

# KING AND QUEEN COUNTY BOARD OF SUPERVISORS

## REQUEST FOR PROPOSALS (RFP)

### RFP #01-2024-KQES

For

## ARCHITECTURAL/ENGINEERING SERVICES FOR NEW KING & QUEEN ELEMENTARY SCHOOL

Date: September 4, 2024

On behalf of the Board of Supervisors of King & Queen County, the County Administrator | County Attorney is requesting proposals from professional Architectural/Engineering firms to provide a conceptual study/master plan for a 90 acre campus with the option of full architectural and engineering services for the design for a new Elementary School (PreK-7), as well as, construction administration services. The submittal, consisting of the original proposal and five (5) additional copies marked, "Architectural/Engineering Services for New King & Queen Elementary School", will be received no later than **2:00 p.m., October 3, 2024**, by:

**IN PERSON, US POSTAL SERVICE OR SPECIAL COURIER**

Vivian R. Seay  
County Administrator | County Attorney  
242 Allens Circle, Suite L  
King & Queen Court House, Virginia 23085

**This RFP and any addenda are available on the King & Queen County website at: [www.kingandqueenco.net](http://www.kingandqueenco.net)**

**Any proposal received after 2:00 p.m., October 3, 2024, whether by mail or otherwise, will be returned unopened.** The time of receipt shall be determined by the date stamped and time certified by the County Administrator | County Attorney and their personnel. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for ensuring that their proposal is stamped by the County Administrator | County Attorney and/or their personnel by the deadline indicated. A non-mandatory pre-proposal conference is scheduled for **September 18, 2024 at 2:00 p.m.** at 242 Allens Circle, King & Queen Court House, Virginia 23085. Questions concerning this Request for Proposal should be submitted in writing to Jason Pack at [jason.pack@skanska.com](mailto:jason.pack@skanska.com) by **5:00 p.m. on September 25, 2024.**

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

Vivian R. Seay, J.D., LL.M  
County Administrator | County Attorney

**I. PURPOSE:**

The Board of Supervisors of King & Queen County (“King & Queen County Board of Supervisors” or “K&QBOS”) is seeking the professional services of an Architectural/Engineering (“A/E”) firm, authorized to do business in the Commonwealth of Virginia, with experience in the planning and design of new elementary education school facilities with a focus on PreK-7 schools.

It is expected that the selected Architectural/Engineering firm will provide full design services for a new elementary school to house approximately 500 students in grades PreK through 7, which is anticipated to be located adjacent to the existing Central High School property in King and Queen Court House, VA. Services are anticipated to include, but not necessarily be limited to, development of a conceptual study and master plan for the full site, schematic design, design development, construction documents and construction administration for the project. The K&QBOS envisions using the design-bid-build delivery method for the project but may consider alternative delivery methods and contracting methods following completion of a conceptual study. The K&QBOS reserves the right to select the successful firm to provide full design and construction administration services or issue a separate RFP for services beyond completion of the conceptual study and master plan.

**II. BACKGROUND:**

It is the intention of K&QBOS to replace two existing elementary schools (Lawson-Marriott Elementary School and King and Queen Elementary School) with a new elementary school constructed adjacent to the existing high school property, as well as, various other improvements to the 90 acre property that may support future County services.

**III. SCOPE OF SERVICES:**

The selected A/E shall furnish all expertise, labor, and resources for development of a conceptual study and, at the option of K&QBOS, complete planning, design, and construction administration services for the project. The following generally highlights the services that the A/E firm may be required to perform.

1. Confirm the project program. This activity will include interviews and documentation, programming, planning, and layouts. It is assumed that options would be developed for consideration as well as development of conceptual floor plans, exterior elevations and site plans, cost estimates, and participation in community outreach events and Board of Supervisors and School Board presentations. Refine, clarify, and define the scope of the project as necessary to meet the needs of K&QBOS and the School Board. Respond to all regulatory and agency review comments and resolve outstanding issues at the various phases of design.
2. 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, but not limited to the Virginia Uniform Statewide Building Code and accessibility standards.
3. Provide all design submittals, including construction contract documents with professional seals and signatures.
4. Provide specifications that reflect current requirements, standards and product availability.

5. As appropriate, develop and prepare construction documents for an Erosion and Sediment Control Plan and a Stormwater Management Plan to comply with all DCR and DEQ requirements.
6. Coordinate with and respond to issues raised by the local authorities having jurisdiction, including the Building Official.
7. Prepare and update cost estimates at each stage of design.
8. Represent K&QBOS and the School Board by presenting necessary oral and/or graphic presentations to stakeholder groups having interest in the project.
9. Participate in pre-construction design reviews and cost estimate reconciliation with K&QBOS, the School Board and their representatives.
10. Provide services to assist the K&QBOS in the bidding and award of the construction contract.
11. Conduct internal quality assurance reviews of all design documents prior to issuing final bid documents.
12. Provide construction administration services.
13. As necessary, provide as-built site verifications, field investigations, and subsurface utility surveys.
14. Provide utility design.
15. Provide communications, security, fire suppression and fire alarm design.
16. During the construction administration phase the A/E shall evaluate all contractor change order requests to confirm the entitlement of the change as well as assess the reasonableness of the costs and schedule impacts.
17. Assist with closeout documentation and activities and provide record drawings.

It is the intention of K&QBOS to provide construction materials testing and special inspection services.

