



Alex Gottschalk  
County Administrator  
Emergency Services Director

## Mecklenburg County Board of Supervisors

Post Office Box 307 • Boydton, Virginia 23917

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# Request for Proposals:



# Mecklenburg County Public Safety Building Architectural Design Services

Issue Date: July 9, 2024

Submittal Date: August 16, 2024, 5 PM



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### Section 1 – Purpose

Mecklenburg County, Virginia (“County”) hereby solicits qualified proposals from offerors experienced in the design of public safety facilities to provide architectural design, bid document preparation, and construction administration services for the development of a new Mecklenburg County Public Safety Building. To be considered for an award, the proposal must be submitted in accordance with this Request for Proposal (“RFP”).

### Section 2 – Background

Mecklenburg County currently sponsors three governmental activities broadly related to “public safety”: law enforcement, through the Mecklenburg County Sheriff’s Office; emergency dispatch, through Mecklenburg County Emergency Communications (“9-1-1”); and Emergency Services (provision of direct EMS response for portions of the County has recently been onboarded). Each operation is housed in a different building in Boydton. The Sheriff’s Office occupies a wing of the Hudgins Court Facility, 9-1-1 has its own building, and the Emergency Services central administration is housed in a temporary space. These locations are inadequate for the diverse needs and growing demands on these services. In total, the Sheriff’s Office has approximately 50 FTEs, 9-1-1 has about 20, and Emergency Services has four senior staff (EMS line operators and shift supervisors inhabit “in the community” rescue buildings). In addition, the County is required by the *Code of Virginia* to provide quarters for magistrates, preferably in law enforcement offices.

In Fiscal Year 2023-24, the County contracted for the production of a space needs assessment to determine if a new comprehensive Public Safety Building was warranted, and if so, what type of facility was needed. The report confirmed that a new building was optimal. In addition to the building itself, updates to the parking area and walkways, a storage building, and stormwater drainage systems are deemed needed. The location of the new facility will be on land currently owned by Mecklenburg County adjacent to the Hudgins Court Facility, off Madison Street in Boydton. A potential high-level site plan is shown on the next page.

