



P. O. Box 900 • 116 W. Beverley Street • Staunton, Virginia 24402-0900 • Phone 540-332-3920 • Fax 540-332-3924
www.staunton.k12.va.us

**REQUEST FOR PROPOSALS
FOR
THE SCHOOL BOARD OF STAUNTON, VIRGINIA**

May 3, 2013

GENERAL INFORMATION

Staunton City Schools (SCS) is requesting proposals from qualified architectural and engineering firms to conduct a physical and space needs study, including preliminary designs and cost estimates for reorganization and/or new construction of Robert. E. Lee High School space, as outlined herein.

All proposals must be delivered to:

Mail To:
Cynthia A. Steed
Supervisor of Purchasing
P.O. Box 58
Staunton, VA 24402-0058

Overnight To:
Cynthia A. Steed
Supervisor of Purchasing
116 W Beverley St., 3rd Floor
Staunton, VA 24401

(540) 332-3819

ALL PROPOSALS MUST BE RECEIVED BY 5:00 P.M. LOCAL TIME, JUNE 7, 2013.

Staunton City Schools is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the Supervisor of Purchasing by the designated date and hour. **Facsimile and e-mail submittals are not acceptable.**

All offerors shall abide by all applicable State and Federal laws. Staunton City Schools does not discriminate against small and minority businesses or faith-based organizations.

INQUIRIES CONCERNING RFP

Any questions or comments concerning this Request for Proposal should be directed to:

Earl McCray
Staunton City Schools
P. O. Box 900
Staunton, VA 24402-0900
540-332-3920 (office)
emccray@staunton.k12.va.us

**SPECIFICATIONS FOR REQUEST FOR PROPOSAL
FOR
STAUNTON CITY SCHOOLS
ROBERT E. LEE HIGH SCHOOL PHYSICAL AND SPACE NEEDS STUDY**

I. SCOPE OF PROJECT

Staunton City Schools is requesting proposals from qualified architectural and engineering firms to conduct a Physical and Space Needs Study for the existing Robert E Lee High School located at 1200 North Coalter Street, Staunton, VA. The contractor selected will assess the existing school facilities in terms of size, aesthetics, ADA compliance, functional layout, flexibility, expansion capability, and related criteria for their useful life. Contractor shall prepare a study identifying current as well as future space and facility needs to include conceptual floor plans, preliminary designs and cost estimates and present the results to school division staff and School Board.

Staunton City Schools reserves the right to expand any resulting contract to include the development of bid specifications for recommended upgrades and participation in construction management activities.

PLEASE NOTE – There will be a NON-MANDATORY PRE-PROPOSAL meeting on-site at Robert E. Lee High School on Tuesday, May 14, 2013 at 1:30 p.m. At this meeting, potential offerors will have an opportunity to ask detailed questions regarding this RFP and to observe the actual facilities and environment. A tour of the school will be provided at this time only. Please contact the Director of Operations, Earl McCray, at 540-332-3920 if you plan to attend the meeting. Due to security at the High School, you will be required to go directly to the School Office to sign in as a visitor. You will then be directed to the auditorium for the meeting.

Bid Questions and Addenda: All questions following the pre-proposal meeting must be submitted in writing to Earl McCray, Director of Operations, no later than Thursday, May 16, 2013 at 4:00 p.m. Faxed or emailed questions will be accepted. Any addenda or list of questions and answers will be available on the school division's website by close of business on Wednesday, May 22, 2013. Prior to submitting their proposal, it is the bidder's responsibility to check the school division's website (<http://www.staunton.k12.va.us>) for any addenda associated with this Request for Proposal.

II. BACKGROUND

The building and property currently housing Robert E. Lee High School at 1200 North Coalter Street, Staunton, VA was constructed in 1967 as John Lewis Junior High School. In 1983-1984, the building was renovated and became Robert E. Lee High School. Situated on 30 acres, the building contains 160,000 square feet of space. Current enrollment of the school is 740 students. Due to the space limitations and availability of current facilities, student athletic events and practices are held onsite and throughout the City. A renovation of the sound, lighting and media systems in the Auditorium were completed in 2009.

