



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

DEPARTMENT OF GENERAL SERVICES

PAUL N. PROTO
DIRECTOR

RFP#07-8095-2CS

February 09, 2007

**REQUEST FOR PROPOSAL
ARCHITECTURAL AND ENGINEERING SERVICES
HIGH SCHOOL #1
COUNTY OF HENRICO, VIRGINIA**

Your firm is invited to submit a proposal to provide architectural and engineering services necessary to provide expertise in the design and construction of High School #1, to be located at 10700 Staples Mill Road, Richmond, Virginia, in accordance with the enclosed specifications. The submittal consisting of the original proposal and **thirteen (13)** additional copies, marked "**A Proposal for A & E Services, High School #1**", will be received no later than **2:00 p.m. on March 9, 2007** by:

IN PERSON OR SPECIAL COURIER

County of Henrico
Department of General Services
Purchasing Office
1590 E. Parham Road
Richmond, Virginia 23228

OR

U.S. POSTAL SERVICE

County of Henrico
Department of General Services
P.O. Box 27032
Richmond, Virginia 23273-7032

This RFP and any addenda are available on the County of Henrico website at: www.co.henrico.va.us. The Bids and Proposal link is listed under the Henrico Business Section on the homepage. Please contact Richard Edwards at (804) 501-5687 or edw@co.henrico.va.us if you need technical assistance downloading this document.

Time is of the essence and any proposal received after **2:00 p.m., March 9, 2007**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Office, Department of General Services. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

Questions concerning this Request for Proposal should be directed to Mrs. Cecelia H. Stowe, Purchasing Manager at (804) 501-5685, email sto05@co.henrico.va.us

Very truly yours,
Paul N. Proto
Director of General Services

Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Manager

**REQUEST FOR PROPOSAL
ARCHITECTURAL AND ENGINEERING SERVICES
HIGH SCHOOL #1
COUNTY OF HENRICO, VIRGINIA**

I. INTRODUCTION

The purpose of this RFP is to solicit proposals for architectural and engineering services necessary to design a new high school to be located in the northwest area of Henrico County.

This project will accommodate a capacity of approximately 1,800 students and will consist of approximately 250,000 square feet of building area. The design of the facility will incorporate a sloped standing-seam metal roof. The program will include the following, although not exclusively: general classrooms, specialty classrooms and laboratories, media center, gymnasium, cafeteria, common areas, and administrative spaces. The functions to be included in the facility will be further defined and described in an architectural program furnished to the Successful Offeror. The site will include accessory structures such as an athletic/field house and concession/restroom facilities, athletic fields and tracks, bus canopy, associated parking areas, landscaping, and all requirements in coordination with the County of Henrico POD requirements. The project will also include an energy management system that will be compatible with the existing energy management system currently serving the school system.

Offerors that are selected for oral presentation shall not present potential site layouts/building planning solutions pertaining to this particular site. This exception does not preclude the presentation of similar projects completed by the Offeror in other jurisdictions. The A/E Selection Committee may opt to visit completed projects of Offerors during the selection process.

No other contact will be made with the Owner during the proposal period with the exception of questions directed to the Purchasing Office regarding procurement procedures.

II. SCOPE OF SERVICES

- A. The Successful Offeror shall be responsible for the preparation of complete contract documents and for contract administration for the entire time until successful completion and acceptance of the project by the Owner.
- B. All work necessary for the completion of the project shall be in accordance with the applicable provisions of the Virginia State Department of Education, Virginia Uniform Statewide Building Code, latest edition, including all subsequent amendments and supplements, and the ADA.
- C. The Owner in the Request for Proposal refers to the School Board of the County of Henrico. The Owner's Representative is the Director of Construction and Maintenance and/or the Construction Manager for Henrico County Public Schools. The contract for architectural and engineering services will include the following phases:

