

Request for Proposals: Conceptual Master Planning and Design Assistance for CDBG Planning Grant

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation for conceptual master planning and design assistance for the Town of Narrows and the Town of Pembroke in Giles County, Virginia. These services are an important component of a business district revitalization planning grant that the towns have jointly received through the Virginia Department of Housing and Community Development (DHCD) Community Development Block Grant (CDBG) program. The planning grant activities will allow the towns to complete the preparatory work necessary to pursue additional CDBG funding to implement the physical development projects identified through the course of the planning process.

II BACKGROUND:

Giles County is located in the southwestern part of Virginia in the region known as the New River Valley. This region takes its name from the New River, the nation's oldest and the world's second oldest river, and includes the counties of Floyd, Giles, Montgomery, Pulaski, and the City of Radford. The New River flows through Giles County from south to north, passing by both Pembroke and Narrows. The New River in Giles County has many popular spots for fishing, kayaking, and rafting, and the Towns are near other outdoor recreation assets as well, including the Appalachian Trail, the Jefferson National Forest, and a variety of local trail systems and parks. Both Narrows and Pembroke are small towns (less than 2,000 residents each) with a Mayor and Town Council, as well as Town Managers and administrative staff.

III STATEMENT OF NEED:

The Town of Narrows and the Town of Pembroke are undertaking a community based effort to invest in the redevelopment of the downtown districts in both towns, focused around both their outdoor recreation and cultural heritage amenities, as well as strategies that can help businesses in the towns to maximize the economic benefits from visitors to these attractions. As part of these efforts, the Town of Narrows is serving as the administrator for a planning grant from DCHD. Through the planning grant process, community stakeholders will create an economic restructuring plan for both towns, to include specific projects the communities can undertake to improve their downtown districts and encourage business development related to outdoor recreation and tourism.

The Town requests proposals from consultants to provide the following services within each respective community to assist in the following planning grant activities for this project:

Conceptual master planning and design services

- a. identify priority projects for downtown revitalization efforts, including improvements to blighted properties, façade enhancements, improved public spaces and accessibility, improved multi-modal transportation, and layout in business districts (eg, sidewalks, intersection improvements, etc.)
- b. identify priority projects that increase connectivity between downtown business districts and nearby outdoor recreation and cultural heritage attractions
- c. detailed site analysis and preliminary engineering reports on specific sites/properties as appropriate
- d. develop budget estimates for proposed priority construction projects and other investments
- e. coordinate with the other activities related to this project, including: community visioning activities that DCHD staff will conduct to develop consensus on community priorities and desired project outcomes, and; economic restructuring planning activities that the New River Valley Regional Commission will conduct to develop strategies to support small business development and tourism promotion efforts

Work is anticipated to begin in March 2016, to be completed by December 2016.

Submittals should address the items above and must be limited to no more than five pages, not including references.

IV PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and one (1) electronic copies of each proposal must be submitted to:

Susan Kidd, Assistant Town Manager
Town of Narrows Municipal Office
P.O. Box 440
Narrows, VA 24124
Email: skidd@townofnarrows.org

RFP Issue Date: February 10, 2016

RFP Due date: March 4, 2016

The Offeror shall make no other distribution of the proposal.

2. Proposal Preparations:

a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Staff will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

b. Proposals will be reviewed and evaluated by a Committee as designated by the Town.

c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page, the proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

f. Ownership of all data, materials and documentation originated and prepared for the Town 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 Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other 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, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. SPECIFIC REQUIREMENTS: Proposals should be as thorough and as detailed as possible so that the Town may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. The return of the RFP general information form and addenda, if any, signed and completed as required.
2. Please provide four (4) recent references, similar to Giles County, for whom you have provided the type of services described herein. This includes experience with leading community visioning projects, master planning and 'place-making' for downtown areas, and creating budget estimates for proposed construction projects or investments. Include the date(s) services were furnished, the client name, address and the name, phone number and email address of the individual that Town staff has your permission to contact.
3. Expertise and experience of the firm relative to the scope of services contained in this RFP. This section should include recent project information of similar type completed by the firm along with the name and telephone number of the point of contact for each project.
4. Financial responsibility of the firm. The firm shall agree to carry professional liability insurance in an amount not less than 5% of the estimated cost of the total contracts that may be awarded, but in no event shall the amount of professional and liability insurance is less than \$5,000,000. The amount of insurance shall remain in effect throughout the period of responsibility of the project involved in accordance with the statute of limitations or for ten (10) years from the issuance of the Certificate of Completion, whichever is shorter. Liability insurance in excess of the minimum requirement shall be a point of consideration in negotiations between the County and the firm.
5. Geographic location of the firm relative to Giles County. The firm should include a street address of the office proposed to handle the work.
6. Number and type of projects within the past five years completed relating to the project as outlined in the scope of services.
7. Number, type, and value of current projects to include point of contact and telephone number for each project.
8. Past cost performance, scheduling performance, and general performance on past projects, to include all public projects in the past (3) years directly related to addressing the scope of service required for the RFP. This information should include the contact name and number for each project. Please identify any projects that involved working with DHCD funding or programs.
9. Identification and statement of qualifications of the principal architects/engineers and project team members who will be assigned to the project(s) for actual "hands on" work, as well as the principal assigned the project(s) for oversight responsibilities.

10. Identification and statement of qualifications of all additional associated architects/engineers, if any, to be used on the project(s) along with a description of their role(s) on the project team.
11. Size of the firm relative to the size of the project(s).
12. Current workload and ability to complete project(s) in the required time.
13. Site Visits: As requested, the Offeror will arrange site visits to similar sites the firm has completed.

V. EVALUATION AND AWARD OF CONTRACT:

AWARD OF CONTRACT: The Town shall engage in individual discussions and interviews with two or more offerors 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. Offerors are encouraged to elaborate on their qualifications, performance data, and staff expertise pertinent to the proposed contract as well as alternate concepts.

Proprietary information from competing offerors (including any data on estimated man hours or rates and 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 Offeror and the designation is justified as required by §2.2-4342.D., *Code of Virginia*, as amended. At the conclusion of the informal interview, on the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the County shall rank, in the order of preference, the interviewed offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted with the offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a fee considered fair and reasonable, 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 a fair and reasonable fee. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

B. Evaluation Criteria: Proposals shall be evaluated by the Town using the following criteria:

EVALUATION CRITERIA WEIGHT

1. Expertise, experience, and qualifications of the firm’s personnel in providing services as related to the Scope of Services **40 points**
2. Geographical location of the firm relative to the project location. Current and projected work loads and ability to complete the work in a timely manner. **5 points**
3. Familiarity with state and federal funding programs, specifically the Department of Housing and Community Development’s CDBG program procedures and requirements, including the documentation necessary to pursue funding for the projects identified in this Scope of Service. **5 points**
4. Special experience and qualifications of the firm and proposed consultants as related to the Scope of Service. **40 points**

5. Overall suitability to provide the services for this project within the time, budget, and operational constraints that may be present, and the comments and/or recommendations for the firm's previous clients, references and others. **10 points**

VI RESERVATION OF RIGHTS: The Town of Narrows reserves the right to award in part or in whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest.

The services provided under this DHCD planning grant provide the basis for pursuing additional funding from DCHD and other agencies to undertake construction of the downtown redevelopment projects identified in the planning process. The Town of Narrows and the Town of Pembroke reserve the right to retain the contractor(s) selected for this project for any additional contract services, similar to those requested by this RFP, which may be necessary during the construction phase of future projects.

VII QUESTIONS: Please submit all questions no later than February 26, 2016. No questions will be answered after this date unless the due date gets extended due to questions raised.

VIII CONTRACT ADMINISTRATION:

Susan Kidd, Assistant Town Manager, or her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or her designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Town of Narrows through a written amendment to the contract.

IX PAYMENT PROCEDURES: The Town will authorize payment to the Contractor after receipt of Contractor's correct invoice for services rendered. Invoices shall be sent to:

Susan Kidd, Assistant Town Manager
Town of Narrows Municipal Office
P.O. Box 440
Narrows, VA 24124

X CONTRACT PERIOD: The term of this contract is for one year or as negotiated.