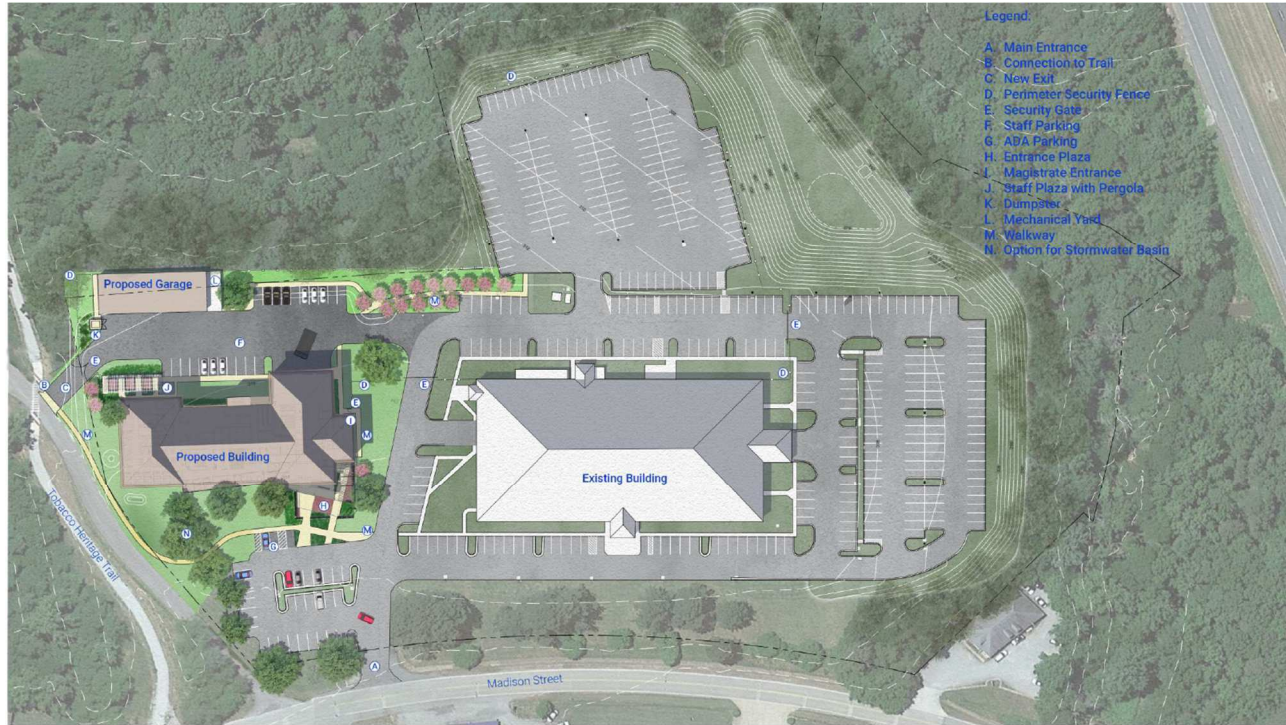


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A copy of the space needs summary for this building is shown below:

Department Area Summary	Square Feet
Lobby Area	1,686
EOC/Multi-Purpose/Conference Rooms	4,188
Sheriff	16,856
911 Dispatch	8,509
IT Support	1,423
Emergency Services	3,976
Building Support	1,775
Grossing Multiplier	1.10
<b>Total Gross Building Area</b>	<b>42,254</b>
Auxiliary Vehicle and Equipment Storage Building	4,314

In the Fiscal Year 2024-25 Mecklenburg County Budget, the Board of Supervisors approved the next stage of the project, which is full building design. Therefore, this RFP is designed to accomplish this Board objective. Please note that access to the concept floor plans will only be provided after an award from this RFP is issued.



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### Section 3 – Scope of Work

The successful Offeror, who may hereinafter be referred to as "offeror", shall perform architectural design services for the County for this project. These services include:

#### A. Architectural Design

Using the concept plan as a building block, advance the project from schematic design to full 100% project design. Included in this step are detailed drawings, architectural design (including civil and foundational) narrative, mechanical electrical and plumbing narrative, site engineering narrative, technological narrative (including audiovisual and acoustic), project manual outline, and other related documents. An identification of permitting requirements from the Commonwealth level should be part of this step, as is incorporation of standards for building design pursuant to Section 15.2-1804.1 of the *Code of Virginia*, as amended as of July 1, 2024. An additional space needs assessment is not required and departments should be assigned to space in the building based substantially on the concept plan. Design services should also include landscape services as well as interior design and finish selections.

#### B. Bid Document Preparation

At the appropriate step in the design process, prepare construction bid documents and any addenda, interface with prospective bidders, work with the County to solicit construction bids, provide an analysis of such bids, and make a recommendation to the County on the responsible bidder.

#### C. Construction Administration

Oversee the submission of construction drawings, hold construction meetings, scrutinize contractor costs and change order submissions, and make recommendations to County Administration on payment of pay-apps and approval of change orders. If the project may need Special Inspection Services, the selected architectural design firm should ascertain such need.

### Section 4 – Proposal Preparation

Offerors shall submit written proposals that presents the Offeror's qualifications and understanding of the work to be performed. The Offeror's proposal should respond to the Scope of Work (Section 3) and the criteria listed in this section. Emphasis should be placed on completeness of services offered and clarity of content. To assist in the evaluation process, Offerors should limit their responses to 20 typed pages. An example of prior work submitted as an appendix shall not count as part of the page limit.



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The Offeror shall be fully responsible for all costs incurred in the development and submission of the proposal. It is the responsibility of the Offeror to ensure that their proposals reach the appropriate location prior to the RFP closure.

Offerors are required to include the following documentation that displays they can perform the Scope of Work. Such documentation shall include:

### **1) Offeror Information**

- a) A cover letter describing the offeror, history, organizational structure, and approach to projects of this nature.
- b) The expected or anticipated team members who will be assigned to the Mecklenburg County project.
- c) List of recent projects (with completion dates, emphasis should be placed on those conducted in the last five to ten years) for which the offeror has provided services of a similar scope, in either work function, square footage, and/or cost. This list should call out projects conducted by the team members expected or anticipated to be assigned to the Mecklenburg County project.
- d) Resumes and proof of certificates and professional licensure of all key personnel who will be involved in this project.
- e) Names and qualifications of subcontractors, if any, likely to be used on this project.

### **2) Completed Signature Sheet (Found in Section 10)**

Proposals must give the full business address of the Offeror and be signed individually with the designated official's normal signature. Proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Proposals by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, vice president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A proposal by a person who affixes to the signature the word "President", "Vice President", "Secretary", "Agent" or other designation without disclosing the principal may be held to be the proposal of the individual signing. When requested by the County, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

### **Section 5 – Submission**

Electronic submissions are preferred by Mecklenburg County. If submitted via email, one original copy, marked **Mecklenburg County Public Safety Facilities Needs**



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**Assessment**, with as many attachments as needed, will be received up until **5:00 p.m., August 16, 2024**. Proposals should be submitted to the following address: [procurement@mecklenburgva.com](mailto:procurement@mecklenburgva.com)

If submitted via mail, five copies of proposal submittals, including one original and four copies, marked **Mecklenburg County Public Safety Facilities Needs Assessment**, will be received up until **5:00 p.m., August 16, 2024**. Proposals should be submitted to the following address:

Mecklenburg County Administrator's Office  
P.O. Box 307  
Boydton, VA 23917

Proposals, inclusive of any addenda or changes to a response, shall not be accepted via fax, orally, or by telephone.

### **Section 6.1 – Evaluation Criteria**

All proposals will be reviewed by the Emergency Services Committee of the Mecklenburg County Board of Supervisors. Criteria to be utilized in the evaluation of qualifications towards development of a shortlist of those Offerors to be considered for interviews and/or negotiation include: thoroughness of response to the “Scope of Work”; experience/similar projects completed by the firm and by the anticipated project managers; knowledge of current trends in the field; and experience in Mecklenburg County. Offerors are required to address each evaluation criterion and to be specific in presenting their qualifications.

### **Section 6.2 – Oral Presentation**

Offerors who submit proposals in response to this RFP may be required to present an oral presentation to the Emergency Services Committee. An oral presentation may provide an opportunity for the Offeror to clarify or elaborate on their proposal submittal. If held, the County will schedule the time and location of these presentations, which may be conducted virtually. It is anticipated this would occur in late August or in September. If the Offeror is selected to give an oral presentation, such Offeror may be requested to provide copies of their presentation in advance.

### **Section 6.3 – Proposal Ranking**

After the review of submissions, the Committee shall ascertain if the oral



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presentation is required. If the presentation is not required, then the Committee shall vote to rank offerors, with a clear determination of the top two offerors, and either proceed to negotiations with the top ranked offeror or reject all proposals. If a presentation is required, then following the review of proposals, the Committee will vote to invite no less than two offerors to advance to the presentation. Following the presentation, the Committee will then vote to rank offerors who presented based on the totality of the proposal and presentation, with a clear determination of the top two offerors, and either proceed to negotiations with the offeror then ranked first or reject all proposals.

The specific point scale to be employed in the final rankings (and which may also be employed to ascertain the finalist list) is as follows:

<b>Criteria</b>	<b>Point Value</b>
Project Managers' Prior Public Safety Building Design Experience since 2014	20
Firm Prior Public Safety Building Design Experience since 2014	15
Experience with Commercial Office or Government Buildings of 30,000 – 50,000 Square Feet	15
Knowledge of Technology used in Public Safety	15
Experience in Mecklenburg County	15
Experience with Commercial Office or Government Buildings with a construction value of \$20 - \$40 million	5 (10 if oral presentation does not occur)
Oral Presentation / Conversation skills	5 (0 if oral presentation does not occur)
Thoroughness of Response	5
Energy Design Standards Knowledge	5
<b>Total</b>	<b>100 points</b>



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## General Terms and Conditions

### Section 7.1 – Applicable Laws

This solicitation, and any resulting contract issued therefrom, shall be governed in all respects by the laws of the Commonwealth of Virginia. Any litigation with respect thereto shall be brought in the courts of Mecklenburg County. The Offeror shall comply with all applicable federal, state, and local laws, rules, and regulations.