1. Schematic/Design Development (Preliminary Drawings and Specifications) - Upon approval of the project requirements by the Owner, the Architect shall prepare design of preliminary documents consisting of preliminary drawings and specifications for approval by the Owner. The Architect shall submit to the Owner a statement of probable project construction cost and budget.
2. Design Development - (Preliminary drawings and specifications). Upon approval of Schematic drawings by the Owner, the Architect shall prepare design of preliminary documents consisting of preliminary drawings and specifications for approval by the Owner and State Department of Education. The Architect shall submit to the Owner a further statement of probable project construction cost and budget. The Architect shall further assist the Owner in submitting any documentation for code or agency approval such as the County of Henrico Plan of Development.
3. Construction Documents Phase (Working Drawings and Specifications) - Upon approval of design development documents by the Owner, the Architect shall prepare working drawings and specifications (for approval by the Owner) in order that the Owner may solicit bids for the construction of the project. The Architect shall advise the Owner of any adjustments to previous statements of probable project construction cost. The Architect shall further assist the Owner in submitting any documentation for code or agency approval such as the County of Henrico Building Permits.
4. Construction Phase - The Architect shall provide services to help the Owner in evaluating the bids received, review construction schedules, and keep the Owner informed of the progress of the work, review shop drawings and other required submittals; review and approve materials, equipment and tests thereof; maintain accounts of the work including the issuing of change orders at the direction of the Owner; review contractor's applications for payment, and issue Certificates for Payment in approved amounts; and provide on-site observation of the work. The Architect shall make as many visits as are necessary in accordance with the schedule for the project but at least two per month to the site, while the work is in progress, to understand the progress and quality of the work and to determine if the work is proceeding in accordance with the contract documents. A person qualified in each design phase of the project shall be available when required supporting the necessary visits. A written report shall be provided to the Owner after each such visit indicating the date, time of day, and the names of the persons representing the Architect/Engineer who participated in the visit. The report shall advise the Owner of any problems that were noted. On the basis of his on-site observations as an architect or engineer, he shall make every effort to guard the Owner against defect and deficiencies in the work of the Contractor. The Architect or Engineer shall not be responsible for construction means, methods, techniques or procedures (other than those specified in contract documents), or for safety precautions and programs in connection with the work, and he shall not be responsible for the Contractor's failure to carry out the Contractor's own responsibility. The Architect, as part of his basic service, shall advise the Owner concerning correction of difficulties, occurring in the building or equipment during the Contractor's guarantee period.

- D. The Architect shall conduct and/or attend meetings to discuss schematic/preliminary and working drawings, pre-bid conferences, pre-construction conferences, and twice monthly construction meetings with the Contractor, all of which may be required by Owner.

III. PROJECT SCHEDULE

It is essential that the project, both its design and construction are expedited, and therefore the Architect's capability in meeting or improving upon the following desirable project schedule shall be a factor in the selection of the Architect. Each proposal is to indicate the Offeror's schedule of design.

Issuance of RFP for A/E Services	02/09/07
Advertisement of RFP for A/E Services	02/11/07
Receipt of Written Proposals for A/E Services	03/09/07, 2:00 P.M.
Interview of Selected A/E Firms	04/02/07 (week of)
A/E Selection Committee Site Visits	04/09/07 – 04/20/07
Negotiation of A/E Contract	04/23/07 (week of)
Award of A/E Contract by School Board	05/10/07
Issuance of Notice to Proceed by Owner	06/01/07
Review of Schematic Design by School Board	09/07
Review of Design Development	01/08
Submittal of Plan of Development to Planning Department	01/31/08
Advertisement of ITB for Construction Bids	05/04/08
Receipt of ITB for Construction Bids	06/03/08
Award of Construction Contract by School Board	06/26/08
Substantial Completion of Construction	08/01/2010

IV. ASSISTANCE PROVIDED BY THE COUNTY

The Owner will assign a Construction Manager who will assist with the coordination of the Architect's tasks, and a Construction Coordinator who, in conjunction with the Construction Manager, shall observe construction. The Construction Manager shall have the authority to transmit instructions, receive information, and interpret and define County positions, policies, and decisions with respect to the project.

