



REQUEST FOR PROPOSALS

City of Galax, Virginia
Rex Lane Design
RFP 25-0009

REQUEST FOR PROPOSALS:

CITY OF GALAX COMPREHENSIVE DOWNTOWN STRATEGIC PLAN

The City of Galax, Virginia will receive sealed proposals from qualified firms for services in the City Manager's Office, 111 East Grayson Street, Galax, Virginia until **January 3, 2025 at 4:00 p.m.** The City is seeking the services of a firm, partnership, joint venture or team to produce a Design and Construction Plan for the revitalization of Rex Lane in Downtown Galax, Virginia.

Any questions that may arise from this request should be submitted, in writing, to Derek Spraker, Procurement Specialist, at dspraker@galaxva.com. Answers to such questions that materially change the conditions and specifications of this request for proposals will be posted to the City of Galax's website as an addendum.

The City of Galax anticipates making a single award for this project within forty-five (45) days of proposal deadline. A qualifications-based selection process will be used. Evaluation of proposals will be based on the following criteria in order of importance:

- a. Understanding of the proposed project and the Downtown Revitalization plan as a whole: 35 Points
- b. Project approach and projected deliverables: 25 Points
- c. Capacity to complete the project based upon education, training and experience: 25 Points
- d. Capacity to complete the project in a timely manner based upon staffing, training and experience: 15 Points

Submittal of a proposal indicates acceptance of the conditions contained in the RFP. The City of Galax reserves the right to reject all proposals submitted. All proposals are public records to the extent required by the Virginia Freedom of Information Act (FOIA). The City of Galax reserves the right to accept or reject any or all proposals, or modify scope of work or services to be provided.

I. SCOPE OF WORK AND DELIVERABLES

The City of Galax is currently accepting proposals for a Design and Construction Plan for the revitalization of Rex Lane in the downtown area. A Comprehensive Downtown Strategic Plan has recently been completed and adopted by City Council. The plan can be found at <https://galaxgrows.com/>. Within the plan is an initial design of the Rex Lane revitalization project. The successful responder will be expected to finalize the plan, making design changes as deemed necessary and agreeable to the City, and to create construction and bidding documents that will allow the City to bid a construction project in calendar year 2025. Deliverables must include all necessary work to allow the City to successfully bid out and carry out a successful construction project for the final designed project. The existing adopted plan for Rex Lane should be used as a guide to final design and construction.

Specifically, the Scope of Work and Deliverables shall include:

- *Kick-off Meeting.* Conduct an initial kick off meeting with the City to review the project budget and map and establish clear expectations of the timeline, project budget and grant requirements.
- *Order Survey.* Obtain quotes from local surveyors to survey specific areas related to civil aspects of the project.
- *Site Evaluation.* Begin park design immediately following the kickoff meeting. This work will begin with a site evaluation among the successful proposer and City representatives.
- *Preliminary Engineering.* Upon the receipt of the completed survey, consultant will prepare a Preliminary Site Plan in accordance with the plan-approved schematic plan.
- *City Approval and 30% Design.* Continue to iterate on the plan to ensure the City is agreeable to the preliminary design. Upon approval, and official approval from City Council, begin the final design and permitting process.
- *Final Engineering and Construction Specifications.* The consultant shall prepare and process stamped, sealed, and signed construction drawings for the development. Plans shall conform to all applicable local requirements and should include, but are not limited to the following:
 - Cover Sheet - including plan contents, vicinity map, utility providers' contact information, and other information as required by the jurisdiction.
 - Demolition Plan- including existing trees, vegetation, buildings, and any other existing structures to be removed; establish tree protection areas and limits of clearing.
 - Site Geometry Plan – including setbacks, buffers, parking geometry dimensions and data, parking and pavement markings, boundary dimensions, and location of physical improvements such as sidewalks, paths, driveways, restrooms, shelters, etc. Tabulations such as parking requirements, site areas, impervious/pervious surface area calculations, and other data as may be required by the jurisdiction shall be included on the Site Plan.
 - Paving, Grading, and Drainage Plan – including proposed contours and spot shots of roads, drainage ways, parking areas, retaining walls, and stormwater management facilities. Hatched areas representing required pavement sections shall be provided on this plan. Stormwater inlet and pipe selection as well as locations of structures, inlets, and the pipe network shall be shown.
 - Erosion and Sediment Control Plans – To extent necessary, the successful consultant shall prepare an initial, intermediate, and final erosion and sediment control plan for the proposed project as required by the local jurisdiction and NPDES.
 - Construction Details – including special construction details, typical sections, drainage details, outlet control structure details, utility details, erosion control