### Section 7.2 – Anti-Discrimination

By submitting proposals, Offerors certify to the County that they will conform to the provisions of the Civil Rights Act of 1964 (78 Stat. 241), as amended, the Virginia Fair Employment Contracting Act (§2.2 – 4200 et. seq of the *Code of Virginia*) where applicable, the Virginia Human Rights Act (§2.2 -3900 et seq. of the *Code of Virginia*), the Virginia Public Procurement Act (VPPA) (§ 2.2-4311, et seq. of the *Code of Virginia*), and the Americans With Disabilities Act (104 Stat. 327).

### Section 7.3 – Ethics in Public Contracting

By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor 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.

The Offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the Offeror is recommended for award and propose how such conflicts might be resolved.

By signature on the proposal documents submitted, each Offeror attests that their agents and/or employees, to the best of their knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or itself, to gain any favoritism in the award of this Request for Proposal.

### Section 7.4 – Unauthorized Aliens

In accordance with § 2.2-4311.1 of the *Code of Virginia*, the Offeror acknowledges that it does not, and shall not during the performance of this Contract for services in





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the Commonwealth, knowingly employ an unauthorized alien as that term is defined in the federal Immigration Reform and Control Act of 1986.

### **Section 7.5 – Clarification of Terms**

If any prospective Offeror has questions about any specifications or other solicitation documents, the prospective Offeror should contact County Administration at the e-mail address listed in Section 5 of this document no later than five business days before the RFP due date. Any revisions to the solicitation will be made only by addendum issued by the County Administrator.

### **Section 7.6 – Precedence of Terms**

The following General Terms and Conditions: APPLICABLE LAWS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, UNAUTHORIZED ALIENS, CLARIFICATION OF TERMS, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

### **Section 7.7 – Qualifications of Offerors**

The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services demanded by this RFP and promised by the Offeror and the Offeror shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities.

An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the *Code of Virginia* shall include in its proposal the identification number issued to it by the State Corporation Commission. Any 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 of the *Code of Virginia* or as otherwise required by law shall include in its proposal a statement describing why the offeror is not required to be so authorized. Any offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this paragraph is granted by the County Administrator. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render



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any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting a Proposal to the County. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the *Code of Virginia*.

### **Section 7.8 – Assignment of Contract**

A contract issued pursuant to this RFP shall not be assignable by the Offeror in whole or in part without the written consent of the County.

### **Section 7.9 – Changes to the Contract**

Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The County may order changes within the general scope of the contract at any time by written notice to the Offeror. Changes with the scope of the contract include, but are not limited to, things such as services to be performed. The Offeror shall comply with the notice upon receipt. The Offeror shall be compensated for any additional costs incurred as the result of such order and shall give the County a credit for any savings. Said compensation shall be determined by mutual agreement between the parties in writing.

### **Section 7.10 – Default**

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure them from other sources and hold the offeror responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.

### **Section 7.11– Insurance**

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. If any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the offeror and any



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subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of the contract, the County reserves the right to require the offeror to furnish certificates of insurance for the coverage required and to name Mecklenburg County as additional insured.

### **MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED:**

1) Workers' Compensation - Statutory requirements and benefits.

Coverage is compulsory for employers of three or more employees, to include the employer. Offerors who fail to notify the County of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.

2) Employer's Liability - \$100,000.

3) Commercial General Liability - \$1,000,000 per occurrence.

Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The County of Mecklenburg, Virginia, its officers, agents, and employees shall be named as an additional insured on a primary basis and so endorsed on the policy. Such additional insured status shall be primary without participation by County's insurers. The provisions of this paragraph shall be deemed included in the contract as if fully set out therein.