V. GENERAL CONTRACT TERMS AND CONDITIONS

A. Annual Appropriations:

It is understood and agreed that this contract shall be subject to annual appropriations by the County of Henrico, Board of Supervisors. Should the Board fail to appropriate funds for this contract, the contract shall be terminated when existing funds are exhausted. There shall be no penalty should the Board fail to make annual appropriations for this contract.

B. Award Of The Contract:

1. The County reserves the right to reject any or all proposals and to waive any informalities.
2. The Successful Offeror shall, within fifteen (15) calendar days after prescribed documents are presented for signature, execute and deliver to the County of Henrico Department of Purchasing the contract forms and any other forms or bonds required by the RFP.
3. Any contract resulting from this RFP is not assignable.
4. Upon making an award, or giving notice of intent to award, the County will place appropriate notice on the public bulletin board located at the following locations:

Purchasing Office
North Run Office Complex
1590 East Parham Road

Eastern Government Center
3820 Nine Mile Road
Richmond, VA

Henrico Government Center
4301 E. Parham Road
Richmond, VA

Notice of award or intent to award may also appear on the Purchasing Office website: <http://www.co.henrico.va.us/genserv>

C. Controlling Law; Venue

This contract is made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract resulting from this RFP, its interpretations, or its performance shall be litigated only in the County of Henrico General District Court or the Circuit Court of the County of Henrico, Virginia.

D. Offeror's Performance:

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the contract.
2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
3. The Successful Offeror shall cooperate with County officials in performing the contract work so that interference with normal program will be held to a minimum.
4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County or the Personnel Department.

E. Employment Discrimination By Offeror Prohibited:

1. During the performance of this contract, the Successful Offeror agrees as follows (Code of Virginia, Section 2.2-4311):
 - a. The Successful Offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Successful Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting the provisions of this nondiscrimination clause.
 - b. The Successful Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Successful Offeror, shall state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The Successful Offeror shall include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

F. Form of Agreement:

The form of agreement to be used for the work shall be Standard Form of Agreement between Owner and Architect for Special Services, AIA Document B151, 1997 edition for abbreviated services. (Attachment B)

G. Drug-Free Workplace To Be Maintained By The Contractor
(Code of Virginia, Section 2.2-4312)

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

H. No Discrimination against Faith-Based Organizations:

The County of Henrico does not discriminate against faith-based organizations as that term is defined in the Code of Virginia Section 2.2.-4343.1.

I. Compensation:

The Successful Offeror shall be required to submit a complete itemized invoice on each delivery or service, which he may perform under the contract. Payment shall be rendered to the Contractor for satisfactory compliance with the contract within forty-five (45) days after the receipt of the proper invoice.

J. Minority and Women-Owned Businesses:

The County of Henrico actively solicits both minority and women-owned businesses to respond to all Invitations For Bids and Requests For Proposals, and if not already on the County's Offeror mailing list, you may request application for inclusion on the list. Should you be interested, please contact the Purchasing Office at (804) 501-5691 and request an application.

K. Record Retention; Audits:

The Successful Offeror shall retain, during the performance of the contract and for a period of three years from the completion of the contract, all records pertaining to the Successful Offeror's proposal and any contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including Successful Offeror's copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror's normal working hours.

County personnel may perform in-progress and post-audits of Successful Offeror's records as a result of a contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

L. Termination Of Contract:

1. The County of Henrico reserves the right to terminate the contract/purchase order immediately in the event that the Successful Offeror discontinues or abandons operations; if adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.
2. Failure of the Successful Offeror to comply with any section or part of this contract/purchase order will be considered grounds for immediate termination of the contract/purchase order by the County of Henrico.
3. Notwithstanding anything to the contrary contained in the contract/purchase order between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the contract/purchase order for convenience and without cause, by giving 30 days written notice to the Successful Offeror.
4. The termination clause is used by the County, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date set in the written termination notice.

