



Loudoun County, Virginia

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## REQUEST FOR PROPOSAL

### **ARCHITECTURAL DESIGN SERVICES FOR ROUTE 9/671 FIRE/RESCUE STATION**

ACCEPTANCE DATE: Prior to 4:00 p.m., June 29, 2009 "Local Verizon" time

RFP NUMBER: QQ-01505

ACCEPTANCE PLACE Department of Management and Financial Services  
Division of Procurement, MSC #41C  
One Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175

Requests for information related to this Proposal should be directed to:

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This document can be downloaded from our web site:

[www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)

Issue Date: June 11, 2009

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN  
ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION  
AS SOON AS POSSIBLE.

# REQUEST FOR PROPOSAL

## ARCHITECTURAL DESIGN SERVICES FOR ROUTE 9/671 FIRE/RESCUE STATION

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Prepared By: Cheryl L. Middleton, CPPB /s/ Date: 6/11/09  
Assistant Purchasing Agent

# ARCHITECTURAL DESIGN SERVICES FOR ROUTE 9/671 FIRE/RESCUE STATION

## 1.0 PURPOSE

The intent of this Request for Proposal (RFP) is to obtain Architectural design services for a new fire station to be located at 13297 Harpers Ferry Road, Purcellville, Virginia, 20132, and an adjoining property (133303 Harpers Ferry Road) currently undergoing a Boundary Line Adjustment. Civil design and engineering will be contracted separately and concurrently by the Loudoun County Office of Capital Construction (OCC), and shall not be part of this RFP. No special exception is required for this project.

The new Route 9/671 Fire/Rescue Station is to be a renovation project, utilizing an existing prefabricated house in new condition on the site and incorporating some minor design modifications to the interior to maximize bunk and office space, and to connect the existing house to a new apparatus bay structure. The new structure at the Fire/Rescue Station will connect on two levels, if feasible, to the existing house and will include apparatus bays, decontamination areas, gear/hose drying area, training space, breathing apparatus air compressor room, repair shop and any other program spaces that cannot be accommodated in the existing house. A full preliminary program is located in Appendix 1.

## 2.0 COMPETITION INTENDED

It is the County's intent that this Request for Proposal (RFP) permit competition. It shall be the offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. The Purchasing Agent must receive such notification not later than fifteen (15) days prior to the date set for acceptance of proposals.

## 3.0 BACKGROUND INFORMATION

This project provides for the construction of a Fire/Rescue (F/R) station at an appropriately zoned site in the western portion of Loudoun County to replace the Neersville Volunteer Fire/Rescue Company #16 Station. The new F/R station will include apparatus bays, bunk rooms, preparation/dining areas, laundry and decontamination areas, supply storage, a gear/hose drying area, a breathing apparatus air compressor room, training spaces, fitness room, offices and a repair shop. Staffing for the F/R station is anticipated with 24-hour, 7-day-a-week pumper and ambulance coverage. The vision the F/R staff have for this project is that of "farmhouse vernacular", utilizing a barn for the apparatus bay and a silo for the training/hose tower.

The project was originally adopted during the FY 02 budget process as a combined F/R and Sheriff's Substation. In FY 06 the Board of Supervisors (BOS) amended the adopted Capital Improvement Program and revised the project scope to reflect the currently planned F/R Station. Also in FY 06, the BOS approved local tax funding to provide temporary operational quarters for the Neersville Station in the interim period before a permanent replacement station is built.

The land acquired for this project exceeds 9.5 acres and is a combination of lots PIN # 513-40-0506 and PIN # 513-49-9901.

## 4.0 OFFEROR MINIMUM QUALIFICATIONS (If applicable)

All offerors shall submit documentation with their proposal indicating compliance with the minimum qualifications. Failure to include any of the required documentation may be cause for proposal to be deemed non-responsive and rejected. *This information shall be the **first** item presented in the proposal*

*after the proposal response form. If missing, proposal will not be reviewed.* The following criteria shall be met in order to be eligible for this contract:

Any offeror wishing to submit a proposal and be considered for this solicitation must have successful architectural experience in design, permitting and construction administration of similar local government projects that have obtained LEED certification. Offeror does not need to have completed a LEED certified Fire and Rescue station, but must have architectural expertise at both LEED and F&R stations. Offerors should provide examples of at least three (3) comparable projects with similar scope in design and construction within the past eight (8) years. For each comparable project, the A/E shall submit 8" x 10" graphics (maximum of three (3) per project) and a narrative description (maximum of one (1) page per project). The narrative shall address the design approach and constraining features of each project, and discuss how the client's design, economic, sustainable and operational objectives were satisfied by the design. Similar projects, for the purposes of this RFP, include full design, permitting and construction administration for similar service type facilities and LEED certified buildings. Any projects completed or in design with Loudoun County shall be included in this list. Provide one copy of complete RFI and DCR logs for each project.

A reference list including Client/Company name, person to contact, address, telephone number, fax number, e-mail address, and the nature of the work performed shall be included. Failure to include references may be cause for rejection of proposal as non-responsive. Offeror hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.

## **5.0 SCOPE OF SERVICES**

All offerors must be able to provide professional architectural and other specialty engineering services to design the Route 9/671 Fire/Rescue Station in Loudoun County, Virginia. Specialists may include structural, mechanical, plumbing and electrical engineers, LEED Accredited Professionals, audio-visual, estimating services, interior design, traffic, landscape, and acoustical consultants, and others as needed to fulfill the requirements of the project.

The Route 9/671 Fire/Rescue Station shall be designed to utilize sustainable strategies, energy conservation methods, low maintenance materials, and renewable energy sources to the maximum extent possible. A minimum of a LEED Silver rating per the USGBC and Energy Star certification is required for the project.

