



Summit View Business Park Dogwood Site Grading Project
Engineering and Permitting Services

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL SERVICES
FOR
THE COUNTY OF FRANKLIN, VIRGINIA

The County of Franklin, Virginia is seeking interested respondents to perform complete engineering and permitting services for the grading of the Dogwood site in the Summit View Business Park located along U.S. Route 220 in the northern part of the County. Interested parties should review the following project information and respond accordingly.

I. Introduction and Background

The County of Franklin is situated in southwest Virginia, approximately twenty (20) miles south of Roanoke. The County presently has two County-owned business parks that are close to capacity. In December 2015, the Franklin County Board of Supervisors purchased approximately three hundred fifty (350) acres on U.S. 220 in the northern part of the County. Subsequently, the County also purchased approximately two hundred (200) acres of adjacent property in the same area to create what is now known as the Summit View Business Park.

The vision for the new park is a campus-style development with community amenities that will be attractive to modern companies looking for an immersive location instead of a traditional industrial park. The Summit View Business Park is expected to accommodate up to three million square feet of warehouse/distribution, light manufacturing, and office/technology space. A signature of the project is the creation of a 100-acre site that can accommodate a 1 million square foot tenant. This site is referred to as the Dogwood site.

Franklin County has completed the development of a land bay and associated access road and utilities in the northern section of the park. The County has already successfully filled the two pad sites created in this land bay with the location of Stik-Pak Solutions and Traditional Medicinals. The County is just finishing road, utilities and a

15-acre pad (the Eagle site) in the southern region of the park. The next project slated for construction is the grading of the Dogwood site in this newly opened southern land bay.

The successful respondent will be tasked with designing, permitting, and preparing construction plans for the Dogwood Site Grading Project. The scope of services will include the design of a pad-ready site of approximately 55+/-acres to potentially house a 1 million square foot facility and associated parking, loading, and trailer spaces as well as needed E&S controls, storm sewer piping, and required BMPs. The pad site would sit within an approximately 90-acre site that can be expanded to encompass a total of approximately 118 acres with the additional area being at a substantially lower elevation than the pad site. The 90-acre site will be designed to tie into the existing roadway and all existing utilities.

Franklin County has received two grants to date (\$1.5 million from the Virginia Tobacco Region Revitalization Commission and \$1 million from the Virginia Business Ready Sites Program) and is seeking additional grant funding later this year. **Because the amount of funding needed to complete the entire project has not yet been secured, the chosen respondent shall design the project in a way that allows the grading project to be broken into at least two pieces that can be constructed over time or all at once.** As the County has already announced three businesses to be located within the Summit View Business Park, it is essential that work on the design and other engineering tasks for this project move forward at a rapid pace.

II. Project Objectives and Scope of Work

The objective of this project is to complete final design and permitting of the various aspects of the Dogwood Site Grading Project. The successful respondent will be expected to take the project all the way from its current master plan/concept stage through construction bidding, including review of construction bids and recommendations to the County for construction contract awards. All of the items associated with engineering and permitting of such a project, including proactively managing the necessary local, state, and federal processes, are expected to be included whether specifically listed in this RFP or not. Any specific items to be excluded by the respondent should be clearly spelled out in the response. Deliverables include all plans and documents necessary to achieve the award of construction documents to build all components of the grading project.

The Scope of Work has been divided into five (5) components with expected tasks listed under each. Respondents should expect to be required to accomplish other tasks as necessary to fulfill the overall objectives of the project and the final negotiated contract should reflect this contingency.

Scope of Work phases include:

1. Site Grading Design

The selected respondent will be tasked with design of the grading of an approximately 55-acre building pad site to house a potential 1 million square foot facility and associated improvements on an approximately 90-acre site. The design will also include the potential usage of an additional 28-acre parcel (118-acres combined) for other potential uses by the future owner of the Dogwood site. The consultant will be expected to review the proposed site and building layout concepts and evaluate the best way to get the most efficient and cost-effective pad site within the project area. This may prove the Master Plan concept to be correct or may reveal a different configuration that is more advantageous to the County. In either case, it is expected that final design will enable the construction of at least one 1 million square foot facility within the project area along with potential associated parking and ingress/egress.