M. Taxes:

The Successful Offeror shall pay all county, city, state and federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the contract price between the County and the Successful Offeror, as the taxes shall be an obligation of the Successful Offeror and not of the County, and the County shall be held harmless for same by the Successful Offeror.

The County of Henrico is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

N. Insurance Requirements:

The Successful Offeror shall maintain insurance to protect itself and the County of Henrico from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from operations under this contract, whether such operations be by itself or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment B)**

O. Collusion:

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

P. Subcontracts:

No portion of the work shall be subcontracted without prior written consent of the County of Henrico. In the event that the Contractor desires to subcontract some part of the work specified in the contract, the Contractor shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the contract.

Q. Ownership of Deliverable and Related Products:

The County of Henrico shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Contractor, from doing so. To the extent that the Contractor may be deemed at any time to have any of the foregoing rights, the Contractor agrees to irrevocably assign and does hereby irrevocably assign such rights to the County of Henrico.

The Successful Offeror shall be expressly prohibited by the terms of any contract resulting from this procurement from receiving additional payments or profit from the items referred to in this paragraph, other than, that which is provided for in the general terms and conditions of said contract.

This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches in the best interest of the County.

R. Indemnification

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico including Henrico Public County Schools, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County's sole negligence.

S. Severability

Any written contract resulting from this RFP shall contain a severability clause, which provides that each paragraph and provision of the contract will be severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

T. Default

If the Successful Offeror is wholly responsible for failure to make delivery or complete implementation and installation, or if the system fails in any way to perform as specified herein, the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror will be provided twenty (20) calendar days to provide a plan to correct said default.

If the Successful Offeror fails to cure said default within twenty days, the County, among other actions, may complete the system through a third party, and the Successful Offeror shall be responsible for any amount in excess of the agreement price incurred by the County in completing the system to a capability equal to that specified in the contract.

U. Discussion of Exceptions to the RFP

The RFP, including its venue, termination, and payment schedule provisions, shall be incorporated by reference into the contract documents as if its provisions were stated verbatim therein. Therefore, any exception to any provisions of the RFP shall be **explicitly identified** in a separate "Exceptions to RFP" section of the proposal for resolution before execution of the contract. This includes Offeror's detailed explanation of exceptions being taken to the AIA Form of Agreement. In case of any conflict between the RFP and any other contract documents, the RFP shall control unless the contract documents explicitly provide otherwise.

Please identify with proposal submission any "Exceptions to RFP".

VI. PROPOSAL SUBMISSION REQUIREMENTS

- A. The Purchasing Office will not accept oral proposals, nor proposals received by telephone, FAX machine, or telegraph.
- B. The Proposal Signature Sheet (Attachment A) must accompany any proposal(s) submitted and shall be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information required may result in the Purchasing Office requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
- C. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror.

- D. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
- E. The time proposals are received shall be determined by the time clock stamp in the Purchasing Office. Offerors are responsible for insuring that their proposals are stamped by Purchasing Office personnel by the deadline indicated.
- F. By submitting a proposal in response to this Request for Proposal, the Offeror represents they have read and understand the Scope of Services and have familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the contract work.
- G. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the contract.
- H. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Section 2.2-4342 of the Code of Virginia).**
- I. A proposal may be modified or withdrawn by the Offeror anytime prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Office in writing of its intentions.
 - 1. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
 - 2. Modified and withdrawn proposals may be resubmitted to the Purchasing Office up to the time and date set for the receipt of proposals.
 - 3. No proposal can be withdrawn after the time set for the receipt of proposals and for sixty (60) days thereafter.