**IV. ANTICIPATED SCHEDULE:**

The following represents a tentative outline of the process currently anticipated by K&QBOS:

- Request for Proposals posted: September 4, 2024
- Pre-Proposal Conference: September 18, 2024 at 2:00 pm
- Receive written proposals by: October 3, 2024 by 2:00 pm
- Rank and shortlist firms: October 2024
- Interviews: October/November 2024
- Selection and contract negotiations: November/December 2024

## **V. SCHOOLS RESPONSIBILITIES:**

King & Queen Board of Supervisors designates Vivian R. Seay, County Administrator | County Attorney, to act as K&QBOS main point of contact for all work performed under this contract and reserves the right to hire a project manager. The project manager shall coordinate the work.

## **VI. GENERAL CONTRACT TERMS AND CONDITIONS:**

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

King & Queen Board of Supervisors  
242 Allens Circle  
King & Queen Court House, Virginia 23085

## **VII. PROPOSAL SUBMISSION REQUIREMENTS:**

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

3. No proposal can be withdrawn after the time set for the receipt of proposals and for sixty (60) days thereafter.
- I. Offerors requesting clarification or interpretation of or improvements to the proposal's general terms, conditions, scope of services or relevant documentation shall make a written request which shall reach Jason Pack at jason.pack@skanska.com by the date noted in this RFP. Any changes to the proposal shall be in the form of a written addendum issued by the County Administrator | County Attorney. Each Offeror shall be responsible for determining that all addenda issued by the County Administrator | County Attorney have been received before submitting a proposal and shall acknowledge receipt of all addenda with their proposal.
- J. All proposals received in the Office of the County Administrator | County Attorney on time shall be accepted. All late proposals received in such Office shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the contract.

### **VIII. PROPOSAL RESPONSE FORMAT:**

- A. The prospective response to the RFP should include:
  1. A brief statement of the company's organization to include an organizational chart that relates to pertinent functions including the name(s) of key personnel who will be assigned to this project, what function each will serve, and a statement of their experience and professional background;
  2. The architect's/engineer's proposed approach or methodology to be followed in completing each of the required tasks in the Scope of Work above and a proposed overall time frame for the project;
  3. A list of names and addresses of similar elementary school projects that the firm has completed or are in progress of completion, including the title and telephone number of a contact person for each project;
  4. Standard Form (SF) 330 Architect-Engineer Qualifications and relevant resumes, project sheets, and other pertinent information that the proposer feels is warranted to expand upon their qualifications;
  5. A brief synopsis of what the architect/engineer feels are the most critical and/or challenging aspects of this project, including potential difficulties; and,
  6. A copy of the architect's Professional Liability Policy Certificate currently in effect.

Offerors shall submit a written proposal that presents the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.

- B. The Offeror should include in their proposal the following:
  1. Table of Contents - All pages are to be numbered
  2. Introduction
    - a. Cover letter - On company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal. Subconsultants/Subcontractors - Information on any subconsultants/subcontractors that is necessary to provide the services required. Provide name, experience, address, telephone number and qualifications. (If Applicable)
    - b. Proposal Signature Sheet - Attachment A
    - c. Executive Summary

3. Standard Form (SF) 330 Architect-Engineer Qualifications along with resumes, project sheets, and other pertinent information
4. A brief statement of the company's organization to include an organizational chart that relates to pertinent functions including the name(s) of key personnel who will be assigned to this project, what function each will serve, and a statement of their experience and professional background.
5. A list of names and addresses of similar school projects that the company has completed or are in progress, including the title and telephone number of a contact person for each project.
6. The architect's/engineer's proposed approach or methodology to be followed in completing each of the required tasks in the Scope of Work above and a proposed overall time frame for the project.
7. A brief synopsis of what the architect/engineer feels are the most critical and/or challenging aspects of this project, including potential difficulties; and
8. A copy of the architect's Professional Liability Policy Certificate currently in effect.

Appendices are optional for Offerors who wish to submit additional material that will clarify their response. There is no page limit restriction although K&QBOS requests that proposals be concise.

Offerors shall submit a written proposal that presents the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.

#### **IX. PROPOSAL EVALUATION/SELECTION PROCESS:**

An Architect/Engineer Selection Committee will evaluate proposals and make recommendations to the Board of Supervisors using the criteria noted in Attachment B – Professional Services Evaluation Matrix included herein.

It is the intent of K&QBOS to select two or more Offerors deemed to be fully qualified and best suited among those submitting proposals for interviews. Interviews will be scheduled by K&QBOS with no responsibility for expenses incurred by proposers in preparing proposals or in preparing for interviews. Key representatives of the architect/engineer team including those staff and consultants to be assigned to the project, are expected to be in attendance at the presentation. Based upon interviews with selected firms, the K&QBOS shall select the firm, which, in its opinion, has made the best proposal, and shall commence negotiations with selected firm with intention of awarding the contract to that Offeror. Should K&QBOS determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the Offeror's proposal as negotiated.

**ATTACHMENT A**

**PROPOSAL SIGNATURE SHEET**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in RFP #01-2024-KQES. My signature also certifies that by submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

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

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Signature

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Printed Name and Title

**ATTACHMENT B (For reference only)**

**Professional Services Evaluation Matrix**

Maximum Points: 100

FIRM: \_\_\_\_\_

(MAXIMUM POINTS) / SCORE

1. Credentials of project team (25) \_\_\_\_\_
  2. Experience with similar projects (25) \_\_\_\_\_
  3. Understanding of task and requirements (25) \_\_\_\_\_
  4. Reasonableness of plan/schedule (15) \_\_\_\_\_
  5. References and fiscal stability (10) \_\_\_\_\_
- Total (100)** \_\_\_\_\_