4) Automobile Liability - \$1,000,000 per occurrence (Only used if motor vehicle is to be used in the contract.)

5) Professional Liability, Errors and Omissions insurance coverage with a minimum per occurrence/aggregate limit - \$1,000,000 (if applicable). Professional services shall include, but not be limited to: Accounting, Architecture, Asbestos Design, Inspection or Abatement Contractors, Insurance/Risk Management, Landscape/Architecture, Legal, Professional Engineers, Professional Surveying, and Information Technology (IT) Solutions and Services. Medical services provided by licensed professionals shall provide liability insurance at levels set by the *Code of Virginia*.

### **Section 7.12 – Announcement of Award**

Upon the award or the announcement of the decision to award a contract, the County Administrator will inform the Offeror(s) who submitted proposals of the County's decision.



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### **Section 7.13 - Nondiscrimination of Offerors**

An offeror shall not be discriminated against in the solicitation or award of this contract because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, or military status, or on any other basis prohibited by Virginia Human Rights Act (§2.2 - 3900 et seq. of the *Code of Virginia*) or by federal law related to discrimination in employment, nor shall an offeror be discriminated upon based on status as a faith-based organization as such term is defined by §2.2 - 4343.1 of the *Code of Virginia*.

### **Section 7.14 – Audit**

The offeror shall retain all books, records, and other documents relative to this contract for five years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

### **Section 7.15 – Contract**

- a) The contract entered into by the parties shall consist of the Request for Proposal; the proposal submitted by the offeror; General Terms and Conditions; the Special Terms and Conditions; the statement of needs; the specifications; and all modifications and addenda to the foregoing documents, all of which shall be referred to collectively as the contract documents.
- b) All time limits stated in the contract documents, including but not limited to the time for completion of the work, are of the essence of the contract.
- c) Anything called for by one of the contract documents and not called for by the others shall be of like effect as if required or called for by all, except that a provision clearly designed to negate or alter a provision contained in one or more of the other contract documents shall have the intended effect.

### **Section 7.16 – Laws and Regulations**

The offeror shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the work and shall give all notices required thereby.

### **Section 7.17 – Withdrawal or Modification of Proposals**

Proposals may be withdrawn or modified by written notice received from offerors to the County prior to the deadline fixed for proposal receipt. The withdrawal or modification



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may be made by the person signing the proposal or by an individual(s) who is authorized by them on the face of the proposal. Written modifications may be made on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, must be signed by the person making the modification or withdrawal.

### **Section 7.18 – Proprietary Information**

Pursuant to Section 2.2-4342(F) of the *Code of Virginia*, trade secrets or proprietary information submitted by a offeror in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 of the *Code of Virginia* shall not be subject to the Virginia Freedom of Information Act (§2.2-3700 et seq. of the *Code of Virginia*); however, the offeror 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.

### **Section 7.19 – Proposal Acceptance Period**

Any proposal in response to this solicitation shall be valid for 90 days from the due date of the RFP. At the end of this 90-day period, the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.

### **Section 7.20 – Termination of Contract by County for Convenience**

a. The County may terminate this contract at any time without cause, in whole or in part, upon giving the offeror notice of such termination. Upon such termination, the Offeror shall immediately cease work. Upon such termination, the Offeror shall take such steps as County may require such as assigning to the County the offeror's interest in all subcontracts and purchase orders designated by the County. After all such steps have been taken to County's satisfaction; the offeror shall receive as full compensation for termination and assignment the following:

1. All amounts then otherwise due under the terms of this contract;
2. Amounts due for work performed subsequent to the latest Request for Payment through the date of termination; and
3. Reasonable compensation for the actual cost of demobilization incurred by the offeror as a direct result of such termination. The offeror shall not be entitled to any compensation for lost profits or for any other type of contractual compensation or damage other than those provided by the preceding sentence. Upon payment of the forgoing, County shall have no further obligations to the offeror of any nature.