Because not all of the anticipated funding necessary for the project has currently been secured, the grading plan shall be designed in at least two parts (or more if necessary) that can be constructed at different times if required. Should additional funding be secured during the design process, it is anticipated that the County would do the entire project at one time. The design of the grading project should enable the County to construct the project either in part or in whole.

2. Design to Utilize Existing Roadway and Utilities

The successful applicant will be tasked with designing the project in a way to allow the usage of existing roadway, water, sewer, electric, fiber, and potential natural gas utilities that run along the edge of the Dogwood site. The successful respondent will not be required to design new road or utilities, and none are expected in the construction of the project. However, the chosen firm must design the grading project to allow the usage of these in-place utilities and in a way that will allow a future entrance(s) onto existing Pleasant Breeze Drive that meets VDOT requirements. The selected responder will be expected to work closely with VDOT, Appalachian Power, the Western Virginia Water Authority, and potentially Roanoke Gas to ensure proper project design.

3. Project Permitting

The successful respondent will be responsible for assisting the County in getting any and all local, state, and federal permits necessary to complete the Dogwood Site Grading Project. This may include, but is not limited to: erosion and stormwater management, land disturbance, USACE approvals, and DEQ permits. Permits or approvals by VDOT or some utility providers may be required. It is the responsibility of the selected proposer to anticipate and secure all permits and approvals required for a project of this nature.

4. Construction Bidding

The successful consultant will be tasked with doing all necessary design work to successfully complete the project up to and including the construction bidding phase. The scope of work includes preparing all designs and construction documents necessary to allow the County, with the consultant's guidance, to advertise the project

for bid. The successful responder will also manage the bidding process, taking bids and then reviewing them for errors and comprehensiveness. After reviewing the bids, the consultant will be expected to make a recommendation as to which construction firm(s) should receive contract awards and for how much. The scope of work for this RFP ends with the contract awards recommendations. However, the County of Franklin retains the right to amend the engineering contract related to this RFP to include construction engineering services if it is deemed in the best interest of the County. Should the project be constructed in multiple contracts or timeframes, the County and respondent shall determine any additional fees necessary to compensate the respondent for the additional time and work.

5. Grants-Related Tasks

A major component of this endeavor is the County's ability to obtain grant funds to offset a significant portion of the project costs. To this end, the successful respondent will be expected to, in conjunction with the County, work with grant funders to meet their needs for information and accounting of grant funds. This may include non-standardized expense tracking and reporting. In addition, the County may require assistance from time to time to assemble estimates, concepts, or other items necessary to successfully complete grant applications.

III. Criteria for Evaluating Proposals

1. All proposals received shall be subject to evaluation by a Selection Committee comprised of County staff. The evaluation shall be for the express purpose of determining the offeror which best meets the RFP requirements. The following areas will be considered in the selection process:
 - a. **Understanding of the Project:** This refers to the consultant's understanding of the County's needs, the objectives of the RFP, and the nature and scope of work involved.
 - b. **Consultant Qualifications:** This refers to the qualifications of the consultant to meet the needs of the RFP, particularly the time constraints; ability to achieve cooperation and participation by County staff, elected officials, and special interest groups; and the quality and relevancy of recent studies and projects of a similar nature completed by the consultant.
 - c. **Professional Personnel:** This refers to the competence of professional personnel assigned to the project by the consultant. Qualification of all professional personnel will be measured by education and experience, with particular emphasis on experience and analysis of innovative practices related to the proposed project. Individual biographical resumes with specific project experience related to a study or project similar to the Franklin County project will be given strong consideration.

- d. **Soundness of Approach:** Emphasis shall be placed on stated techniques for collecting and analyzing data, sequence, and relationship of major program steps, methods for managing the studies, rationale for stated methodology, and the practicality of implementing the recommendations. Offeror should explain in the response the steps and specific approach by which it will go about performing the project's tasks.
- e. **Cooperative Process:** This refers to the consultant's understanding, expression, and historical experience involving projects which demonstrate sensitivity to the need for developing a spirit of cooperation between different levels of government, private businesses, industries, potentially impacted landowners, and County staff.
- f. **Conflict of Interest:** The response shall specifically address any possible conflicts of interest and the proposer's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this project or study.
- g. **Expected Timeframe:** As the County is already working with prospects to locate within the park, time is of the essence to provide the building sites needed to accommodate new businesses. The consultant's response should include an expected timetable for completion of the project, including various milestones as understood by the responder. The ability of the proposer to complete a quality job in a short timeframe will be a point of emphasis in the evaluation process.

