



REQUEST FOR PROPOSALS

CITY OF FRANKLIN, VIRGINIA

Architectural/Engineering Services for Courthouse Facilities

RFP #2020-2

Issued: October 7, 2019

The City of Franklin (“City”) will be accepting sealed proposals from qualified architectural firms (“Offerors”) to provide professional services to assist the City with the assessment and renovation of the Franklin City General and Juvenile and Domestic Relations District Combined Courthouse.

Proposals are to be received no later than 2:00pm local time October 31, 2019 at the Franklin City Hall Building, 207 West 2nd Avenue, Franklin, VA 23851 Attention: Amanda Jarratt, City Manager.

Copies of the RFP Documents may be obtained from the City of Franklin’s Web site: www.franklinva.com and the Eva VBO website; www.eva.virginia.gov. or viewed at the City Manager’s office located at 207 W. Second Avenue Franklin, Virginia. Inquiries concerning this RFP shall be addressed to Amanda C. Jarratt, City Manager at 757-562-8561 or e-mail to: ajarratt@franklinva.com.

The City 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.



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1) **Background**

The City of Franklin's Courthouse is located at 1020 Pretlow Street, Franklin, Virginia and consists of a General District Court and a Juvenile and Domestic Relations Court, along with Juvenile Services and Court Security Services.

General District Court: The 5th Judicial District has three General District Court Judges, appointed by the Virginia General Assembly for six-year terms to serve the three divisions of the Court: criminal, civil and traffic. This court hears all misdemeanors (cases punishable by fines up to \$2,500 or up to one year in jail), including traffic violations and civil cases involving \$1000 or less. Civil cases involving \$1,000-10,000 may be heard originally in either the District Court or the Circuit Court in Courtland.

Juvenile and Domestic Relations Court: This court has two judges, appointed by the General Assembly for six-year terms. This court handles juvenile cases involving delinquency, abuse, neglect, custody/visitation, traffic offenses by a juvenile, criminal warrants for offenses committed against a family member and by or against a juvenile and non-support petitions.

Juvenile Services: The Court Services Unit provides services to children and families including intakes, detentions, investigative, counseling and related services relative to custody, abuse, neglect, non-support, domestic relations, delinquency and family related problems. Intake counselors are available 24 hours a day.

Court Security Services: This unit of the Sheriff's Office provides bailiff and court security to all courts, serves jury summons and supervises jury members for all criminal and civil cases in the Circuit Court.

The City of Franklin is a member of the Western Tidewater Regional Jail Authority in

Suffolk which serves as the sole detention facility for the City. The existing Courthouse facility was constructed after Hurricane Floyd caused significant flooding within the City in September, 1999. The facility is single story masonry structure with metal roofing and adjacent parking areas.

A goal of this RFP is to assure the final renovations render the Courthouse to adequately meet the standards established by the Supreme Court of Virginia in the 2015 edition of the Virginia Courthouse Facility Guidelines.

2) Scope of Services

The existing Courthouse facility is in need of security upgrades for the protection of the judges, staff and public, along with an assessment of the overall physical condition of the facility and an analysis of future needs that may require modifications or renovations to the facility. The City seeks the following professional architectural and engineering services or services provided by a general contractor:

a) Facility Assessment, Planning and Programming Services:

- i) Meet with City staff, Judges, Sheriff Department and affected personnel to document the Courthouse's existing security elements, procedures, public access, future operational space requirements, and identify the necessary components of the Courthouse project. Prepare preliminary space diagrams and conduct work sessions with affected parties to renovate its existing Courthouse ("the project") that meets all guidelines established by the Supreme Court of Virginia, to include a needs assessment and master plan and determination of alternative solutions.
- ii) Perform an evaluation of the existing mechanical, electrical, security, and data/communication systems to identify deficiencies and upgrade improvements necessary for efficient continued operations and future growth. Provide a general overview/examination of the building's exterior elements/condition, roof and interior finish conditions and provide recommendations for repair and expansion. Assist the City designee with preliminary cost estimates to include an estimate of all costs for design, temporary relocations, phasing requirements, construction administration and inspection.
- iii) Assist the City designee in preparing a Phasing Plan-Schedule documenting the existing court operations and facility functions and detailing an orderly and efficient sequence to accomplish the construction scope with minimal impact on the overall operations. Analysis ingress and egress safety requirements for each phase of

construction, gain approval from building officials and incorporate into contract documents. 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.

- iv) Obtain final written approval of the recommended architectural program from the Franklin City General and Juvenile, Domestic Relations District Courts and City Manager's office.

b) Architectural & Engineering Design:

- i) Prepare design and construction documents for the project that are in conformance with the approved architectural program and generally accepted architectural and engineering practices and comply with applicable codes and regulations including but not limited to the Virginia Uniform Statewide Building Code, the Americans with Disabilities Act, City of Franklin, and the Virginia Courthouse Facilities Guidelines;
- ii) Assist the City designee in the preparation of project cost estimates to create a comprehensive budget;
- iii) Conduct work planning-design sessions (3-planning sessions anticipated) with all affected Judges, staff, City Building Officials and Sheriff personnel, obtain written approval of in-progress planning and designs prior to moving forward. Prepare site plans and schematic drawings, where applicable
- iv) Prepare complete contract documents, including AIA general conditions, supplementary conditions, technical specifications, construction plans and other documents as may be required by the City and in compliance with the Virginia Public Procurement Act. Coordinate with City designee for Instructions to Bidders, Summary of Work, Bid Form and Agreement;
- v) Furnish sets of construction drawings, large elevation drawings and contract documents in such quantity as may be required by the City for submission to regulatory agencies and other reviewing authorities and for the City's general use;
- vi) Submit plans, specifications and contract documents to all regulatory agencies having jurisdiction for code compliance reviews and secure final approval. Obtain written approval of the bidding documents from the City of Franklin General and Juvenile and Domestic Relations Court. Conduct a public presentation to the Franklin City Council of the final plans.

