

Galax City Public Schools
223 Long Street
Galax, VA 24333
(276) 236-2911

Request for Proposal (RFP)
for
Architectural and Engineering Services

The Galax City School Board, Galax, Virginia, herein called the Owner, invites sealed proposals from all responsible and responsive firms for Architectural and Engineering Services related to the following projects at Galax Elementary School:

1. ADA Playground Addition at Galax Elementary School
2. Existing Playground Renovation at Galax Elementary School
3. Addition of a storage building at Galax Elementary School

The Owner invites sealed proposals from all responsible and responsive architectural/engineering firms for the above described services. Proposals must be **received** on or before 2:00 P.M. (Local time), Wednesday, May 1, 2024 in the Superintendent's Office, 223 Long Street, Galax, VA 24333. **No late proposals will be accepted.** The Owner will not accept proposals sent by fax or as attachments to e-mails. It is the sole responsibility of the proposer to ensure that the proposal is **received** in the Superintendent's Office on or before the specified date and time.

Time is of the essence to receive completed drawings after the RFP is awarded. Proposers selected to engage in negotiations will be notified by the Owner. By submitting its proposal, proposer agrees to engage in negotiations, including without limitation, oral presentations and discussions concerning its proposal, at the offices of Owner at such reasonable times as the Owner may require and to have at the negotiations a person with authority to bind proposer to the contract(s) contemplated by this RFP. By submitting its proposal, the proposer agrees that its proposal may not be withdrawn for ninety (90) days following the proposal receipt date and that proposer will enter into the contract contemplated by this RFP consistent with the terms of the RFP and its proposal.

By submitting a proposal, the proposer is certifying that it is not currently debarred by the City of Galax, the Galax City Public Schools, the Commonwealth of Virginia, any agency of the Commonwealth, or any department or agency of the federal government. In accordance with Code of Virginia Section §2.2-4343.1, the Galax City School Board does not discriminate against faith-based organizations, nor does it discriminate against any proposer because of race, religion, sex, national origin, age, disability, or any other basis prohibited under Virginia law.

The contents of the proposal submitted by the successful proposer and this RFP will become a part of any contract awarded as a result of this RFP. The successful proposer will be expected to sign a contract with the Owner. Additional terms and provisions may be included in the contract.

By submitting a proposal, the Proposer also agrees that it is satisfied from its own investigation of the conditions and requirements to be met, that it fully understands its obligation, and that it will not make any claim for or have the right to cancellation of or relief from the contract because of any misunderstanding or lack of information.

Proposal Format Instructions

Proposers must submit one unbound (1) original and five (5) bound copies of the proposal. All proposals must be signed in ink by authorized principals of the proposer and must be received in sealed envelopes with the statement, **“Proposal Enclosed” and the proposal name typed or written in the lower left-hand corner.**

The proposal must contain the information specified below. This information will be considered the minimum content of the proposal. Proposal content shall be arranged in the same order and identified with headings as presented herein. Interested firms are cautioned to provide as much detail as possible pertaining to their capabilities, experience and approach to the tasks outlined in this RFP. The Owner reserves the right to contact proposers individually for the purpose of clarifying proposals.

Information to be included in the RFP shall be as follows:

1. Qualification of the firm relative to the project proposed.
2. A description of related school experience of the firm included a list of similar or comparable projects in the last five (5) years, with not less than three (3) references for same. (List names of construction firms and major subcontractors).
3. A description of the firm, with biographical data on key personnel of the firm to be involved in these projects.
4. A statement of capacity to perform projects within Owner’s time limitations, taking into consideration the work load and expertise of the firm.
5. A record of performance with other comparable clients and projects, describing projected costs, quality of work (number of change orders and associated cost would be helpful), time lines, cost control and ability to meet budgetary guidelines.
6. Names and qualification of any consultants who may be employed.
7. Geographic location of the firm relative to Galax City, with explanation of how services may accommodate the Owner’s need for frequent visitation and consultation.

Evaluation, Selection, Negotiation and Award of Contract

School staff will evaluate the proposals using the following criteria:

1. Expertise and experience relative to the scope of work in the RFP.
2. Geographic location of firm, relative to Owner’s location.
3. Number and type of similar or comparable projects by the Architect in the last five (5) years.
4. Cost performance and general performance on past, comparable projects.
5. Qualifications of firm personnel, including project team, to be used in this RFP.
6. Qualifications of project consultants.

School staff will review all submissions and will select at least two (2) firms deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services to be interviewed by the School Board. School staff may contact proposers individually for the purpose of clarifying proposals. The School Board will engage in individual discussions with firms selected by the school staff. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. At the discussion stage, the School Board may discuss nonbinding estimates of price for services. At the conclusion of discussions on the basis of the above evaluation factors and all information developed in the selection process to this point, the School Board will select in the 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 School Board can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the School Board, 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 at a fair and reasonable price or all offerors are rejected.

Should the School Board determine in writing and 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.

Questions concerning requirements of this RFP are welcome and may be considered if received no less than (5) five days before time set for receipt of the proposals. Proposers shall submit any questions regarding this RFP in writing to:

Susan Tilley
Division Superintendent
Galax City Public Schools
Galax, Virginia 24333

Written responses, including questions, will be provided to all proposers. Any addenda to this RFP shall be issued in writing; no oral statement, explanations, or commitments shall be of any effect unless incorporated in the addenda.