IV. Response Requirements

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

The proposal shall be divided into sections as indicated below:

1. *Statement of Project Requirements*

Each proposer shall state in sufficient terms its understanding of the project requirements presented in this RFP.

2. *Scope of Work*

Each proposer shall describe in narrative form the proposer's technical plan for accomplishing the work. Please use the Scope of Work tasks provided in Section II of this RFP as the point of departure. Additions to, or modifications of, the phase descriptions are permissible, but reasons for changes shall be fully explained in the response. Include a discussion of each phase separately with time schedules for each phase, if applicable.

3. *Personnel and Prior Experience*

Each proposal shall identify specific executive, professional, and technical personnel who will be assigned to the project. Identify the specific personnel to be assigned to this project by name, title, and area of expertise. The proposal shall indicate the responsibilities each person will have in the project and indicate the previous related work experience of each individual. Personnel indicated shall have appropriate expertise for this project and shall be actively engaged in completion of the tasks. List the assigned personnel's qualifications, including formal education, professional certifications and practical training. Explain past experience in projects of this nature and the direct experience of the assigned personnel. Include a description of tasks performed in similar projects. Any changes in assignment of personnel shall be reviewed with the County of Franklin to ensure consistent technical expertise throughout the term of the project.

Proposers must also describe their past experience with projects of the type proposed in the RFP. Respondents must include a list of at least two previous clients for similar work with contact names, phone numbers, and addresses. Describe the consultant's experience in site grading for business/industrial development sites and parks. The response should include any other information that will assist the County of Franklin in determining the firm's qualifications, experience, and competence. Professional references shall be provided where practicable or when requested.

4. *Expected Timeframe*

Proposers should use their understanding of the project to describe the expected timeline for completion of the scope of work. This should include a list of reasonable milestones and the timetable for the completion of each milestone.

V. Due Date and Place

Sealed Proposals

Proposals must be submitted to the individual below by 4:00PM, June 24, 2022.

**Karen Brown, Procurement Officer
County of Franklin
1255 Franklin Street, Suite 111
Rocky Mount, VA 24151**

Any proposal received after the announced time and date of opening will not be considered. Six (6) paper copies of the proposal must be submitted along with one electronic copy. Proposals must be sealed and clearly marked on the outside with the title "Summit View Business Park - Dogwood Site Grading Project RFP".

VI. Submission Evaluation and Contract Award

The County of Franklin will evaluate each proposal based on the seven sections referred to in Section III with each segment equally weighted. County Staff will review the proposals and score each offering received to arrive at a ranking schedule of the

proposals. After review and ranking, County staff may recommend one firm for contract award or may select a maximum of four (4) for interviews by the selection committee. Upon completion of the interviews, one firm will be selected on the basis of compliance with criteria. Negotiations will then begin with the top rated firm on the final contract details and cost and, upon agreement between Staff and the consultant, the proposed contract will be submitted to the Franklin County Board of Supervisors for contract award. In the event that a satisfactory fee or contract cannot be negotiated with the highest rated firm, attempts will be made to negotiate with the other qualified firms in the order of their rankings. The County reserves the right to accept, reject, or to request changes in any and all proposals. The County will work closely with the selected consultant to develop or refine a detailed scope of work, schedule for completion of tasks, and costs associated with completed work included in the contract documents. The County is not liable for any costs incurred by the consultant prior to contract issuance.

VII. Response Material Ownership

The material submitted in response to the RFP becomes the property of the County of Franklin and will only be returned to the consultant at the County's option. Responses may be reviewed by any person after the final selection has been made. The County of Franklin has the right to use any or all ideas presented in reply to this request. Disqualification of a consultant does not eliminate this right.