c) Bidding Phase Services:

- i) Assist the City designee in developing and publishing criteria for

prequalification of prospective contractors for construction in accordance with Virginia Code § 2.2-4317.

- ii) Coordinate compiling and issuing pre-bid and post bid addendums with the City designee. Attend pre-bid conference and assisting in responding to inquiries regarding the drawings and specifications. Establish a “Drop-Box” or similar electronic program on architect’s web site where prospective bidders can obtain plans and post contact information. Use web site to post addendums.
- iii) Attend Bid opening. Assist the City designee with any post-bid value engineering needed to achieve budget compliance (1-session required).
- iv) Assist the City and selected general contractor in obtaining any federal, state or local permits or approvals that are applicable or necessary for the project.

d) Construction Administration Services:

- i) Provide construction administration services to include the following:
 - 1. Review/approve submittals, shop drawings and other product data or samples to verify conformance with the contract documents.
 - 2. Provide periodic (2 times per month) 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 City.
 - 3. Review proposed change orders submitted by the general contractor and make recommendations as to whether such change orders should be accepted; assist the City designee in preparation of change orders to the contract as deemed necessary by the City.
 - 4. Assist the City designee with reviewing monthly payment estimates submitted by the general contractor and attend monthly construction meetings to review progress and assist in coordinating ongoing work.
 - 5. Assist City designee with Identifying construction inspection/verification phasing stages that require approval to insure code compliant access, ingress/egress and life safety requirements during construction with the least disruption to the on-going operations of the facility
 - 6. Prepare and provide an Inspection Guide and Checklist for use by the AE and/or the City’s assigned Project Inspector(s) to provide for documentation of the acceptance of all required inspections conducted/completed throughout construction of the project.
 - 7. In coordination with the City designee, conduct a Substantial Completion

Inspection of the work and issue a punch-list deficiency report to all parties. Perform 2-follow-up inspections. Upon full and satisfactory completion of all construction, issue a Certificate of Substantial Completion and a written determination/opinion of all outstanding change orders and claims.

8. Upon completion of the work, compile for and deliver to the City a complete set of record documents, including warranties on equipment, permits, as-built drawings and inspection reports

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 City.

4) Site Visits

Site visits may be scheduled at the request of Offeror and may be arranged by contacting the City Manager, Amanda Jarratt, at (757) 562-8561.

5) Term of Contract

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

6) Proposals

- a) In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) printed and signed original, eight (8) copies and one (1) electronic copy (PDF) of each proposal must be submitted to the City Manager, at the location stated below, on or before 2:00 P.M, local prevailing time on October 31, 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 City.
- 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 City 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 City pursuant to the RFP shall belong exclusively to the City 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, City 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 City in an envelope or package that is sealed and clearly marked on the lower left-hand corner of the envelope or package with:

From: _____ Due Date: October 31, 2019
(Name of Offeror) _____ Due Time: 2:00 p.m.

Address: _____ RFP #2020-2

7) Evaluation of Proposals

The proposals will be evaluated by the City designee and City Council (the “Council”). They will rank the proposals based on the factors listed below and each firm’s initial proposal.

<u>FACTORS:</u>		<u>POINT VALUE</u>
1.	Specialized experience, expertise and qualifications of the firm with planning and designing courthouses.	50%
2.	Experience with phasing construction within an occupied courthouse.	20%
3.	Familiarity with the Virginia Courthouse Facility Guidelines	10%
4.	Record of the firm in completing similar projects on time and within budget, without change orders or additional fees	10%
5.	Completeness and responsiveness of proposal	10%
TOTAL		100%

The Council intend to conduct interviews and/or discussions with at least the two top-ranked firms; however, the Council 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 Council 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 Council can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the Council, 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.

8) Rejection of Proposals/Waiver

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

9) Form of Contract

Unless modified during negotiations with the Offeror, the City

intends to utilize AIA Document B201-2017, Standard Form of Agreement between Owner and Architect; Design and Construction Administration Services.

10) 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.

11) 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 ajarratt@franklinva.com or by regular mail to Amanda Jarratt, 207 West 2nd Avenue, Franklin, VA 23651 no later than 4:00 pm EST on October 18, 2019.

12) Deadline/Address

All proposals must be sealed, delivered and received by 2:00 p.m., local prevailing time on October 31, 2019. Proposals shall be mailed or hand delivered to:

13) 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 City's intent to enter into a contract with the successful Offeror on or before December 17, 2019. If the City 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 City will post such notice on the eVa's webpage at <https://eva.virginia.gov/index.html>.

14) 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.

15)Qualifications of Offeror

The City 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 City all such information and data for this purpose as may be requested. The City reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the City 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.

16)Debarment Status

By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia, City of Franklin, 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: