



**COUNTY OF ROANOKE**  
**REQUEST FOR PROPOSALS (RFP 2023-020)**  
**For**  
**DETAILED STAGE (PART 2) PPEA PROPOSALS**  
**FOR CONSTRUCTION OF BONSACK FIRE**  
**STATION**

**1. GENERAL INFORMATION**

- 1.1. The County of Roanoke ("Owner" or "County") is soliciting Detailed Stage (Part 2) PPEA Proposals that follow the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) Guidelines adopted by the County Board of Supervisors on May 13, 2003, and last amended and re-adopted on January 12, 2021. On August 15, 2022, the County received two Conceptual Stage (Part 1) proposals which were subsequently reviewed and evaluated by the County's evaluation committee. In accordance with the County PPEA Guidelines, the Board of Supervisors approved proceeding with competitive negotiations, allowing for the solicitation of Detailed Stage (Part 2) proposals from Branch Builds, Inc. and G&H Contracting Incorporated. This solicitation is only for those Proposers that submitted Conceptual Stage proposals in response to RFP 2023-020. From the responses received, the Owner intends to select a qualified Proposer to provide turn-key design and construction services for the Construction of the Bonsack Fire Station. The RFP and related documents may be obtained during normal business hours from the Purchasing Division, (540) 772.2020. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's Current Bid Opportunities website at <https://www.roanokecountyva.gov/bids.aspx>. If you have any problems accessing the documents, you may contact Purchasing at (540) 772.2020 or [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov).
  
- 1.2. Background Information: The County of Roanoke is seeking a new Fire Station within the Bonsack Community to sustain and enhance emergency response services within this area of Roanoke County. Currently, this area is served by the Botetourt County Read Mountain Fire and Rescue Station, located at 43 Eastpark Drive, Roanoke, VA. The Read Mountain station has served Roanoke County and Botetourt County for the past 30 years through a joint ownership agreement between Roanoke County and Botetourt County. As of May 2020, this agreement expired, reverting sole ownership of property, building, and equipment to Botetourt County. The new fire station property, previously owned by Parkway Wesleyan Church, Inc., was approved for rezoning by Roanoke City Council on April 18, 2022. The new parcel was subdivided (Exhibit C) and purchased by the County in July 2022.

**Project Description:** The new fire station will be a one-story construction with approximately 12,000 s.f. +/- of floor space and identified as Public Service Center #12 with building-mounted signage conforming to the City of Roanoke Zoning Ordinance. The floor plan will be segregated into different uses, including a 3-bay apparatus area,

administration/operations, kitchen, dining, fitness, housing, locker room, showers/laundry area, etc. The building must accommodate current and projected apparatus and staff requirements. The apparatus bays accommodate multiple vehicles, including the largest vehicle in the fleet, Tower 9. A concept floor plan of a similar fire station is provided as Exhibit K. This plan is provided for informational purposes to show the segregation of the dirty areas, apparatus bays, and clean areas. The plan does not adhere to the project program requirements and does not necessarily represent the desired layout. A Preliminary Space Program is provided as Exhibit G and shall be confirmed with the County by the Proposer before producing a geometric configuration of the space layout.

The 2.2469-acre site offers the ability for the improvements shown in the Development Plan provided as Exhibit A and the proposed building elevation provided as Exhibit B, which improvements shall be constructed in substantial conformance, subject to any modification required during the comprehensive development plan review process. The site is located on the public right of way of Mexico Way, shown as Exhibit C, and has an access point to Orange Avenue with an existing traffic signal. Site access utilizes expansive concrete entrances, with on-site parking designed to accommodate a few guests/visitors, and is located to the side of the building to allow the building to be closer to the street. The remaining proposed parking spaces are located behind the building to accommodate the expected number of employees during the transitional time when staff from two overlapping shifts may be on-site.

A generator will support the building's functions in a power outage, and a fueling area for Fire/EMS/Police vehicles to utilize on-site for ease of access and to remain in active service.

ECS Mid-Atlantic, LLC performed a Phase 1 Environmental Site Assessment and subsurface exploration, laboratory testing, and geotechnical engineering analysis and are provided as Exhibit D and Exhibit E, respectively.

Balzer & Associates performed an Existing Conditions Topographic Survey, which is provided as Exhibit F.

Will Serve letters were requested from local utilities, and a Stormwater Summary was developed by Balzer & Associates. These documents are provided as Exhibit H.

Site work will include the connection of water, sewer, power, stormwater management, required off-site improvements, and other utilities as necessary, and installation of concrete driveways and sidewalks to provide access. The Proposer shall establish the construction schedule.

- 1.3. Proposals to be considered and evaluated must be sealed and received on or before 2:00 p.m. on November 28, 2022 in the Purchasing Division, County of Roanoke, 5204 Bernard Drive SW, Suite 300- F Roanoke VA 24018. Proposals appropriately received will be opened at this time. **Proposals received after 2:00 p.m. will not be accepted or considered.** The time of receipt shall be determined by the time clock stamp in the Purchasing Office, or if it is not working, such time shall be determined by the Purchasing official who is to open the proposals. Faxed or emailed proposals are not acceptable.

- 1.4. Inquiries regarding this RFP should be directed to Heath Honaker, County Purchasing Director, at (540) 283-8146 or via email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov). Inquiries for information regarding procurement procedures and/or proposal submission shall be directed to the Purchasing Division. All questions must be submitted before 5:00 p.m. on November 17, 2022. If necessary, an addendum will be issued and posted to the County website on the Current Bids/RFP Requests tab at <https://www.roanokecountyva.gov/bids.aspx>.
- 1.5. Any interpretation, correction, or change of the RFP will be made by an addendum. The County Purchasing Division or its designee will issue Addenda that will be posted to the County website on the Current Bids Opportunities tab at <https://www.roanokecountyva.gov/bids.aspx>.

Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers must not rely upon such interpretations, corrections, or changes.

Vendors may visit <http://roanokecountyva.gov/list.aspx> to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation, and awards. Vendors can sign up to receive notification in selected commodity/service categories. It is the vendor's responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. **However, each Proposer is solely responsible for ensuring that such Proposer has the current, complete version of the RFP documents, including any addenda, before submitting a proposal. The County is not responsible for any RFP obtained from any source other than the County.**

Although 'Notify Me' will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772.2020.

The County is not responsible for any RFP obtained from any source other than the County. Contact Heath Honaker by phone at 540-283-8146 or by email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov).

- 1.6. The County reserves the right to reject any or all proposals, waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.
- 1.7. The design and construction services will be performed as a single agreement with one entity. Services will include all necessary activities to design and construct a turn-key project including but not limited to: project planning, permits, fees, inspections, architecture, engineering, technology, security systems and video surveillance, alerting system, signal preemption system, required off-site improvements, and construction services to provide complete, usable, and fully operational facilities.
- 1.8. The successful Proposer will be selected utilizing a two-part process consisting of an initial Conceptual Stage (Part 1) proposal and a supplemental Detailed Stage (Part 2) proposal.

- 1.8.1. The Detailed Stage (Part 2 sealed proposals will be received on or before 2:00 p.m., November 28, 2022 for furnishing the services and/or items described herein. The time of receipt shall be determined by the time clock stamp in the Purchasing office.

If proposals are hand delivered or mailed, send them directly to the Purchasing Division at the address listed above. If the Roanoke County Administration Building is closed for business at the time scheduled for the proposal opening, the sealed proposal will be accepted and opened on the next business day of the County at the originally scheduled hour.

**THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.**

- 1.8.2. After receipt of the Detailed Stage proposals, the County will evaluate the proposals. Proposers may be requested to present their Detailed Stage proposals to the County staff and/or the Board of Supervisors.
- 1.8.3. The selection of the Proposer will be based on those responsive and responsible proposals during the Conceptual Stage and Detailed Stage of the procurement process. Proposals received will be evaluated and measured by the County's Evaluation Criteria. The County intends to make a best-value selection and enter into an Interim and/or Comprehensive Agreement. The Owner anticipates entering into this agreement with the selected Proposer in December 2022. It shall be noted that time and dates written within this RFP are tentative and can be changed or altered depending on the progress of this RFP and scheduling of the parties involved in the procurement process.
- 1.9. The Proposer assumes design and construction risk and has direct authority over the subconsultants and subcontractors and will be responsible for construction means and methods.

## **2. ANTICIPATED SCOPE OF WORK**

- 2.1. After being selected, the Proposer will execute an Interim and/or Comprehensive Agreement with the County to provide design and construction services for the Project, including, but not limited to:
  - 2.1.1. Project Management and Administration through Project leadership and overall team coordination.
  - 2.1.2. Interdisciplinary Coordination.
  - 2.1.3. Codes and Standard review and compliance to secure final approval of site plans and building construction documents with Roanoke City.
  - 2.1.4. Cost Savings suggestions and Best Value recommendations.
  - 2.1.5. Project planning and scheduling, maintaining project schedules, and attending weekly progress meetings.
  - 2.1.6. Cash Flow development and analysis.