VIII. Reference Checks

The County of Franklin reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the County in evaluating the consultant's performance on previous assignments.

IX. Proposed Project Selection Schedule

Currently, the County of Franklin expects to hold interviews, if necessary, at its offices on Thursday, June 30, 2022 with award recommendation to be made to the Franklin County Board of Supervisors on July 19, 2022. This schedule is subject to change. Schedule for the completion of the project will be determined based on the responses received related to this RFP.

X. Questions and Additional Information

Questions or requests for additional information and clarifications should be addressed to:

Michael Burnette, Assistant County Administrator
County of Franklin, Virginia
1255 Franklin Street, Rocky Mount, Virginia 24151
540.483.3030
michael.burnette@franklincountyva.gov

General Provisions

A. ANTI-DISCRIMINATION: By submitting a proposal, the offeror represents and warrants to Franklin County, Virginia that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans With Disabilities Act, Section 2.2-4311 of the Virginia Public Procurement Act (VPPA), and all other applicable federal, state and local anti-discrimination laws, codes, rules, and regulations. Without limiting the foregoing, during the performance of this contract, the offeror agrees as follows:

1. The offeror will not discriminate against any employee or applicant for employment 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, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees, notices setting forth the provisions of this nondiscrimination clause.
2. The offeror, in all solicitations or advertisements for employees placed by or on behalf of the offeror, will state that such offeror is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
4. The offeror will include the provisions of the above 1, 2 and 3 in every subcontractor or purchase order over \$10,000 in connection with this RFP, so that the provisions will be binding upon each subcontractor or vendor.

B. DRUG-FREE WORKPLACE: During the performance of the contract, the offeror agrees to (i) comply with the drug-free workplace provisions of Virginia Code 2.2-4312; (ii) provide a drug-free workplace for the offeror's employees; (iii) post in conspicuous places, available to employees, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance is prohibited in the offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iv) state in all advertisements or solicitations for employees that the offeror maintains a drug-free workplace; and (v) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000 in connection with this RFP, so that the provisions will be binding upon each subcontractor or vendor.

C. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting its proposal, the offeror represents and warrants that it does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

D. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in a court of appropriate jurisdiction in Franklin County, Virginia. The offeror shall comply with all applicable federal, state and local laws, codes, rules and regulations.

E. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, the offeror represents and warrants 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 and any resulting contract, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Virginia Code.

F. QUALIFICATIONS OF OFFEROR: Franklin County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to provide the services/furnish the goods as required under this RFP, and the offeror shall furnish to Franklin County all such information and data for this purpose as may be requested. Franklin County reserves the right to inspect the offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. Franklin County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy Franklin 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.

G. DEBARMENT STATUS: By submitting its proposal, the offeror represents and warrants that it is not currently debarred by the Commonwealth of Virginia, or any city, county, town or political subdivision therein, from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor is it an agent of any person or entity that is currently so debarred.

H. NONDISCRIMINATION TOWARDS OFFERORS: A bidder, offeror or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless Franklin County has made a written determination that employing

ex-offenders on the specific contract is not in its best interest. **FRANKLIN COUNTY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.**

I. SCC REGISTRATION: Pursuant to Virginia Code § 2.2-4311.2, the offeror must be registered with the State Corporation Commission if so required by Title 13.1 or Title 50 of the Virginia Code or otherwise required by law.

J. MINORITY CONTRACTING: It is the policy of Franklin County to maximize participation by minority and women owned businesses, small businesses, and service disabled veteran businesses in contracting opportunities.

K. AVAILABILITY OF FUNDS: It is understood and agreed by the offeror that Franklin County shall be bound only to the extent of the funds available or which may hereafter become available for the purpose of the Contract.

L. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions or other breach of any resulting contract by the offeror, Franklin County may terminate the contract and/or procure the goods and services from other sources and hold the offeror responsible for any resulting additional purchase and administrative costs. These remedies shall be in addition to any other remedies which Franklin County may have under the contract, at law, or in equity.

M. CONTRACTUAL CLAIMS: The procedure for reviewing and resolving contractual claims and resolving contractual disputes shall be the procedure set forth in Virginia Code § 2.2-4363.C.