- J. Comments as to how the proposal documents, scope of services, or drawings can be improved are welcome. Offerors requesting clarification or interpretation of or improvements to the proposal general terms, conditions, scope of services or drawings shall make a written request which shall reach the Purchasing Office, Division of General Services, at least eight (8) days prior to the date set for the receipt of proposals. Any changes to the proposal shall be in the form of a written addendum from the Purchasing Office and it shall be signed by the Director of General Services or a duly authorized representative. Each Offeror shall be responsible for determining that all addenda issued by the Purchasing Office have been received before submitting a proposal.
- K. All proposals received in the Purchasing Office on time shall be accepted. All late proposals received by the Purchasing Office shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the contract.

VII. PROPOSAL RESPONSE FORMAT:

The Offeror should include in its proposal as a minimum the following:

- A. Table of Contents, all pages must be numbered
- B. Introduction
 - 1. Cover Letter
 - 2. Attachment A
- C. Narrative Summary and applicable graphics to include as a minimum the following:
 - 1. The Offeror shall submit a statement that they will provide all the architectural and/or engineering services necessary to complete the specific project as outlined in the Request for Proposal.
 - 2. The Offeror shall submit evidence of an understanding of the work to be performed. This shall not include specific site or design solutions relative to this project.
 - 3. The Offeror shall submit a resume of personnel expected to be assigned to this project, including the name(s) of the partner in charge and any consultants.
 - 4. The Offeror shall submit a statement or graphic demonstrating the current workload of the Offeror, with particular reference to personnel and other resources being proposed.
 - 5. The Offerer shall submit a list and photographs of completed projects and demonstrate an ability to complete projects within specified completion dates and budget.

6. The Offeror shall submit a proposed schedule of design indicating the anticipated methods of accomplishment and the projected time schedules regarding the different elements of this project, including the projected construction administration schedule. The County requires a completed construction project in a minimum of time.
7. The Offeror shall submit evidence of prior history of the firm, including previous project scheduling and cost performance, and general overall successful completion of prior projects relative to schedule and budget, whether County or otherwise similar projects.
8. Evidence of knowledge of the County of Henrico Plan of Development standards, local conditions and all pertinent codes and regulations.

VIII. PROPOSAL EVALUATION/SELECTION PROCESS:

- A. Offerors are to submit written proposals which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.

- B. Selection of the Successful Offeror will be based upon submission and review of proposals meeting the selection criteria. The minimum selection/evaluation criteria will include:

Criteria	Weight
Clearly demonstrated understanding of the work to be performed and completeness and reasonableness of the proposing Offeror's plan for accomplishing the tasks.	20
Expertise and experience of the Offeror relative to the specific project. Qualifications of the proposed personnel assigned to the specific project. Expertise and experience of associated Architects, Engineers, or other special consultant firms, if any, to be utilized on each project	20
Similar projects in size, scope, and nature designed and furnished by the Offeror.	15
Demonstrated understanding and knowledge of local conditions and all pertinent codes and regulations.	10
Current workload and ability to complete the required work within County time constraints.	10
Previous project scheduling performance, budgeting and cost performance, and general overall successful completion of prior projects relative to schedule and budget.	10
Professional competence and qualifications, special experience, and technical capabilities of the Offeror.	10
Quality of written/oral presentations	5
TOTAL	100

- C. The County shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible, and suitable on the basis of initial responses and with an emphasis on professional competence to provide the required service. These selected Offerors will be requested to make an oral presentation to an A/E Selection Committee to present and discuss their proposal and to answer questions.

- D. At the conclusion of discussion, on the basis of evaluation factors as stated in the Request for Proposals and all information developed in the selection process to this point, the County 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 highest ranked. If a contract satisfactory and advantageous to the County can be negotiated at a price 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 shall be conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the County 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.

Attachment A

PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in **RFP#07-8095-2CS**. My signature also certifies that by submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM: _____

ADDRESS: _____

FED ID NO: _____

SIGNATURE: _____

NAME (print) _____

TITLE: _____

TELEPHONE: _____

FAX: _____

DATE: _____