III. SPECIFIC REQUIREMENTS

The contractor shall furnish all labor and resources to conduct the library space needs and facility study to include the following:

- A. The Facilities Assessment should include but not be limited to the following requirements and components:
 1. Assess the architectural and structural systems, thermal efficiency, roofing and roof structure, asbestos abatement and other recommended requirements, adequacy/life expectancy of mechanical and electrical systems, security/fire protection, and technology.
 2. Interview building-level and division-level administrative and maintenance personnel regarding space and programmatic needs, as well as building and site concerns.
 3. Obtain input from stakeholder groups, to include staff, students, parents and key community leaders.
 4. Identify facility space and feature requirements based on projected programming needs and population trends, to include instructional spaces, kitchen, maintenance & custodial closets/work areas.
 5. Determine the requirements for the existing facility to meet all current codes and ADA requirements, and to bring all existing space and building systems to an educationally appropriate level.
 6. Identify athletic facilities' needs.
 7. Provide projected schedules for completion of renovation and/or new construction. The projected schedules shall provide a plan for accommodating and phasing the work while school is in session.

- B. The contractor shall prepare and submit a draft report translating the above study and input into recommendations, including preliminary designs and cost estimates for the reorganization of current space, the possible need for a building addition and/or new construction. The contractor shall be responsible for the cost of preparing reports and recommendations.
- C. Upon approval of the final draft, the contractor shall submit ten (10) bound copies of the final report along with a “reproduction-ready” copy of the report and a copy in electronic format to Staunton City Schools. The contractor shall present a formal summary presentation of the report and recommendations to school division staff, and if so requested, to the School Board. It is desired that the final report be completed within 180 calendar days (or less) after award of contract and notice to proceed. Contractor must agree to pay liquidated damages of one percent (1%) of the total project bid price for each consecutive calendar days thereafter.
- D. All design documents become the property of Staunton City Schools.

IV. GENERAL REQUIREMENTS

Proposals should be as thorough and detailed as possible so that Staunton City Schools may properly evaluate the capabilities of respective firms to provide the required services. **At the same time, proposals should be concise (a maximum of 50 pages) and supply the following information:**

- A. A statement of the offeror’s understanding of the work to be performed.
- B. Information as the offeror’s background and experience relative to this project to include history, qualifications, knowledge of School Design Principles, and other pertinent information
- C. Listing of previous clients who may be contacted as reference. The contractor must show work experience including projects of a similar size and complexity at other public schools.
- D. Information as to the size and organizational structure of the offeror’s firm.
- E. List of professional personnel that will be assigned to team, including detailed resume for each and description of how the team would be organized. Outside contractors should be included.

- F. Agreement to carry Professional Liability Insurance in an amount not less than \$100,000/\$500,000, and offer a minimum of \$1,000,000 excess liability insurance umbrella form, or such other insurance as is satisfactory and may be approved by the School Board. All insurance coverages shall be written by companies licensed to do business in Virginia, shall be administered by a Virginia registered agent and shall ensure prior written notification to the School Board prior to cancellation of the policy.
- G. Cooperative Procurement: This procurement is being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia. If authorized by the contractor, the resultant contract may be extended to any public body in the Commonwealth of Virginia in accordance with contract terms.

V. REVIEW AND AWARD

To be considered for selection, offerors must submit a complete response to this Request for Proposal. Failure to submit all information requested may result in the rejection of the incomplete proposal. School division staff from various departments will review proposals. A maximum of the five (5) most qualified firms will be invited for further interviews by Staunton City Schools.