Loudoun County requires highly efficient building systems, and building energy performance must exceed ENERGY STAR requirements, with a target of a sixty percent (60%) reduction in energy use, to be verified through LEED energy modeling.

The Pre-Design Program for the Station is included in Attachment 1. A detailed scope of services will be provided to the top ranked firm following the short list and interview process. Refer to the Selection Procedures described in Section 6.0.

## **6.0 EVALUATION OF PROPOSALS & SELECTION PROCEDURES**

The Instructions for Preparing Proposals set forth criteria which will be used in the receipt of proposals and selection of the successful offeror. In addition, the criteria set forth below will be considered.

### **6.1 Proposal Analysis Group**

The Proposal Analysis Group (PAG) will be made up of members from the following departments:

Department of Fire, Rescue, and Emergency Management  
Office of Capital Construction

## 6.2 Schedule

|                            |                |
|----------------------------|----------------|
| Proposals Due              | June 29, 2009  |
| Shortlist Announcement     | July 13, 2009  |
| Interviews                 | July 20, 2009  |
| Final Ranking Announcement | August 3, 2009 |

**Note: These dates are tentative and are subject to change.**

## 6.3 Evaluation Process

The PAG will review and evaluate each proposal and selection will be made on the basis of the criteria listed below. The offerors submitting proposals shall include with that proposal statements on the following:

- A. Proven management skills and technical competence including specialized experience in the design of F/R projects and LEED certified projects. Demonstrated performance in providing well organized, accurate and fully coordinated construction documents; and projects delivered on time and within budget. Change order history for public projects will be evaluated in this category. **(20 points)**

Management Skills and Technical Expertise include as a minimum:

- List F/R Station design projects that have achieved or are planned to achieve LEED certification.
- List F/R projects and any other local government projects including description, scope, project cost, and owner's contact information.
- List all LEED certified projects that have been built or are in construction document phase.
- Information on delivery of projects on time and within budget. Provide design time (contract/actual); cost of construction (estimated/actual); problems encountered and solutions devised.
- Awards and letters of commendation received.
- Disclose your firm's change order history on public projects.

- B. **Credentials of project team**, including: lead designer's and major subconsultant's portfolio of related projects; detailed history of the proposed team working together on past projects, particularly as related to prior work with adaptive reuse projects. **(20 points)**

Include as a minimum:

- Identification of project manager and project team.
- Staffing plan
- Project manager's resume and portfolio of related projects
- Lead designer's resume and portfolio of related projects
  - Philosophy and Design Intent: State his or her overall design philosophy, approach to the challenge of resolving complex design issues, and parameters that may apply specifically to this project.
  - Lead Designer Profile: Submit a biographical sketch, including education, professional experience, and recognition for design efforts. Identify and describe areas of responsibility for the Lead Designer.
  - Lead Designer Portfolio: Clearly identify all projects within the AE firm's submitted portfolio that were designed by the proposed project's lead designer. If lead designer is new to the firm, submit not more than three (3) designs completed within the past eight (8) years attributed to the Lead Designer. A maximum one page narrative for each project by lead designer must address the design challenges and

resolutions for that project. Submit a maximum of three (3) 8" x 10" graphics per project.

- Resumes of key project staff members including identification of LEED Accredited Professionals for, at a minimum, the Architectural, MEP engineering disciplines. Be precise about the division of responsibility among their member firms.
- Identification of subconsultants
- Subconsultant's portfolio of related projects
- List of previous projects with subconsultants
- Resumes of subconsultant's staff

C. Innovative and Sustainable Design. **(20 points)**

Offerors shall submit projects that demonstrate the following:

- Innovative and unique design solutions
- Sustainable concepts and energy conservation methods
- Use of low maintenance, high performance materials and equipment
- List of all projects by Architect and subconsultants that employ renewable energies, geothermal HVAC systems and other alternative energy systems.
- List of all projects by Architect and subconsultants that have achieved LEED certification, are currently in design and those that are not LEED projects but apply sustainable strategies.
- Provide preliminary LEED scorecard for discussion, identifying potential building strategies.
- Logic and creativity of designs submitted

D. Understanding of task and requirements as depicted in the proposal. **(15 points)**

Include as a minimum:

- Task description
- Major elements of project
- Suggest how best to maintain public involvement, interest, and approval during the design process
- Identification of appropriate sustainable concepts
- Work-flow diagram and tentative schedule
- Discussion of salient events
- Proposed design schedule inclusive of design review periods and estimated time for administration actions
- Identify key issues from the A/E's perspective. In addition, provide a brief statement of key issues and challenges in designing Fire/Rescue stations and LEED certified projects.

E. Compliance with contractual terms. **(5 points)**

Provide a definitive statement of intent to comply with Contract Terms and Conditions as delineated in this RFP. If proposed Terms and Conditions are not acceptable as described, note and explain any exceptions; however, failure to agree to terms required by law or County purchasing regulations may be grounds for disqualification of the proposal.

F. Capability for timely response. **(10 points)**

- Identification of location and driving time to project site and to County OCC offices at 211 Gibson St, Leesburg, VA 20176.
- Description of anticipated deliverables and decision making

G. Overall quality and completeness of proposal and Overall quality of interview, if short listed.  
**(10 points)**

Proposal and will be reviewed for:

- Double sided printing of original proposal
- Completeness of proposal, including all information requested herein
- Clarity and organization
- Appearance of overall proposal
- Inclusion of similar government projects
- Inclusion of sustainable projects
- Inclusion of renewable energy projects
- Inclusion of LEED APs in Architect team and MEP engineer resumes

Interview will be reviewed for:

- Ability to clearly and accurately address questions
- Attention to detail

Once the PAG has read and evaluated each proposal, a composite preliminary ranking will be developed which indicates the group's collective ranking of the highest rated proposals in a descending order. The preliminary rating will be used to select offerors for further consideration – the short-list. Thereafter, the PAG will conduct interviews and have discussions with only the top ranked offerors.