- 2.1.7. Contract and Construction Documents coordination and providing design documents and specifications to the Owner for approval.
- 2.1.8. Public and Private Utility providers coordination and to bring all necessary and required services to the Project.
- 2.1.9. As-built Drawings submission of the completed Project, and provision of operations and maintenance manuals, owner training, and attic stock materials.

### **3. FORMAT FOR SUBMISSIONS AT THE DETAILED STAGE (PART 2)**

The County requires that proposals provided by Proposers at the Detailed Stage (Part 2) contain the following information and shall be organized as follows:

- 3.1. **TABLE OF CONTENTS**
  - 3.1.1. Proposals shall include a Table of Contents with all pages numbered.
- 3.2. **TAB 1 - INTRODUCTION**
  - 3.2.1. Cover Letter on company letterhead, signed by the person(s) authorized to enter into contracts on behalf of the Proposer.
  - 3.2.2. Executive Summary.
  - 3.2.3. Proposal Signature Sheet.
  - 3.2.4. Proprietary/Confidential Information Identification.
  - 3.2.5. Document any changes to the Conceptual Stage proposal, if applicable.
- 3.3. **TAB 2 – CONCEPTUAL PROJECT PLANS**
  - 3.3.1. Provide a site plan with topography at an appropriate scale depicting the location and configuration of the fire station and its amenities on the County owned site and identify locations and types of required off-site improvements.
  - 3.3.2. Provide, at a minimum, single-line floor plans and exterior elevations depicting the proposed Project's general scope, appearance, and configuration.
  - 3.3.3. Provide detailed descriptions of each of the following proposed systems:
    - 3.3.3.1. Pervious and impervious site pavements
    - 3.3.3.2. Retaining wall type, if applicable
    - 3.3.3.3. Footings and foundations
    - 3.3.3.4. Structural systems
    - 3.3.3.5. Floor construction
    - 3.3.3.6. Exterior wall construction/composition
    - 3.3.3.7. Interior wall construction/composition
    - 3.3.3.8. Exterior and windows and doors
    - 3.3.3.9. Roofing type(s)
    - 3.3.3.10. Mechanical screening
    - 3.3.3.11. HVAC system types and locations

- 3.3.3.12. Other mechanical systems
- 3.3.3.13. Electrical sizes and general components
- 3.3.3.14. Plumbing piping
- 3.3.3.15. Plumbing fixtures
- 3.3.3.16. Interior finishes

3.4. TAB 3 – ADDITIVE FACILITY ENHANCEMENTS

- 3.4.1. Provide any proposed facility enhancements above the minimum facility requirements. Include a narrative summary of the additional capital, operating costs, usage, and income benefits associated with any proposed facility enhancements.

3.5. TAB 4 – GUARANTEES AND WARRANTIES

- 3.5.1. Include a detailed listing of all firms that will provide design, construction, and completion guarantees and warranties and a brief description of the guarantees and warranties.

3.6. TAB 5 – PROPOSED COUNTY RESPONSIBILITIES

- 3.6.1. Identify other public improvements required of the County to complete the Project.

3.7. TAB 6 – PERFORMANCE MANAGEMENT

- 3.7.1. Provide a description of an ongoing evaluation system of the Project to track key performance criteria, including schedules, cash management, quality, worker safety, change orders, and legal compliance.

3.8. TAB 7 – PROJECT COST AND SCHEDULE

- 3.8.1. Provide total life-cycle costs, methodology, assumptions of the Project, and the proposed project start date. The life-cycle cost analysis should include a detailed analysis of the projected return, rate of return, or both; the expected useful life of the facilities; and estimated annual operating expenses.
- 3.8.2. Provide an anticipated schedule of values that represent the Project from beginning to end and the entire project cost. Values should include but are not limited to Site Construction, Off-site Construction including signal preemption, Building Construction, Builder's Risk Insurance, Permits, Utility Connection Fees, Inspections and Testing, Furniture, Fixtures & Equipment, Architecture/Engineering Fees and Expenses, Surveys, Geotechnical, General Contractor Fee and any additional values to provide a turn-key project. Identify other Owner required expenses excluded from the submitted schedule of values.
- 3.8.3. Provide a schedule for the initiation of and completion of the Project to include the proposed major responsibilities and timeline for activities to be performed by all parties
- 3.8.4. Provide a list of proposed value-added or value-engineering options for consideration by the Owner.