- details, and any other applicable jurisdictional details.
- Final Additional Specifications – Produce construction specifications for items including signage, furnishings, landscaping, hardscape, etc.
- *Permitting*. Obtain the necessary permits to complete the project, which may include but shall not be limited to the following: Virginia Department of Transportation and any other necessary permits. Any permit fees shall be paid by the City.
- *Bidding*. Obtain competitive bids for construction. Obtain Competitive Bids per state law. Develop all specifications and advertise bid. Answer any questions from contractors during the bidding process and provide any necessary bidding addendum. Make a recommendation to City for contractor selection.
- *Construction Phase Services* - Consultant shall advise and consult with the City during the Construction Phase.

II. INSTRUCTIONS

- Intent: It is intended that these Instructions and the Schedules and Specifications shall define and describe the complete services to be provided. However, the City reserves the right to add, subtract, or change the project scope with the agreement of the selected consultant.
- Examination: Firms are advised to examine all documents and current descriptions of the services in order to become fully informed as to their conditions. This includes conformity with specific standards and the character, quality and quantity of the services provided. Failure to examine these areas will not relieve the consultant of its obligation to furnish all products and services necessary to carry out the provisions of the contract.
- Selection of Consultant: The contract will be awarded to the firm or team that, in the City's opinion, is the most responsive and responsible according to the criteria provided in this RFP.
- Responsiveness: The City will consider the degree to which each firm has submitted a complete proposal without irregularities, exclusions, special conditions, or alternative proposals for any item unless specifically requested in the RFP. Brevity in the response, while meeting the submission requirements, is encouraged.
- Submission of Proposals: It is the firm's responsibility to have its proposal at the City Manager's Office by the deadline for submission. Proposals received after the deadline will remain unopened and will not be considered. The following address should be used on the outside of the envelope containing the proposals:

**Office of the City Manager
City of Galax
111 East Grayson Street
Galax, VA 24333**

**Rex Lane Project (RFP 25-0009)
Sealed Proposal**

- Proposals: An original copy of the proposal shall be submitted in paper format with one flash drive containing digital copies of the proposal in Microsoft Word and PDF file formats. Proposals should be bound in an 8 1/2" x 11" format. All submitted materials will become property of the City.

III. REQUEST FOR PROPOSALS SCHEDULE

- Evaluation Period
 - Questions may be submitted in writing to Derek Spraker, Procurement Specialist, at dspraker@galaxva.com until **4:00 p.m. on December 26, 2024.**
 - Answers to such questions that materially change the conditions and specifications of this request for proposals will be posted to the City of Galax's website as an addendum with the final posting no later than December 29, 2024 at 4 pm.
- Submission Deadline: **January 3, 2025 at 4:00 p.m.**
- Short-list posted and interviews scheduled, if necessary: January 8, 2025
- Anticipated Award Date: **No later than February 10th, 2025.**

IV. EVALUATION FACTORS

City Staff will evaluate the proposals based on the matters identified earlier in the RFP based on the weighting as indicated. It is the intent of the City to choose the firm whose proposal provides the best value to the City. The City reserves the right to waive any irregularities, technicalities, reject any and/or all proposals, in whole or in part, when, in the City's opinion, such rejection is in the best interests of the City.

Evaluation Method: An evaluation team will review each proposal. Its review and evaluation will be based on the factors described:

Oral Presentations and Interviews: Following the evaluation of the proposals, the Evaluation Team may request a limited number of firms to make oral presentations and/or be interviewed. If a determination is made that presentations are necessary, the presentations will take place in the City of Galax at a mutually acceptable date and time. If one responder is deemed to be significantly better suited for the project, the City reserves the right to waive interviews and move directly to negotiations with the top-rated respondent.