After the interviews and discussions are completed, the PAG will finalize the rankings and select a top ranked firm. The detailed scope of services will be provided only to the top ranked firm. Final negotiations for a binding estimate of cost will begin after the top ranked firm has reviewed the detailed scope. If a contract acceptable to the County cannot be negotiated at a price considered fair and reasonable, negotiations shall be terminated with the top-ranked offeror and negotiations will be conducted with the next-ranked offeror, and so on. The PAG will conduct all subsequent negotiations and will make a recommendation to the Board of Supervisors for the resulting contract award.

## **7.0 INSTRUCTIONS TO OFFERORS**

### **7.1 Submission of Proposals**

Before submitting a proposal, read the entire solicitation, including the Contract Terms and Conditions. Failure to read any part shall not relieve the successful offeror of its contractual obligations. The proposal container shall be sealed and completely and properly identified. The face of the container shall indicate the RFP number, time and date of acceptance, and the title of the RFP. The Division of Procurement must receive proposals BEFORE the hour specified on the acceptance date. Proposals may either be mailed or hand delivered to One Harrison Street, SE, 4th Floor, MSC #41C, Leesburg, Virginia 20175. Faxed and e-mailed proposals will not be accepted.

### **7.2 Questions and Inquiries**

Questions and inquiries, both verbal and written, will be accepted from any and all offerors. The Division of Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Loudoun County staff regarding the RFP may result in the disqualification of the offeror. Inquiries pertaining to the Request for Proposal

must give the RFP number, title, and acceptance date. Material questions will be answered in writing with an Addendum provided however, that all questions are received by June 22, 2009. It is the responsibility of all offerors to ensure that they have received all addendums. Addendums can be downloaded from [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement).

7.3 Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the offeror to ensure that it has received all Addenda prior to submitting a proposal. All Addenda can be downloaded from [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement).

7.4 Proprietary Information

Trade secrets or proprietary information submitted by an offeror in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **pursuant to Section 2.2-4342 of the Code of Virginia, the offeror must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Failure to abide by this procedure may result in disclosure of the offeror's information.** Offerors shall not mark sections of their proposal as proprietary if they are to be part of the award of the contract and are of a "Material" nature.

7.5 Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of offeror. Failure to manually sign proposal may disqualify it. Person signing proposal should show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT. Firm name and authorized signature must appear on proposal in the space provided on the pricing page. Those authorized to sign are as follows:

If a sole proprietorship, the owner may sign.

If a general partnership, any general partner may sign.

If a limited partnership, a general partner must sign.

If a limited liability company, a "member" may sign or "manager" must sign if so specified by the Articles of Organization.

If a regular corporation, the CEO, President or Vice-President must sign.

Others may be granted authority to sign but the County requires that a corporate document authorizing him/her to sign be submitted with proposal.

7.6 Preparation and Submission of Proposals

- A. All proposals shall be signed in ink by the offeror or authorized principals of the offeror.
- B. All proposals shall be submitted double-sided.
- C. All attachments to the Request for Proposal requiring execution by the offeror, except those related to cost or man-hours, are to be returned with the proposals.
- D. Proposals are to be returned in a sealed container. The face of the container shall indicate the RFP number, time and date of public acceptance, and the title of the proposal.
- E. The Division of Procurement must receive proposals not later than the time and date specified on the cover sheet of this RFP. Requests for extensions of this time and date will not be granted. Offerors mailing their proposals shall allow for normal mail time to ensure receipt of their proposals by the Division of Procurement prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by the County after the acceptance date will not be considered. Proposals will be publicly accepted and logged in at the time and date specified above.

- E. Each offeror shall submit one (1) bound original and five (5) digital copies on CD of their technical proposal to the County's Division of Procurement as indicated on the cover sheet of this Request for Proposal. The original proposal shall be clearly marked.

7.7 Work Plan

The offeror must provide a detailed work plan describing the individual tasks to be performed and the relative scheduling of those tasks including a detailed listing of County and offeror resources, according to skill level. All deliverable items should be identified and described.

7.8 Withdrawal of Proposals

All proposals submitted should be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.

Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

7.9 County-Furnished Support/Items

The level of support required from County personnel for the completion of each task shall be estimated by position and man-days.

The offeror shall indicate the necessary telephones, office space and materials the offeror requires. The County may furnish these facilities if the County considers them reasonable, necessary, and available for the offeror to complete its task.

7.10 Subconsultants

Offerors shall include a list of all subconsultants in their proposal. Proposals shall also include a statement of the subconsultants' qualifications. The County reserves the right to reject the successful offeror's selection of subconsultants for good cause. If a subconsultant is rejected, the offeror may replace that subconsultant with another subconsultant subject to the approval of the County. Any such replacement shall be at no additional expense to the County, nor shall it result in an extension of time without the County's approval.

7.11 Late Proposals

LATE proposals will be returned to offeror UNOPENED if RFP number, acceptance date and offeror's return address is shown on the container.

7.12 Rights of County

The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

7.13 Prohibition as Subconsultants

No offeror who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

7.14 Deviations from Scope of Services

If there is any deviation from that prescribed in the scope of services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The County reserves the right to determine the responsiveness of any deviation.

7.15 Notice of Award

A Notice of Award will be posted on the County's web site ([www.loudoun.gov](http://www.loudoun.gov)) and on the bulletin board located in the Division of Procurement, 4th floor, One Harrison St, SE, Leesburg, Virginia 20175.

7.16 Protest

Offerors may refer to Sections 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this competitive process.

