



**REGION 2000 SERVICES AUTHORITY
REQUEST FOR PROPOSALS FOR
ARCHITECTURAL SERVICES**

I. INTRODUCTION

The Region 2000 Services Authority (the “Authority”) is seeking proposals for the design of various components of the regional landfill in Campbell County, Virginia serving the counties of Nelson, Campbell and Appomattox and the Cities of Lynchburg and Bedford.

Currently the Campbell facility is under a temporary closure and all of the trash from the jurisdictions is going to the Lynchburg landfill. As the Lynchburg landfill becomes full, we will transition to the Campbell landfill site. Architectural services are needed for several new facilities at the Campbell site.

II. PURPOSE

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural firm, authorized to do business in the Commonwealth of Virginia, with experience in the planning, design, and construction of buildings, structures, and support facilities in a landfill setting.

The Region 2000 Services Authority (Region 2000) is seeking an Architectural firm to provide professional services including the following: 1) Pre-Planning Study services to include building programming, conceptual design options, conceptual cost estimating, and code analysis; 2) Design services for the Working Drawings and Construction Administration phases of the project. Region 2000 envisions using the design-bid-build method of construction delivery. The architectural firm will also work with Region 2000’s site and civil engineer, Draper Aden Associates, to achieve the completion of the project.

III. PROJECT

Region 2000 will be consolidating the landfill facilities for the region at the existing Campbell County located on Livestock Road. As part of the consolidation efforts, Region 2000 needs to construct three new facilities:

- A. Scales and scale house: Scale house is a small office with computer networked to scales and main office; dual 70' truck scales to be installed with a scale house. Facility must be capable of communication and direct interaction with drivers. Vehicles accessing the scales will range in size from pick-up trucks to large tractor trailers. A restroom may or may not be required, depending on adjacency to the Office.
- B. Office: The proposed Office is to be similar that at the Concord Turnpike Landfill (Lynchburg landfill), with the addition of a large training room. A reception area, break room, offices, and restrooms are required. It is anticipated approximately 6 – 8 employees will work out of this office.
- C. Maintenance facility: The Maintenance facility is to be constructed to allow Region 2000 mechanics to work comfortably on the large landfill equipment.

SCOPE OF SERVICES

- A. The initial Pre-Planning scope of work for the project is to include the following:
 - 1. Facility program confirmation study, resulting in an approved Space Program:
 - a. Analysis and definition of User's facility program needs, goals and objectives.
 - b. Confirm and validate initial user-generated program criteria.
 - c. Determine space needs, adjacencies and functional relationships.
 - d. Compile conceptual special equipment and support systems listings.
 - e. Prepare conceptual Space Program for approval.
 - f. Undertake physical survey and conditions assessment of affected existing spaces and generate planning concepts comprising new program uses for existing spaces.
 - 2. Utilize approved Space Program and Site Plan, provided by Draper Aden Associates, findings to prepare conceptual drawings for review and comment:
 - a. Prepare conceptual floor plan options.

- b. Prepare site and building massing models identifying proposed architectural materials and conceptual engineering systems.
 - c. Develop final conceptual site plan, floor plans, building sections and building elevations/massing models based upon the selected option.
 3. Prepare a Concept Design level cost estimate. Coordinate with Region 2000 to identify project and construction cost assumptions.

B. Full design and construction administration services:

1. Assure that the design documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, the Virginia Uniform Statewide Building Code, the Uniform Federal Accessibility Standards, Region 2000 standards, and Campbell County standards and regulations.
2. Provide all design submittals, including construction contract documents with professional seals and signatures.
3. Provide specifications that reflect current requirements, standards and product availability.
4. Provide services to assist Region 2000 in the bidding and award of the construction contract where applicable.
5. Provide services for the construction phase for the administration of the contract.
6. As necessary, provide as-built site verifications.

IV. Process for Submitting Proposals.

Sealed proposals will be due to Marjorie Dunn at the Region 2000 Partnership Offices at 828 Main Street, 12th Floor, Lynchburg, 24504 on August 26, 2010 at 4 p.m. The proposals shall be marked “Architectural Services for Region 2000 Services Authority” on the outside. Six copies of the proposal shall be submitted. Proposals should be limited to 25 pages. Proposals shall include, at a minimum, the following information:

- a. Background of the design firm in general.
- b. Experience in designing public projects, including specifically regional landfill projects in Virginia.

- c. The names and backgrounds of the person who will be the primary design professional on this project, and the names and backgrounds of the other design professionals who will be involved.
- d. References from at least three projects in which the firm has been the lead design professional and which the firm feels would be most relevant to this project.
- e. The experience of the design firm working with the Virginia Department of Corrections on correctional construction projects.
- f. A proposed schedule for design.

Since this is a Request for Proposals for professional services under the Virginia Public Procurement Act, the proposals should not contain any information regarding the cost of the design contract.

V. Criteria for Evaluation of Proposals.

The proposals will be evaluated based on the following criteria:

- 1. The capacity of the firm to design components of a regional landfill facility.
- 2. The experience and capability of the persons in the firm who will be assigned to this project.
- 3. The cost of the services (to be determined at the discussion stage after the receipt of proposals and not to be used in the decision as to which firms will be considered for the discussion stage).
- 4. The design schedule.

VI. Process for Evaluating Proposals.

Following the receipt of proposals, the Authority shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project. At the discussion stage, the Authority may discuss non-binding estimates of total project costs, including estimates of price for services.

At the conclusion of discussion, on the basis of the above criteria and any information developed in the selection process to this point, the Authority shall select in order of preference two or more offerors whose professional qualifications and proposed

services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Authority 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 conducted with the offeror ranked second, and so on, until such a contract can be negotiated. Should the Authority decide 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.

In negotiations regarding the terms of the contract, the Authority has no legal authority to indemnify the offeror. Firms submitting proposals agree that they will not ask the Authority to indemnify them in any resulting contract.

VII. State Corporation Commission Identification number

All offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 (corporations) or Title 50 (partnerships) of the Code of Virginia shall include in its proposal the identification number issued to it by the State Corporation Commission. Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 40 or as otherwise required by law shall include in its proposal a statement describing why the offeror is not required to be so authorized.

VIII. Questions.

Any interested person who has a question about the project or the Request for Proposal may contact the Authority's Solid Waste Director, Clarke Gibson at (434) 455-6079 or write him at cgibson@region2000.org.

Addendum 1 August 4, 2010

Item IV Process for Submitting Proposals

Section e dealing with experience working with the Virginia Department of Corrections has been deleted.