Negotiations: The top-rated respondent shall be asked to provide an agreement. The City may negotiate with the firm. If a mutual agreement cannot be reached, the City will proceed to the next highest scoring firm. The City reserves the right to reject all offers and end the process without executing a contract.

Agreement: If the negotiation produces mutual agreement, an agreement shall be completed and forwarded to the firm for execution.

Reservations: Submittal of a proposal indicates acceptance of the conditions contained in this request. The City of Galax reserves the right to retain all proposals submitted. All proposals are public record to the extent required by the Virginia Freedom of Information Act (FOIA).

The City of Galax reserves the right to accept or reject any or all proposals. The City of Galax reserves the right to waive informalities, technicalities, and negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.

V. PROPOSAL FORMAT

a. INTRODUCTION

Overview: Firms shall provide detailed information so as to demonstrate its understanding of the services requested.

Documents: Proposals should be in an 8¹/₂" x 11" format. An original copy of the proposal shall be submitted. Fewer copies of extensive materials covering the firm's work are acceptable. Please also submit proposals in Microsoft Word and PDF file formats on a flash drive. Proposals shall include the forms provided in the RFP.

b. QUALIFICATIONS

Firms responding to this RFP must have been engaged urban and regional planning, engineering and/or design, fiscal impact, or project management services for at least five years.

References: Firms shall provide references from similar assignments from other local governments within the past ten years.

Insurance: Firms shall carry a minimum of Two Million Dollars (\$2,000,000) professional liability policy to protect the City in case of negligent errors, acts or/and omissions of the firm.

c. TECHNICAL APPROACH

Methodology: Explain the methodology you propose to successfully perform the services outlined in the scope of work.

Schedule: Include in your proposal a project schedule indicating key milestones related to the firm's methodology.

d. FIRM EXPERIENCE

Projects: In this section, the firm shall provide a detailed description of similar assignments, on behalf of local governments or similar clients.

- Client name
- Contact person
- Telephone and fax numbers, email address
- Brief description of the projects, their costs and services provided on each.
- Describe in detail whether project was/was not completed on time, within budget, and adopted by the client.

Company Capabilities: The firm shall provide a description of its limitations relative to facilities, staff personnel, on-going projects/contracts, etc. Specifically, what priority it intends to place on this project and how it intends to "staff up" if necessary, should it be chosen as the consultant.

Company Primary Business: Provide the firm's primary business interest and/or operations including organization and affiliations.

Company Information: Provide the following:

- List firm name, address, telephone number, fax number, and email address.
- Name of firm's primary contact person(s) and telephone number(s).
- List firm's total number of employees, by discipline.
- List year firm was established.
- List amount of professional liability (errors & omissions) insurance carried.

e. PERSONNEL EXPERIENCE

Project Team Information

Organizational Chart: Show an organizational chart for this project.

Personnel: Include resumes of proposed personnel showing education, qualifications, and experience.

f. SUPPLEMENTAL INFORMATION

Provide a statement explaining any exceptions taken to this RFP. In every case, the City will assume compliance unless a specific exception is taken.

g. CLAIMS AND LAWSUITS

1. Is your firm involved in any pending claims or lawsuits? If so, please describe.
2. Has your firm been involved in any lawsuits with a governmental entity in the last five years?

VI. ASSURANCES

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The firm will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and firm-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are nondiscriminatory. That these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

Statement of Assurance. The firm herein assures the City that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, handicap, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance with the Americans with Disabilities Act.

VII. AFFIDAVIT (must be included with all proposals)

This proposal is submitted to the City of Galax, Virginia (the City) by the undersigned who is an authorized officer of the firm and said firm is licensed to do business in Virginia. Further, the undersigned is authorized to make these assurances and certifies their validity. The firm recognizes that all assurances and representations herein are binding on the firm and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the agreement.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the firm.

The firm understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any request for information within a reasonable time may result in the rejection of the firm's proposal with no re-submittal rights.

The firm understands that the City, after considering the legal, financial, technical, and character qualifications of the firm, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The firm understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. It understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Any agreement issued will be on the basis of the firm's service and financial plans and arrangements are feasible and adequate to fulfill the conditions set forth in this project and the firm's response.

Company Name: _____

Authorized Person: _____

Signature: _____

Title: _____ Date: _____

Address: _____

Telephone: _____ Fax/email: _____