7.17 Miscellaneous Requirements

- A. The County will not be responsible for any expenses incurred by an offeror in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the offeror's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content, and not on volume or elaborate presentation materials.
- B. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal.
- C. The contents of the proposal submitted by the successful offeror as well as this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful offeror will be expected to sign a contract with the County.
- D. The County reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the County. Offerors whose proposals are not accepted will be notified in writing.

7.18 Debarment

By submitting a proposal, the offeror is certifying that he is not currently debarred by the County, or in the case of a procurement involving federal funds, by the Federal Government. A copy of the County's debarment procedure in accordance with Section 2.2-4321 of the Code of Virginia is available upon request.

7.19 Certificate of Authority to Transact Business in Virginia

Any foreign corporation, LLC, or LLP transacting business in Virginia shall secure a certificate of authority, as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission (SCC), PO Box 1197, Richmond, VA. The SCC may be reached at (804) 371-9733 or at <http://www.scc.virginia.gov/division/clk/diracc.htm>. Certain isolated transactions or sales conducted through independent Contractors do not require a certificate of authority. Bidders should consult the Code of Virginia Section 13.1-757 for more information.

7.20 Form W-9 Required

Each offeror shall submit a completed W-9 form with their offer. In the event of contract award, this information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

7.21 Insurance Coverage

Offerors shall include with their proposal a copy of their current Certificate of Insurance that illustrates the current level of coverage the offeror carries. The Certificate can be a current file copy and does not need to include any "additional insured" language for the County.

## 8.0 CONTRACT TERMS AND CONDITIONS

The Contract with the successful offeror will contain the following Contract Terms and Conditions. **Offerors intending to require additional or different language must include such language with their proposal. Failure to provide offeror's additional or alternate Contract terms may result in rejection of the proposal.**

### 8.1 Procedures

The extent and character of the services to be performed by the Consultant shall be subject to the general control and approval of the Director, Office of Capital Construction or his authorized representative(s). The Consultant shall not comply with requests and/or orders issued by other than the Director, Office of Capital Construction or his authorized representative(s) acting within their authority for the County. Any change to the Contract must be approved in writing by the Purchasing Agent and the Consultant.

### 8.2 Delays

Time is of the essence. If delay is foreseen the Consultant shall give immediate written notice to the Division of Procurement. The Consultant must keep the County advised at all times of status of work. Default in promised completion (without accepted reasons) or failure to meet scope of services, authorizes the Division of Procurement to purchase services elsewhere and charge full increase in cost to the defaulting Consultant or deduct the costs from any balance owing the Consultant.

### 8.3 County Reserved Rights

The County reserves the right, at its sole discretion, to issue Requests for Proposal for similar work and other projects as the need may occur. The County also reserves the right to issue Purchase Orders, and to expand or otherwise modify existing Purchase Orders, to other Open-End Consultants based on its sole discretion, in consideration of its knowledge and/or evaluation of each Consultant's qualifications, expertise, capabilities, performance record, current ability to perform, location and/or distance to the project, and any and all other factors as may be pertinent to the particular project and for the convenience of the County.

### 8.4 Material Safety Data Sheets

By law, the County of Loudoun will not receive any materials, products, or chemicals which may be hazardous to an employee's health unless accompanied by a Material Safety Data Sheet (MSDS) when received. This MSDS will be reviewed by the County, and if approved, the materials, product or chemical can be used. If the MSDS is rejected, the Consultant must identify a substitute that will meet the County's criteria for approval.

### 8.5 Business, Professional, and Occupational License Requirement

All firms or individuals doing business in Loudoun County are required to be licensed in accordance with the County's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance.

Wholesale and retail merchants without a business location in Loudoun County are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Office of Commissioner of Revenue, telephone (703) 777-0260.

### 8.6 Payment of Taxes

All Consultants located or owning property in Loudoun County shall assure that all real and personal property taxes are paid.

The County will verify payment of all real and personal property taxes by the Consultant prior to the award of any Contract or Contract renewal.

## 8.7 Insurance

- A. The Consultant shall be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith. The Consultant assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract.
- B. The Consultant and all subconsultants shall, during the continuance of the work under the Contract, provide the following:
1. Workers' Compensation and Employer's Liability to protect the Consultant from any liability or damages for any injuries (including death and disability) to any and all of its employees, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia.
  2. Comprehensive General Liability insurance to protect the Consultant, and the interest of the County, its officers, employees, and agents against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.
  3. Automobile Liability insurance, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Consultant.
  4. Professional Liability against any and all wrongful acts, errors, or omissions on the part of the Consultant resulting from any action or operation under the Contract or in connection with the contracted work.
- C. The Consultant agrees to provide the above referenced policies with the following limits. Liability insurance limits may be arranged by General, Automobile and Professional Liability policies for the full limits required, or by a combination of underlying policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy
1. Workers' Compensation:

|             |           |
|-------------|-----------|
| Coverage A: | Statutory |
| Coverage B: | \$100,000 |
  2. General Liability:

|                                |             |
|--------------------------------|-------------|
| Per Occurrence:                | \$1,000,000 |
| Personal/Advertising Injury:   | \$1,000,000 |
| General Aggregate:             | \$2,000,000 |
| Products/Completed Operations: | \$2,000,000 |
| Fire Damage Legal Liability:   | \$100,000   |

**GL Coverage, excluding Products and Completed Operations, should be on a Per Project Basis**

3. Automobile Liability:  

|                        |             |
|------------------------|-------------|
| Combined Single Limit: | \$1,000,000 |
|------------------------|-------------|
4. Professional Liability  

|                    |             |
|--------------------|-------------|
| Per Occurrence:    | \$1,000,000 |
| General Aggregate: | \$1,000,000 |

D. The following provisions shall be agreed to by the Consultant:

1. No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five (45) day written notice to the County. The Consultant shall furnish a new certificate prior to any change or cancellation date. The failure of the Consultant to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.
2. Liability Insurance "Claims Made" basis:  