An authorized representative of the offeror shall sign proposals. Five (5) copies of the proposal must be submitted to Staunton City Schools. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume. **E-mail and facsimile responses are not acceptable.**

The following criteria will be used in evaluating the responses to this RFP:

- a) Responsiveness to the provisions of this RFP, completeness of proposal, and suitability of the proposal to fulfill the school division's requirements.
- b) Project Concept and Schedule.
- c) Overall team organization to include credentials, technical competence, and experience of individuals who will perform requested tasks, supervise such work, and ultimately be responsible for the study.
- d) Project experience specific to the analysis of space needs of public schools as indicated in the scope of work.
- e) General understanding of the project, project approach and demonstrated capabilities to achieving a cost effective project that meets all project requirements.

VI. TERMS OF THE CONTRACT

Staunton City Schools reserves the right to negotiate contract terms with the successful offeror for items/services other than those specifically stated in this RFP in the best interest of the school division and agreed to by the contractor in accordance with section 2.2-4318 of the Code of Virginia. Additional work of reasonable scale shall be priced consistent with proposal to allow for additions and future expansions. Additional work may include, but shall not be limited to development of bid specifications for approved renovations, assistance with the bid solicitation process, and construction monitoring.

PROCUREMENT GUIDELINES

I. COMPETITIVE NEGOTIATION

The procurement method is competitive negotiation as defined in Section 2.2-4301 of the Code of Virginia (1950) as amended. This Request for Proposal indicates, in general terms, the nature of the program and services being sought. Each offeror is to submit the proposal(s) that best suits the needs of Staunton City Schools.

The specific requirements for the contents of proposals are contained in the RFP. Offerors are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of Staunton City Schools.

In order to procure the program that best suits the needs of Staunton City Schools, the competitive negotiation process and evaluation criteria consider factors in addition to cost.

II. AWARDING THE CONTRACT

The award of a contract shall be determined in the sole discretion of Staunton City Schools based upon evaluation of all information as Staunton City Schools may request. Staunton City Schools reserves the right to waive any informality in proposals submitted in response to this RFP when such waiver is in the best interest of Staunton City Schools.

The evaluation process shall be based upon the criteria identified in section V of this Request for Proposals. Staunton City Schools 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. Repetitive informal interviews shall be permissible. 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. The Request for Proposal shall not, however, request that offerors furnish estimates of man-hours or cost for services. At the discussion stage, Staunton City Schools may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion, outlined herein, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, Staunton City Schools shall 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 Staunton City Schools 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 at a fair and reasonable price. Should Staunton City Schools 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.

Staunton City Schools shall endeavor to award the contract within sixty (60) days from receipt of proposals. Notice of award will be posted on Staunton City Schools website at <http://www.staunton.k12.va.us>.

III. PUBLIC INSPECTION OF PROCUREMENT RECORDS

Proposals submitted shall be subject to public inspection only in accordance with Section 2.2-4342 of the Code of Virginia, which reads, in essence, as follows

2.2-4342 Public inspection of certain records:

Except as provided in this section, all proceedings, records, contracts, and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.

Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that Staunton City Schools decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction shall not be subject to the Virginia Freedom of Information Act; 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.

IV. ETHICS IN PUBLIC CONTRACTING

By submitting their proposal, all offerors certify that their proposal is 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-contractor in connection with their proposal, 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, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

ANTI-DISCRIMINATION

By submitting their proposal, offerors certify to Staunton City Schools that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, where applicable and Section 2.2-4311 of the Virginia Public Procurement Act.

1. During the performance of this contract, the offeror agrees as follows:
 - a. The offeror 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 offeror. The offeror agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The offeror, in all solicitations or advertisements for employees placed by or on behalf of the offeror will state that such offeror 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 offeror 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.

V. DRUG-FREE WORKPLACE

By submitting their proposal, offerors certify to Staunton City Schools that they will conform to the provisions of Section 2.2-4312 of the Virginia Public Procurement Act. offerors agree to (i) provide a drug-free workplace for the offeror'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 offeror'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 offeror that the offeror 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.

VI. IMMIGRATION REFORM

By submitting a proposal, offerors certify that, they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

VII. PROMPT PAYMENT ACT

Any contract awarded as a result of this Request for Proposal shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.

VIII. REJECTION OF PROPOSALS

Staunton City Schools reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new Request for Proposal, or make modifications, corrections or additions to the information contained herein.

