOA) executed for specific services as needed.

The specific services that Firm will be asked to provide include:

1. Surveying, engineering, final design, permitting and construction administration of:
 - Approximately 5,135 linear feet of four-lane access road with appurtenances;
 - Approximately 5,108 linear feet of 12-inch water line with appurtenances;
 - Approximately 4,541 linear feet of 8-inch gravity sewer line with appurtenances;
 - Approximately 5 miles of 288-count fiber communications lines (subject to modification);
 - Related erosion and sedimentation control of the above items.
2. Preparation and submittal of a comprehensive cultural resources survey of the project site (pre-construction);
3. In coordination with Appalachian Electric Power, surveying and design of 3-Phase electric transmission lines and appurtenances to the project site;
4. Review of existing grading and geotechnical documents and existing conditions to ensure that the 50-acre pad will be site-ready upon completion of utilities described above;
5. Periodic review and inspections of the retention pond adjacent to Interstate 77 and part of the BRCEDA project site.
6. Preliminary engineering for subsequent phases of the site development, to specifically include grading and site preparation of the currently ungraded 114 acres portion of the project site.
7. Master planning consulting for the project site in coordination with adjoining property owners and BRCEDA.
8. Additional items identified as the project develops as mutually agreed upon between BRCEDA and the Firm (terms of services would be determined at a later time).

For the purposes of this Request for Proposals, BRCEDA will be entering into an agreement for engineering and construction management services with the Firm for items 1 through 3 above at

a minimum. For items 4 through 8 as the project develops, BRCEDA will be entering into a term contract for engineering services with said term to expire June 30, 2014. It is anticipated both agreements will be awarded to one (1) firm.

All work provided to BRCEDA is subject to review and approval by the BRCEDA Board of Directors.

PROPOSAL REQUIREMENTS

- A. Proposals shall include an information sheet signed by an authorized representative of the Firm. The information sheet shall include:
1. The Firm's name, business address, telephone number and email address;
 2. Year that the Firm was established;
 3. Type of firm's ownership: a. small business (25 or less employees); b. small disadvantaged business; and/or c. woman/minority-owned business;
 4. Name of parent company (if any);
 5. Names of not more than two principals to contact, including title, telephone number and email;
 6. Location of the office where this project would be served;
 7. Number and primary function of the staff (by specific position) that would be dedicated to this project;
 8. Up to five similar projects completed by the Firm within the last seven years. Please include clients' contact information, which denotes the Respondent's permission for BRCEDA to contact the client for reference purposes.

By submitting a proposal, the Firm certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.

- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Firm's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content and the relevance of information submitted to the Evaluation Criteria noted herein.
- C. The Respondent's proposal shall include the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and *[three (3) copies]* of the proposal shall be submitted to BRCEDA. Each copy of the proposal shall be bound in a single volume where practical.
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of work, may be provided as an appendix to the proposal. If publications are supplied by the Firm to respond to a requirement, the response should include reference to the document number and page number.
- F. Specific reference to any alternate concepts or methodology proposals by the Respondent should be clearly noted.
- G. Submittal of responses to this RFP must be delivered to the following address: **Blue Ridge Crossroad Development Authority, 1117 East Stuart Drive, Galax, VA 24333, Attn: Mr. Ken McFadyen, Regional Director, no later than Tuesday, May 31, 2011 at 4:00 PM. On the outside of the envelope should be printed in bold letters WILDWOOD RFP NO. 001 (A&E). Mailing proposals is acceptable.**

A Respondents (Bidders) conference is scheduled for Monday, May 16, 2011. Primary location is the project site. Alternate location for weather is the Carroll County Administration Building board room. Time is 2 to 4 PM. The conference is an opportunity for respondents to clarify the requirements of the RFP. Clarifications provided by BRCEDA will be shared with every respondent who attends the conference and any respondents who request the information. All questions should be forwarded to BRCEDA not later than Wednesday, May 25, 2011 to allow for sufficient response and for dissemination to all known respondents.

VIII. EVALUATION AND AWARD OF CONTRACTS:

- A. Evaluation Criteria: Proposals shall be evaluated by BRCEDA using the following criteria:
 - 1. Expertise, experience, and qualifications of the Firm in similar projects with a list and description of each similar project referenced.
 - 2. Recommendations of previous clients of similar projects based on reference checks by BRCEDA. Include the name and contact information for persons affiliated with the owner of each similar project who has knowledge of the preliminary architectural and preliminary engineering services rendered as well as final design and construction as applicable.
 - 3. Expertise, experience and qualifications of any special consultants proposed for providing the services described in the Scope of Services.
 - 4. Expertise, experience and qualifications of the Firm's project manager and project team members that will be assigned to this project.

5. Current and projected work load of the Firm and individual project team members and Firm's plan to complete the work and ability to complete the work in a timely manner.
 6. Firm's experience in providing services in conformance to federal and Commonwealth Construction and Capital Outlay procedures.
 7. Firm and team members' experience in working with the Commonwealth of Virginia and respective federal regulatory agencies.
 8. Firm's estimation of the amount of time BRCEDA should expect for obtaining clearance through these respective regulatory agencies based upon the Firm's experience based on the various services that may be provided as outlined in the Scope of Services herein.
 9. Firm shall provide a proposal of how it envisions most effectively achieving the scope of services outlined herein, including the ultimate outcome of completing construction at the site.
 10. Geographic location of the Firm's office where work will be performed in relation to the project location(s).
 11. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.
 12. Size of the Firm, including any proposed consultants it intends to team with, relative to the size of the project.
- B. AWARD OF CONTRACT: After evaluation of the Proposals received in response to this RFP, BRCEDA, with input and recommendations from its staff, shall engage in individual discussions and interviews with two or more responding Firms deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Responding Firms are encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Responding Firms may also propose alternate concepts or methodology. Proprietary information from competing responding Firms (including the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the responding Firms and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth herein and the information provided and developed in the selection process to this point, BRCEDA shall rank, in the order of preference, the interviewed responding Firms whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted with the responding Firm ranked first. If a contract satisfactory and advantageous to BRCEDA can be negotiated at a fee considered fair and reasonable, the award shall be made to that responding Firm. Otherwise, negotiations with the responding Firm ranked first shall be formally terminated and negotiations conducted with the responding Firm ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should BRCEDA determine in writing and in its sole discretion that only one responding Firm is fully qualified, or that one responding Firm is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that responding Firm.

BRCEDA anticipates awarding a contract for professional engineering services by mid-June 2011 and hopes to have construction initiated during calendar year 2011.

IX. FEES:

The fee for services shall be negotiated considering the Scope of Services as set forth in each respective agreement.

X. ATTACHMENTS

Attachment A: Map of location of the Wildwood Commerce Park.

XI. QUESTIONS

Questions regarding this procurement should be directed to Ken McFadyen via e-mail at director@brceda.org.

XII. EEO

BRCEDA is an equal opportunity employer.