If the liability insurance purchased by the Consultant has been issued on a "claims made" basis, the Consultant must comply with the following additional conditions. The limits of liability and the extensions to be included as described previously in these provisions, remain the same. The Consultant must either:

  - a. Agree to provide, prior to commencing work under the Contract, certificates of insurance evidencing the above coverage for a period of two (2) years after final payment for the Contract for General Liability policies and five (5) years for Professional Liability policies. This certificate shall evidence a "retroactive date" no later than the beginning of the Consultant's work under this Contract, or
  - b. Purchase the extended reporting period endorsement for the policy or policies in force during the term of this Contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.
3. The Consultant must disclose the amount of deductible/self-insured retention applicable to the General Liability, Automobile Liability and Professional Liability policies, if any. The County reserves the right to request additional information to determine if the Consultant has the financial capacity to meet its obligations under a deductible/self-insured plan. If this provision is utilized, the Consultant will be permitted to provide evidence of its ability to fund the deductible/self-insured retention.
4.
  - a. The Consultant agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A:VII.
  - b. European markets including those based in London, and the domestic surplus lines market that operate on a non-admitted basis are exempt from this requirement provided that the Consultant's broker can provide financial data to establish that a market's policyholder surpluses are equal to or exceed the surpluses that correspond to Best's A:VII Rating.

5.
  - a. The Consultant will provide an original signed Certificate of Insurance and such endorsements as prescribed herein.
  - b. The Consultant will provide on request certified copies of all insurance coverage related to the Contract within ten (10) business days of request by the County. These certified copies will be sent to the County from the Consultant's insurance agent or representative. Any request made under this provision shall be deemed confidential and proprietary.
  - c. Any certificates provided shall indicate the Contract name and number.
6. The County, its officers and employees shall be named as an "additional insured" on the Automobile and General Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage "is primary to all other coverage the County may possess." (Use "loss payee" where there is an insurable interest.)
7. Compliance by the Consultant with the foregoing requirements as to carrying insurance shall not relieve the Consultant of their liabilities provisions of the Contract.
- E. Contractual and other Liability insurance provided under this Contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the County from supervising and/or inspecting the project as to the end result. The Consultant shall assume all on-the-job responsibilities as to the control of persons directly employed by it.
- F. Precaution shall be exercised at all times for the protection of Persons (including employees) and property.
- G. The Consultant is to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, as it may apply to this Contract.
- H. Any loss insured under subparagraph 8.7.B.4 is to be adjusted with the County and made payable to the County as trustee for the requirements of any applicable mortgagee clause.
- I. If an "ACORD" Insurance Certificate form is used by the Consultant's insurance agent, the words "endeavor to" and ". . . but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted.
- J. The Consultant agrees to waive all rights of subrogation against the County, its officers, employees, and agents.

#### 8.8 Hold Harmless Clause

The Consultant shall indemnify and hold harmless the County, including its officials and employees, from all liability, losses, costs, damages, claims, causes of action, and suits of any nature (specifically including reasonable attorney's fees and defense costs incurred with the defense of third party claims) incidental to or brought as a consequence of any negligent act, error, omission, or breach of the applicable professional standard of care by the Consultant and/or its subconsultants. The Consultant agrees that this clause shall include, but is not limited to, claims involving infringement of patent or copyright. This section shall survive completion of the Contract.

## 8.9 Safety

All Consultants and subconsultants performing services for the County of Loudoun are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also all Consultants and subconsultants shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

## 8.10 Notice of Required Disability Legislation Compliance

Loudoun County government is required to comply with State and Federal disability legislation: The Rehabilitation Act of 1973 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act of 1990.

Specifically, Loudoun County, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

## 8.11 Ethics in Public Contracting

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the County. A copy of these provisions may be obtained from the Purchasing Agent upon request.

The above-stated provisions supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

## 8.12 Employment Discrimination by Consultants Prohibited

Every Contract of over \$10,000 shall include the following provisions:

A. During the performance of this contract, the Consultant agrees as follows:

1. The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any 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 Consultant. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, shall state that such Consultant is an equal opportunity employer.

3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.
- B. The Consultant will include the provisions of the foregoing paragraphs, 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subconsultant or vendor.

#### 8.13 Drug-free Workplace

Every Contract of over \$10,000 shall include the following provisions:

During the performance of this Contract, the Consultant agrees to (i) provide a drug-free workplace for the Consultant'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 Consultant'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 behalf of the Consultant that the Consultant 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 sub-Consultant 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 Consultant in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

#### 8.14 Faith-Based Organizations

Loudoun County does not discriminate against faith-based organizations.

#### 8.15 Immigration Reform and Control Act of 1986

By entering this Contract, the Consultant certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

#### 8.16 Exemption from Taxes

Pursuant to Va. Code § 58.1-609.1, the County is exempt from Virginia State Sales or Use Taxes and Federal Excise Tax, therefore the Contractor shall not charge the County for Virginia State Sales or Use Taxes or Federal Excise Tax on the finished goods or products provided under the Contract. However, this exemption does not apply to the Contractor, and the Contractor shall be responsible for the payment of any sales, use, or excise tax it incurs in providing the goods required by the Contract, including, but not limited to, taxes on materials purchased by a Contractor for incorporation in or use on a construction project. Nothing in this section shall prohibit the Contractor from including its own sales tax expense in connection with the Contract in its Contract price.

#### 8.17 Invoicing and Payment

The Consultant shall submit invoices, in duplicate, at the completion of tasks and submission of deliverables; such statement to include a detailed breakdown of all charges for that deliverable.

All such invoices will be paid promptly by the County unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Consultant shall provide complete cooperation during any such investigation.

All invoices shall be forwarded to the following address:

Sandra M Hunter, AIA  
211 Gibson St, NW, Suite 123  
MS #49  
Leesburg, VA 20176

Individual Consultants shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

8.18 Payments to Subconsultants

Within seven (7) days after receipt of amounts paid by the County for work performed by a subconsultant under this Contract, the Consultant shall either:

- A. Pay the subconsultant for the proportionate share of the total payment received from the County attributable to the work performed by the subconsultant under this Contract; or
- B. Notify the County and subconsultant, in writing, of his intention to withhold all or a part of the subconsultant's payment and the reason for non-payment.

The Consultant shall pay interest to the subconsultant on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item B. above.

Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Consultant shall include in each of its subcontracts a provision requiring each subconsultant to include or otherwise be subject to the same payment and interest requirements as set forth above with respect to each lower-tier subconsultant.

The Consultant's obligation to pay an interest charge to a subconsultant pursuant to this provision may not be construed to be an obligation of the County.

8.19 Substitutions

NO substitutions or cancellations shall be permitted after Contract award without written approval by the Division of Procurement. Where specific employees are proposed by the Consultant for the work, those employees shall perform the work as long as that employee works for the Consultant, either as an employee or subconsultant unless the County agrees to the substitution. Requests for substitutions shall be reviewed and may be approved by the County in its reasonable discretion.

8.20 Assignment of Contract

The Consultant is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

8.21 Termination

Subject to the provisions below, the Contract may be terminated by the County upon thirty (30) days advance written notice to the Consultant; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the Contract may be extended upon written approval of the County until said work or services are completed and accepted.

A. Termination for Convenience

The County may terminate this Contract for convenience at any time in which the case the

parties shall negotiate reasonable termination costs.

B. Termination for Cause

In the event of Termination for Cause, the thirty (30) days advance notice is waived and the Consultant shall not be entitled to termination costs.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years

If funds are not appropriated or otherwise made available to support continuation of the performance of this Contract in a subsequent fiscal year, then the Contract shall be canceled and, to the extent permitted by law, the Consultant shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the Contract.

8.22 Contractual Disputes

The Consultant shall give written notice to the Purchasing Agent of intent to file a claim for money or other relief within ten (10) calendar days of the occurrence giving rise to the claim or at the beginning of the work upon which the claim is to be based, whichever is earlier.

The written claim shall be submitted to the Purchasing Agent no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the Purchasing Agent shall reduce his decision to writing and mail or otherwise forward a copy thereof to the Consultant within thirty (30) days of receipt of the claim.

The Purchasing Agent's decision shall be final unless the Consultant appeals within thirty (30) days by submitting a written letter of appeal to the County Administrator, or his designee. The County Administrator shall render a decision within sixty (60) days of receipt of the appeal.

8.23 Prime Consultant Responsibilities

The Consultant(s) shall be responsible for completely supervising and directing the work under the resulting Contract(s) and all subconsultants that they may utilize. Subconsultants who perform work under the resulting Contract shall be responsible to the prime Consultant. The Consultant agrees to be fully responsible for the acts and omissions of their subconsultants and of persons employed by them.

8.24 Compliance with the County's General Conditions and Standard Division I Specifications for Construction

The Consultant shall read the County's General Conditions and Standard Division 1 Specifications and agree to comply with same, including but not limited to all review deadlines identified in those documents.

8.25 Ownership of Documents

Any reports, specifications, drawings, blueprints, negatives, electronic files or other documents prepared by the Consultant in the performance of its obligations under the Contract shall be the exclusive property of Loudoun County, and all such materials shall be returned to Loudoun County upon completion, termination, or cancellation of this Contract. The Consultant shall not use, willingly allow, or cause such materials to be used for any purpose other than performance of all Consultant's obligations under the resulting Contract without the prior written consent of Loudoun County. However, the Consultant may retain file copies which cannot be used without prior written consent of Loudoun County. Loudoun County agrees that the Consultant shall not be liable for damages, loss, or injury resulting from the future use of the provided documents for other than the project specified, when the Consultant is not the firm of record.

8.26 Submissions

All project correspondence, design/review documents, reports etc., prepared by the Consultant shall be distributed to the County's Project Manager for each major phase and sub phase of the

project in the quantities as directed. Within ten (10) days of project completion of each phase submit a project completion report with project close out documents to the County's Project Manager.

8.27 Responsibility for Claims and Liabilities

The County's review, approval, or acceptance of, or payment for, any services required shall not be construed to operate as a waiver by the County of any rights or of any cause of action arising out of the Contract. The Consultant shall be and remains liable to the County for the accuracy and competency of plans, specifications, or other documents or work and Consultant is responsible to the County for any costs incurred resulting from any errors, acts or omissions in the performance of any services furnished.

8.28 Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

8.29 Applicable Laws/Forum Contract

This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia. Any judicial action shall be filed in the Commonwealth of Virginia, County of Loudoun.

8.30 Notices

All notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an over night or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

**TO CONSULTANT:**

TBD

**TO COUNTY:**

Loudoun County, Virginia  
Office of Capital Construction  
Sandra M Hunter, AIA  
211 Gibson St, NW, Suite 123  
MS #49  
Leesburg, VA 20176

With copy to:

Division of Procurement  
1 Harrison St SE 4<sup>th</sup> Floor  
Leesburg, VA 20175

8.30 Licensure

To the extent required by the Commonwealth of Virginia or the County of Loudoun, the Consultant shall be duly licensed to sell the goods or perform the services required to be delivered pursuant to the Contract.

8.31 Certificate of Authority

The Contractor shall maintain a valid certificate of authority to transact business in Virginia with the Virginia State Corporation Commission, if required, during the term of the Contract or any Contract renewal.



Loudoun County, Virginia

Department of Management and Financial Services  
Division of Procurement, MSC #41C  
One Harrison Street, 4th Floor  
Leesburg, Virginia 20175

## ARCHITECTURAL DESIGN SERVICES FOR ROUTE 9/671 FIRE STATION

THE FIRM OF: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

FEIN \_\_\_\_\_

Hereby proposes to provide the requested services as defined herein.

I understand that the omission of any items listed below from this proposal may be cause for rejection of the proposal as non-responsive. I have ensured that I have received and acknowledged any and all Addenda.

| Item:                                    | Included: (x) |
|------------------------------------------|---------------|
| 1. Any and all Addenda.                  | _____         |
| 2. One (1) original and five (5) copies. | _____         |
| 3. W-9 Form                              | _____         |
| 4. Response to Section 6.0               | _____         |
| 5. Certificate of Insurance              | _____         |
| 6. Minimum Qualification Info (4.0)      | _____         |

Person to contact regarding this proposal: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name and title of person authorized to bind the Firm (7.6):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HOW DID YOU HEAR ABOUT THIS REQUEST FOR PROPOSAL?

QQ-01505

Please take the time to mark the appropriate line and return with your proposal.

|                                                                       |                                                                    |
|-----------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Associated Builders & contractors            | <input type="checkbox"/> Loudoun Times Mirror                      |
| <input type="checkbox"/> Bid Net                                      | <input type="checkbox"/> Our Web Site                              |
| <input type="checkbox"/> Builder's Exchange of Virginia               | <input type="checkbox"/> NIGP                                      |
| <input type="checkbox"/> Email notification from Loudoun County       | <input type="checkbox"/> The Plan Room                             |
| <input type="checkbox"/> Dodge Reports                                | <input type="checkbox"/> Reed Construction Data                    |
| <input type="checkbox"/>                                              | <input type="checkbox"/> Tempos Del Mundo                          |
| <input type="checkbox"/> India This Week                              | <input type="checkbox"/> Valley Construction News                  |
| <input type="checkbox"/> LS Caldwell & Associates                     | <input type="checkbox"/> Virginia Business Opportunities           |
| <input type="checkbox"/> Loudoun Co Small Business Development Center | <input type="checkbox"/> VA Dept. of Minority Business Enterprises |
| <input type="checkbox"/> Loudoun Co Chamber of Commerce               | <input type="checkbox"/> RAPID                                     |

☐ Other \_\_\_\_\_

## SERVICE RESPONSE CARD

QQ-01505

Date of Service: \_\_\_\_\_

How did we do?

Please let us know how we did in serving you. We'd like to know if we are serving you at an acceptable level.

How would you rate the way your request for this document was handled?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

Did you have contact with Procurement staff? ☐

How would you rate the manner in which you were treated by the Procurement staff?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

How would you rate the overall response to your request?

Excellent ☐ Good ☐ Average ☐ Fair ☐ Poor ☐

COMMENTS:

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Thank you for your response!

We can better assess our service to *you* through feed back from *you*.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ evening

**Please return completed form to: Patty Cogle • Procurement •  
PO Box 7000 • Leesburg, VA 20177**

## Appendix 1- Program Detail

| Program Area                      | Sq. Ft.  | Comments                                                                                                                                          |
|-----------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   |          |                                                                                                                                                   |
| <b>Support</b>                    |          |                                                                                                                                                   |
| Janitor                           | 25       | On first floor                                                                                                                                    |
| Mechanical                        | 150      |                                                                                                                                                   |
| Electrical                        | 50       |                                                                                                                                                   |
| Telephone/IT                      | 150      | Tel-Data room requires separate conditioning with emergency power backup. BTUs to be determined by Owner based on building square footage/design. |
| Radio                             | 50       |                                                                                                                                                   |
| Laundry                           | 150      | On second floor                                                                                                                                   |
| General storage                   | 80       |                                                                                                                                                   |
| Sprinkler room                    | 50       |                                                                                                                                                   |
| <b>Administration</b>             |          |                                                                                                                                                   |
| Lobby                             | 50       | Lobby and main entrance to be in breezeway connecting house to bay if possible                                                                    |
| ADA Accessible toilet             | 120      | Provide 2 @ 60 sq. ft. each adjacent to lobby                                                                                                     |
| Office #1 (Watch/Group Workroom)  | 300      | Includes watch-desk and a group work area for 4-6 personnel, connected to admin supply room                                                       |
| Office #2 (Station Officer)       | 125      |                                                                                                                                                   |
| Office #3 (Battalion Chief suite) | 200 min. | includes bunk area and toilet with shower                                                                                                         |
| Supply room                       | 50       | Adjacent                                                                                                                                          |
| Office #4 (Fire Inspector)        | 125      |                                                                                                                                                   |
| <b>Dormitory</b>                  |          |                                                                                                                                                   |
| Unisex– Two-person bunk room      | 4@120    | Fit into existing house where possible, total accommodations for 14                                                                               |
| Unisex– Three-person bunk room    | 2@210    | Night stands and twin beds                                                                                                                        |
|                                   |          |                                                                                                                                                   |
|                                   |          |                                                                                                                                                   |
| lockers                           | 300      | capacity of 50 lockers, adjacent to bunks                                                                                                         |
| toilets                           | existing | includes 3 sinks, 3 urinals, 3 toilets, 3 lavs in residential vanities, 4 shower stalls                                                           |
|                                   |          |                                                                                                                                                   |
|                                   |          |                                                                                                                                                   |
| Kitchen                           | existing |                                                                                                                                                   |
| Kitchen storage                   | existing |                                                                                                                                                   |
| Dining                            | existing |                                                                                                                                                   |
| Vending/Recycling                 | existing |                                                                                                                                                   |

