



**REQUEST FOR PROPOSALS
TOWN OF WINDSOR, VIRGINIA
ARCHITECTURAL-ENGINEERING SERVICES
NEW TOWN MUNICIPAL BUILDING AND MASTER SITE PLANNING
RFP # 2016-01**

The Town of Windsor, Virginia will accept sealed proposals until 4:00 p.m. on Friday, April 29th 2016 for professional Architectural/Engineering design services for the new Windsor Municipal Building and Master Site Plan.

PROJECT: The selected firm shall provide professional architectural and engineering design services for a new municipal building serving the Town's government agencies, to be located on a 5 acre parcel currently owned by the Town along with master site planning service for future growth on the site

Procurement of services by this RFP shall be in accordance with the Virginia Public Procurement Act. 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. The Town of Windsor reserves the right to request clarification of information and/or additional information from one or more submitting firms.

The Architect/Engineer is prohibited from engaging in employment discrimination and must comply fully with the provisions of Section 2.2-4311 of the Code of Virginia (1950), as amended. The Town of Windsor does not discriminate on the basis of race, sex, age, handicap, national origin or faith/religious affiliation.

DESCRIPTION:

The Town is soliciting proposals from qualified architectural-engineering firms (hereinafter called the "firm") interested in providing services during the Programming, Planning and Design Phases of the Project. This Request for Proposal (RFP) is part of a competitive procurement process intended to obtain the highest quality of services at the most reasonable price. Copies of this RFP are available at e-virginia.com or from the Town's web site: www.windsor-va.gov.

The Town of Windsor reserves the right to reject any and all proposals, to waive any informality in proposals received, to negotiate and to accept the proposal which shall be in the Town's best interest.

The following services are to be provided by the successful firm:

1. Meet with Town representatives and related stakeholders and assist the Town in determining the appropriate/needed size and configuration of the new municipal building and adjacent site.
2. Prepare detailed drawings and technical specifications based on the Town Council's input.
3. Meet with all Town, County and State regulatory agencies having jurisdiction and assure compliance with all codes and requirements.
4. Assist in developing a Master Site Plan for the 5 acre property to include the municipal building and other future buildings.
5. Assist in conducting Public Hearings and informational sessions as requested by the Town Council.
6. Provide additional professional design services as may be requested by the Town Council.

REQUIRED INFORMATION:

The proposals shall be no more than 12 pages and should include:

1. A concise explanation of the firm's capabilities and relevant experience.
2. Examples of past municipal government projects with references and contact information.
3. Firm's ability to design municipal projects within established budgets. Describe approach and methodology to maintain budget adherence with a list of past projects where cost projections were achieved.
4. Elaborate on any special qualifications or experience unique to your firm which may contribute to the success of the project.

By submitting their offer, offerors certify that their offers are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or sub Architect/Engineer in connection with their offer, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater was exchanged.

By submitting their offer, offerors certify that they are not currently debarred by the Commonwealth of Virginia or any county, city or town from submitting proposals on contracts for the type of goods and/or service covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

SELECTION CRITERIA:

The following criteria will be used in evaluating the initial short list selection:

1. Qualifications and professional experience of the Project Manager and staff to be assigned. 10%
2. Experience of the firm in designing other municipal buildings in the region or state. 50%
3. Firm's ability to design and construct projects within established budgets without excessive change orders. 20%
4. Current workload and ability to complete the required work in a timely fashion. 10%
5. References – three minimum. 10%

Offerors must submit three (3) copies of their proposal to the office of the Windsor Town Manager. All copies shall be signed in ink by an authorized principal of the firm. Proposals shall be submitted in sealed envelopes by the specified time and date. Proposals received after that time will be rejected. The proposals shall be identified on the envelope by project name, time and date due.

Submit all proposals to:

Michael Stallings, Town Manager
Town of Windsor
8 E. Windsor Blvd.
P. O. Box 307
Windsor, VA 23487

Proposals are due by Friday, April 29th, at 4:00 p.m.

The Town of Windsor will review all proposals and select one or more firms best qualified to meet its needs. Interviews may be requested of shortlisted firms. The Town will then negotiate a fee with the firm deemed best qualified. If an agreement cannot be reached negotiations will be terminated with that firm and begun with the firm considered next best qualified. All candidates will be notified in writing on the selection.

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

The selected short list firms may be requested to submit a non-binding fee estimate in a sealed envelope at the conclusion of the interview process. Cost of services will be determined at the discussion stage after the receipt of proposals and will not to be used in the decision as to which firms will be considered for selection.

The Town reserves the right to reject any or all proposals received.

Small, women, and minority-owned firms are encouraged to submit proposals.

The proposers shall comply with all State and Federal employment laws, and shall provide for a drug free workplace.

The Town of Windsor is an Equal Opportunity Employer.

Michael Stallings
Town Manager