

Request for Proposals (RFP)
Annual Term Contract for Professional Architectural, Engineering and Related Services
1/25/2021

I. Purpose and Scope of Services

The Brunswick County Industrial Development Authority (BCIDA) is seeking proposals from qualified professional firms interested in providing on-call professional architectural, engineering and related services including, but not limited to studies, investigations, surveys, planning, and preparation of construction documents, construction administration, inspections, and other related services.

It is the intent of the BCIDA to negotiate a single contract with one or more qualified professional firms willing and able to perform the required services on an as-needed basis.

II. Selection Criteria

Criteria for selection will include, but not necessarily be limited to the following:

- A. Familiarity with the BCIDA, its mission and objectives.
- B. Reference checks.
- C. Qualifications and experience of the firm in providing like services on other similar type on-call contracts.
- D. Qualifications and experience of the firm's personnel in each discipline that may provide services relevant to the RFP.
- E. Related experience in Virginia and with the BCIDA.
- F. Experience with potential funding sources processes and requirements such as the Virginia Tobacco Region Revitalization Commission, USDA-RD, etc.
- G. Location of the firm.

The BCIDA will review proposals received by the Proposal Submission deadline. The BCIDA, in its sole discretion, has the right to begin negotiations with a firm deemed to be particularly qualified based on the written proposal submitted.

III. Proposal Requirements

The proposal shall provide information necessary for the BCIDA to evaluate the qualifications, experience, and expertise of the proposing firm and sub consultants to perform the services and shall follow the format outlined below. The entire proposal must not exceed fifteen (15) pages, excluding the cover sheet and letter of introduction. Proposals exceeding 15 pages will not be considered.

- A. **Approach**
Briefly describe the firm's approach to performing services of a similar nature under an on-call contract.
- B. **Personnel Experience and Qualifications**

Provide a description of your project team, listing the firm name(s), individuals involved and the role they will perform. Provide a description of the qualifications and experience of the key individuals that may be involved in providing services, including the staff of other professional firms, if any are to be used.

C. Similar Project Experience

Outline in detail the firm's past experience with similar on-call contracts; (minimum of 3 and maximum of 5). Include a description of the services performed.

D. Client References

Provide the name, address, email address and telephone number of at least three (3) references familiar with the quality of work completed by the firm on similar contracts.

E. Other relevant information

Other relevant information relevant to the potential services, qualifications and experience of the firm.

IV. Proposal Submission

Submit an electronic (PDF) and three hard (3) copies of the proposal by 4:00 p.m. on 02/15/2021. Submittals received after the deadline will not be reviewed or accepted. All submittals shall be clearly marked "Annual Term Contract for Professional Architectural, Engineering and Related Services".

Send or deliver to:

Brunswick County Industrial Development Authority
116 West Hicks Street Lawrenceville VA 23868
Attention: Director Michael Dotti

Questions regarding this project shall be directed in writing via email to Michael Dotti
m_dotti@bcida.org

END OF REQUEST FOR PROPOSALS