|                                |          |                                                     |
|--------------------------------|----------|-----------------------------------------------------|
| Dayroom                        | 300      | New space adjacent to Kitchen and DR                |
| Exercise/weight room           | existing | Use garage if possible, provide HVAC and insulation |
|                                |          |                                                     |
| <b>Operations</b>              |          |                                                     |
| Apparatus Bays                 | 3,840    | 3 bays at 78'x16'x3 each                            |
| Apparatus bay storage          | 100      | Shop area                                           |
| Repair shop                    | 350      | Shop area                                           |
| Shop storage                   | 50       | Shop area                                           |
| Hose storage                   | 130      | Shop area                                           |
| Breathable air compressor room | 100      |                                                     |
| Turnout gear lockers           | 250      | 48 lockers, ventilated                              |
| First aid storage              | 50       |                                                     |
| EMS decontamination            | 100      | Requires a decon shower, adjacent to gear wash      |
| gear wash                      | 100      | Adjacent to EMS Decon                               |

| <b>Accessory/Site Features and Parking</b> |               |                                                                                            |
|--------------------------------------------|---------------|--------------------------------------------------------------------------------------------|
| Apparatus bay aprons                       |               | 60' @front-rear of bay, 48' width, 50'/24' radius, 2% slope max, 8" highway grade concrete |
| Visitor parking/public phone               |               | 4-5 spaces, one designated for physically disabled use                                     |
| Staff parking                              |               | sized for two full shifts, segregated from visitor parking                                 |
| Storage building                           | 200           | storage for lawn care and other equipment                                                  |
| Fuel pump, gas and diesel                  |               | vehicle accessibility from both sides, protective bollards                                 |
| Utility patio                              |               | group mechanical units. Meters, etc. on common patio w/screen                              |
| Practice area/patio                        |               | located off of kitchen/dining area                                                         |
| Trash dumpster                             |               | screened, pad extending 20' from front of dumpster enclosure                               |
| Emergency Generator                        |               |                                                                                            |
| <b>Circulation</b>                         |               |                                                                                            |
| 25% of building NSF                        | 2,215         |                                                                                            |
|                                            |               |                                                                                            |
| <b>Essential Furnishings and Equipment</b> |               |                                                                                            |
|                                            | <b>Quant.</b> |                                                                                            |
| Desks                                      | 9             | includes offices and bunk areas                                                            |
| Desk/side chairs                           | 15            |                                                                                            |
| PC's                                       | 6             |                                                                                            |

|                                            |    |                           |
|--------------------------------------------|----|---------------------------|
| Copier                                     | 1  |                           |
| Fax Machine                                | 1  |                           |
| PC printers                                | 3  | two dedicated, one shared |
| CAD terminals                              | 4  |                           |
| Phone/data ports                           | 24 |                           |
| Multiple-line phone handsets               | 24 |                           |
| CATV outlets                               | 4  |                           |
| File cabinets                              | 7  |                           |
| Credenzas                                  | 2  |                           |
| Bookcases                                  | 8  |                           |
| Tackboards                                 | 10 | various sizes required    |
| Dry erase boards                           | 10 | various sizes required    |
| Clocks                                     | 14 |                           |
| Bunks with nightstands                     | 14 |                           |
| Lockers                                    | 50 |                           |
| Turnout lockers                            | 40 |                           |
| Sofa (crate style)                         | 2  |                           |
| Loveseat (crate style)                     | 2  |                           |
| Shelving/entertainment units (crate style) | 3  |                           |
| Dining table(s) (crate style/laminate top) | 1  | capacity of 8             |
| Dining chairs w/casters (crate style)      | 8  |                           |
| Round meeting table (Crate style/laminate) | 1  |                           |
| Side chairs w/casters                      | 4  |                           |
| Lighted flagpole                           | 1  |                           |
| Hydrant at rear apron                      |    |                           |

|                                          |   |                                                         |
|------------------------------------------|---|---------------------------------------------------------|
| Emergency generator                      | 1 | sized to 100% of full electrical load                   |
| Exterior/Interior PA/notification system | 1 | volume-adjustable speakers throughout facility and site |
| Vehicle exhaust recovery system          | 1 |                                                         |
| Breathing air fill station               | 1 | 8 CFM w/8-10 bottles                                    |
| Hose dryer                               | 1 |                                                         |
| Washer                                   | 2 | commercial grade                                        |
| Dryer                                    | 1 | commercial grade                                        |
| Refrigerator w/ice maker                 | 3 | 1 per shift                                             |
| Ice machine                              | 1 |                                                         |

|                                           |   |                                   |
|-------------------------------------------|---|-----------------------------------|
| Range/broiler                             | 1 | commercial/high residential grade |
| Dishwasher                                | 1 | residential grade                 |
| Microwave                                 | 1 |                                   |
| Coffee maker                              | 1 | two pot commercial                |
| Water cooler                              | 1 |                                   |
| Projection screen                         | 1 |                                   |
| Portable video projector                  | 1 |                                   |
| Slide projector                           | 1 |                                   |
| Overhead projector                        | 1 |                                   |
| VCR                                       | 1 |                                   |
| Television 25"                            | 2 |                                   |
| Television 12"                            | 2 |                                   |
| Circuit Gym or free weights               | 1 |                                   |
| Rowing machine                            | 1 |                                   |
| Stairclimber                              | 1 |                                   |
| Stationary bike                           | 1 |                                   |
| Miscellaneous kitchen utensils, dishes    |   |                                   |
| Miscellaneous maintenance/grounds equip.  |   |                                   |
| Miscellaneous cleaning equipment/supplies |   |                                   |
| Miscellaneous tools, storage, work bench  |   |                                   |
|                                           |   |                                   |
| <b>Emergency Vehicles</b>                 |   |                                   |
| tanker                                    |   | \$550,000 in FF&E                 |
|                                           |   |                                   |
|                                           |   |                                   |
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