3.9. TAB 8 – CONFLICTS OF INTEREST

- 3.9.1. Identify the executive management and the officers and directors of the firm or firms submitting the proposal. In addition, identification of any known conflicts of interest or other disabilities that may impact the County's consideration of

the proposal, including the identification of any persons known to the Proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the Project pursuant to the Virginia State and Local Government Conflict of Interest Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2.

### 3.10. TAB 9 – CONFORMANCE WITH THE ETHICS IN PUBLIC CONTRACTING

3.10.1. Acknowledge conformance with the Ethics in Public Contracting provisions of Va. Code §§ 2.2-4367 through 2.2-4377.

### 3.11. TAB 10 – ADDITIONAL INFORMATION

3.11.1. Proposers should use this Tab to include additional information the Proposer deems necessary and appropriate and otherwise not identified in Tabs 1 through 9.

## 4. PROPOSAL EVALUATION AND SELECTION CRITERIA

Some or all of the following items may be considered in the evaluation and selection of the Offeror. All relevant information from both the Conceptual Stage and the Detailed Stage may be considered. The County reserves the right at all times to reject any proposal at any time for any reason.

1. Qualifications and experience
2. Project characteristics
3. Financial Stability
4. Proposed systems, equipment, and services to be provided
5. Proposed timeline and ability to complete the Project
6. Project cost and the ability to complete Project within the budget
7. Successful completion of similar projects
8. Responsiveness and completeness of the proposal

## 5. CONFIDENTIAL & PROPRIETARY INFORMATION

5.1. Information submitted in the public procurement process is subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or proprietary information must be clearly identified to be exempt from FOIA disclosure (Virginia Code 2.2-3700, et seq.).

Identify the section and page number of any information in your proposal that has been identified as confidential, proprietary or a trade secret of the RFP.

Proposer shall provide one redacted copy of its proposal fit for public dissemination in the event the County must respond to a Freedom of Information Act request. The redacted copy of the Proposer's proposal shall be provided on USB Drive or other electronically transferable media and shall be redacted to protect any confidential and/or proprietary information and shall be labeled as such. Proposer shall not mark its entire proposal as confidential and/or redact the entire proposal; doing so may result in the disqualification of Proposer's proposal.

## 6. SUBMITTAL REQUIREMENTS

6.1. The responses shall be in a bounded document with a cover letter, this RFP form, and with tabs separating the different criteria as shown in Sections 3.1 – 3.11 and all related

subsections.

- 6.2. Proposers should submit the RFP response (one original and seven [7] copies) to the County of Roanoke Purchasing Director, 5204 Bernard Drive, Roanoke, Virginia 24018, on or before 2:00 p.m., November 28, 2022
- 6.3. The Owner is not liable for any costs incurred by any Proposer in connection with this RFP. The expenses incurred by the Proposer in the preparation, submission, and presentation of the proposal are the sole responsibility of the Proposer.
- 6.4. Below is the proposed timeline for this RFP. It shall be noted that the time and dates written within this RFP are tentative and can be changed or altered depending on the progress of this RFP and the schedule of the parties involved in the procurement process:

| <b>Activity</b>                                    | <b>Date</b>              |
|--|--------------------------|
| Issue Request for Detailed Stage Proposals         | <b>October 12, 2022</b>  |
| Last Day for Question on RFP                       | <b>November 17, 2022</b> |
| Detailed Stage Proposals Due                       | <b>November 28, 2022</b> |
| BOS Approval for Proposer Negotiations             | <b>December 2022</b>     |
| BOS Approval of Interim or Comprehensive Agreement | <b>January 2023</b>      |
| Construction Substantial Completion                | <b>July 1, 2024</b>      |
| Final Completion                                   | <b>August 1, 2024</b>    |

## **7. ATTACHMENTS**

|                  |   |
|------------------|---|
| Exhibit A        | Development Plan  |
| Exhibit B        | Building Elevation  |
| Exhibit C        | Subdivision Plat  |
| Exhibit D        | Phase 1 ESA   |
| Exhibit E        | Geotechnical Report   |
| Exhibit F        | Topographic Survey  |
| Exhibit G        | Preliminary Program – Design Considerations                           |
| Exhibit H        | Utility Availability  |
| Exhibit I        | Roanoke County PPEA Guidelines  |
| <b>Exhibit J</b> | <b>Comprehensive Agreement Draft- To Be Provided at a Future Date</b> |
| Exhibit K        | Floor Plan Example of a Similar Fire Station                          |