

Request for Proposal (RFP) for Architectural and Engineering Services for AppCAA Expansion Planning

1. Introduction: Scott County, on behalf of Appalachian Community Action Agency (AppCAA), is inviting qualified architectural and engineering firms to submit proposals for the provision of services related to the AppCAA Expansion Planning Grant. The purpose of this RFP is to secure professional assistance in the planning and design of a centralized office and warehouse within the Duffield area to meet the community development needs of the LENOWISCO Planning District.

2. Project Overview: Scott County has secured CDBG Planning Grant in the amount of \$50,000 to assist AppCAA facilitate the planning for a new centralized office and warehouse. The current facilities are inadequate to meet the growing demands of their programs, and the proposed expansion aims to address the following needs and opportunities:

- Expansion of current programs with more office and classroom space.
- Exploration of affordable housing refurbishment or construction.
- Implementation of apprenticeship programs and carpentry training to address the shortage of skilled workers in the region.
- Enhancement of the Weatherization Deferral Program by expanding warehouse space and hiring additional employees.
- Provision of additional space for potential new programs, such as the Foster Grandparents program.
- Preparation for upcoming broadband funds to offer digital literacy and online job preparation programs.

3. Needs and Opportunities: The proposed project addresses the lack of space for AppCAA's growing programs and initiatives. The expansion will not only accommodate current needs but also create opportunities for growth, revitalization, and economic restructuring in the LENOWISCO region.

4. Timeliness: The urgency to address these needs is driven by the availability of a prospective building in an ideal location. AppCAA has been actively searching for a suitable property for over two years, and this opportunity aligns with their strategic planning goals. The timely implementation of the project is crucial to secure the desired property and commence renovations.

5. Proposal Submission: Interested architectural and engineering firms are invited to submit comprehensive proposals addressing the following:

- Firm qualifications and experience in similar community development projects.
- Approach and methodology for the planning and design process.
- Proposed project timeline and milestones.
- Cost estimate for architectural and engineering services.

6. Proposal Submission Deadline: No later than **2:00 pm, Tuesday, May 28, 2024**

SUBMIT SEALED PROPOSALS CLEARLY MARKED “AppCAA Expansion Planning Grant” TO:

Bill N. Dingus, Assistant County Administrator
190 Beech Street, Suite 201
Gate City, VA 24251
Office Phone: (276) 386-6521
Email: bdingus@scottcountyva.com

Please note that submitting a sealed proposal does not guarantee acceptance nor imply any form of contractual agreement. The county reserves the right to evaluate all submitted proposals and select a contractor based on factors such as qualifications, experience, proposed methodology, and cost, following the procedures in the Virginia Public Procurement Act and the Scott County Public Procurement Ordinance.

We look forward to receiving your proposals and appreciate your interest in contributing to the AppCAA Expansion Planning Grant project.

Contractor's Authorization to Transact Business: Please see the attached form titled "Proof of Authority to Transact Business in Virginia."

Discrimination Prohibited; Participation of Small, Women-, Minority- and Service Disabled Veteran-Owned Business: (*Code of Virginia § 2.2-4310*) In the solicitation or awarding of contracts, the County of Scott shall not discriminate because of the race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service disabled veteran or any other basis prohibited by state law relating to discrimination in employment.

The County welcomes and encourages the participation of small businesses and businesses owned by women, minorities, and service disabled veterans in procurement transactions made by the County.

Employment Discrimination: (*Code of Virginia § 2.2-4311*) This provision only applies to contracts valued in excess of \$10,000.

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will 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 contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will 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 contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Drug-Free Workplace: (*Code of Virginia § 2.2-4312*) This provision only applies to contracts valued in excess of \$10,000.

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 this chapter, 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.

Faith-Based Organizations: (*Code of Virginia* § 2.2-4343.1) Scott County does not discriminate against faith-based organizations.

Illegal Aliens: (*Code of Virginia* § 2.2-4311.1) The Contractor agrees that he or she does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Indemnification: The Contractor shall hold harmless and indemnify Scott County and its officers, officials, employees, and agents against any and all injury, loss, or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions. The County will not agree to indemnify the offeror or bidder.

Proprietary Information: § 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 of the *Code of Virginia* (1950), as amended, shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq. of the *Code of Virginia* (1950), as amended); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. A bidder, offeror, or contractor shall not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices." If the exemption from disclosure provided by § 2.2-4342(F) of the *Code of Virginia* is not properly invoked, then the proposals will be subject to disclosure pursuant to applicable law.

Subcontractor Payment Clauses: (*Code of Virginia* § 2.2-4354) The Contractor on a construction contract shall be liable for the entire amount owed to any subcontractor with which it contracts. Such contractor shall not be liable for amounts otherwise reducible due to the subcontractor's noncompliance with the terms of the contract. However, in the event that the contractor withholds all or a part of the amount promised to the subcontractor under the contract, the contractor shall notify the subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. Payment by the party contracting with the contractor shall not be a condition precedent to payment to any lower-tier subcontractor, regardless of that contractor receiving payment for amounts owed to that contractor. Any provision in a contract contrary to this section shall be unenforceable.

The Contractor shall take one of the two following actions within seven days after receipt of amounts paid to the contractor by the local government for work performed by the subcontractor under that contract:

a. Pay the subcontractor for the proportionate share of the total payment received from the agency attributable to the work performed by the subcontractor under that contract; or

b. Notify the agency of local government and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

The Contractor shall require:

- a. Individual contractors to provide their social security numbers; and
- b. Proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

The Contractor shall pay interest to the subcontractor on all amounts owed by the contractor that remain unpaid after seven days following receipt by the contractor of payment from the agency of local government for work performed by the subcontractor under that contract, except for amounts withheld as allowed above.

Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of the agency of local government. A contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

The attention of each offeror or bidder is directed to § 2.2-4311.2 of the *Code of Virginia*, which requires an offeror or bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, to include in its proposal or bid the Identification Number issued to such offeror or bidder by the Virginia State Corporation Commission (SCC). Furthermore, any offeror or bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, shall include in its proposal or bid a statement describing why the offeror or bidder is not required to be so authorized. Failure to provide the required information may result in the rejection of the proposal or bid. If the proposal or bid is accepted by the County, the undersigned agrees that the requirements of the *Code of Virginia* § 2.2-4311.2 have been met. Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such offeror/bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): _____

Please attach additional sheets if you need more space to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9): _____

By: _____ Title: _____
(typed or printed)

Date: _____ Authorized Signature: _____

PLEASE RETURN THIS PAGE WITH PROPOSAL OR BID - REQUIRED