Offerors are cautioned this is a Request for Proposal, NOT a request to contract.

IX. COSTS FOR PROPOSAL PREPARATION

Any costs incurred by offerors in preparing or submitting proposals are the offeror's sole responsibility; Staunton City Schools will not reimburse any offeror for any costs incurred as a result of the preparation of this Request for Proposal.

X. APPROPRIATIONS

The obligations of Staunton City Schools are subject to and contingent upon annual appropriation by the School Board of sufficient funds for the purposes of this contract. In the absence of such annual appropriation, either Staunton City Schools or offeror may terminate the contract by giving not less than ten (10) days prior notice to the other, specifying this reason for the termination, and upon effective termination pursuant to this provision, any compensation due shall be equitably adjusted by mutual agreement.

XI. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER

Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or 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 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the Virginia State Corporation Commission site: <http://www.scc.virginia.gov/>.

XII. FORUM SELECTION

Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of Staunton, Virginia.

XIII. CERTIFICATION OF CRIMES AGAINST CHILDREN

The Contractor shall certify that Contractor, Contractor's employees, and all other persons who will have direct contact with students on school property during regular school hours or during school-sponsored activities have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. In accordance with this paragraph, Contractor shall execute the certification attached hereto as Attachment D and submit the certification contemporaneously with this executed Contract.

Pursuant to Code of Virginia §22.1-296.1, any person making a materially false statement regarding offenses which are required to be included in the certification referenced above shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Staunton Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract.

XIV. CERTIFICATION OF INTEREST & RELATIONSHIPS WITH THE SCHOOL BOARD OF STAUNTON, STAUNTON CITY SCHOOLS, AND STAUNTON CITY SCHOOLS EMPLOYEES

The extent that neither Contractor nor any of Contractor's officers, directors, or executive employees, maintains a financial or familial relationship with any person acting for, or

employed by, Staunton City Schools, and or the Staunton City School Board, Contractor shall reveal such relationships. In accordance with this paragraph, Contractor shall execute the certification attached hereto as Attachment E and submit the certification contemporaneously with this executed Contract.

ATTACHMENT A
CERTIFICATION OF CRIMES AGAINST CHILDREN

Contractor acknowledges that, to the extent the implementation of this contract requires Contractor, Contractor's employees or other persons within Contractor's control to have direct contact with Staunton City Schools' students, the Contractor hereby certifies, and is deemed to be continuously certifying, that neither Contractor, Contractor's employees nor any person who will have direct contact with students on school property during regular school hours or during school-sponsored activities have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Contractor understands that, pursuant to Code of Virginia §22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Staunton City Schools shall not be liable for materially false statements regarding the certifications required under this Contract.

It is certified, now and on a continuous basis, that none of our employees, or any person on our behalf who will have direct contact with students under this contract, has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child?

- No
- Yes (please explain) _____

Contractor

Date

By: _____

Name: _____

Title: _____

ATTACHMENT B

**CERTIFICATION OF INTEREST & RELATIONSHIPS
WITH THE SCHOOL BOARD OF STAUNTON CITY SCHOOLS, STAUNTON CITY
SCHOOLS, AND STAUNTON CITY SCHOOL EMPLOYEES**

Contractor hereby certifies that neither Contractor, nor any of Contractor’s officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, Staunton City Schools or the School Board.

To the extent that such relationships exist, Contractor shall reveal the relationship below by describing the nature of the relationship and identifying the person with whom such relationship exists.

Neither Contractor nor any of its officers, directors, or executive employees maintain a financial or familial relationship with any person acting for, or employed by, Staunton City Schools, or School Board.

The following individuals currently maintain a financial relationship with Contractor.

School Board Employee’s Name: _____

Position with School Board: _____

Nature of Relationship: _____

The following individuals currently maintain a familial relationship with Contractor.

School Board Employee’s Name: _____

Position with School Board: _____

Nature of Relationship: _____

Contractor

Date

By: _____

Name: _____

Title: _____