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- b. In no event shall termination for the convenience of the County terminate the obligations of the offeror's surety on its payment and performance bonds, if any.

**Special Terms and Conditions**

**Section 8.1 – Award of the Contract**

Among those who submit proposals, the County shall deem two or more offerors to be fully qualified, responsible, and best suited to conduct the project on the basis of the evaluation factors included in this RFP. Negotiations shall be conducted with the offeror ranked first by the Committee. After negotiations have been conducted with offeror so selected, the County shall select the offeror to award the contract, provided that a contract deemed satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable with contractual terms and conditions acceptable to the County. Should negotiations fail to result in a contract award, the County shall negotiate with the offeror ranked second. After negotiations have been conducted with this offeror, the County shall select the offeror to award the contract, provided that a contract deemed satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable with contractual terms and conditions acceptable to the County. Should the County 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 that the others under consideration, a contract may be negotiated and awarded to that offeror.

The County may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

**Section 8.2 - Identification of Proposal**

The signed proposal should be returned as a separate electronic attachment or physical package sealed and identified as follows:

From: \_\_\_\_\_

Name of Offeror Submission Date & Time

\_\_\_\_\_

Street or Box Number City, State, Zip Code

\_\_\_\_\_

RFP Title



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Claudia H. Lundy  
David Brankley  
Sterling Wilkinson  
Tom Tanner  
Brenda Blackwell  
Kirk Gravitt  
Dennis Spence

The envelope should be addressed as directed in this solicitation. No other correspondence to other proposals should be placed in the envelope.

### **Section 8.3 – Indemnification**

Offeror agrees to indemnify, defend, and hold harmless, Mecklenburg County, its officers, agents, and employees, from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any services of any kind or nature furnished by the offeror, provided that such liability is not attributable to the sole negligence of the County.

### **Section 8.4 – Inspection of Work Conditions**

The signature on this solicitation constitutes certification that the offeror is aware of the conditions under which the work must be performed. Claims, as a result of failure to inspect the conditions under which the work is to be performed, will not be considered by Mecklenburg County.

### **Section 8.5 – Prime Offeror Responsibilities**

The offeror shall be responsible for completely supervising and directing all work under this contract and all subcontractors that they may utilize, using their best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime offeror. The offeror agrees that they are fully responsible for the acts and omissions of his subcontractors and of persons employed by them as they are for the acts and omissions of their own employees.

### **Section 8.6 - Cancellation**

The County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the offeror, at any time when, in the judgment of the County, the service rendered by the offeror is not satisfactory. Such termination shall not be deemed a waiver of any rights of the County to damages or other remedies at law or equity for breach of contract. In the event the contract shall be terminated for any reason, the County shall be obligated to pay offeror only for those services which have actually been rendered by offeror and accepted by the County through the date of termination.

### **Section 8.7 - Claims**

Disputes and claims arising under this contract shall be processed pursuant to §§ 15.2-1245 through 15.2-1248 of the *Code of Virginia* applied to the County *mutatis mutandis*. The County shall give its final decision on any claim of the offeror within 60 days of the date the claim is submitted to County Administrator.



Alex Gottschalk  
County Administrator  
Emergency Services Director

## Mecklenburg County Board of Supervisors

Post Office Box 307 • Boydton, Virginia 23917

BOARD OF SUPERVISORS  
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### Section 8.8 - References

Offerors shall provide a list of at least 3 references where similar services were provided in the last five years. Each reference shall include the name of the organization, the name of the contact person, or if the contact person has departed, a person in that organization familiar with the work product, and a contact email address.

- 1.
- 2.
- 3.

### Section 8.9 – Confidentiality (Offeror)

The offeror assures that information and data obtained as to personal facts and circumstances related to clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the County's written consent. Any information to be disclosed, except to the County, must be in summary, statistical, or other form which does not identify particular individuals, unless attribution for a quote or comment is essential to the final work product and is approved by individual and County consent.

### Section 9 – Method of Payment

Payments will be made 30 days after receipt of complete and accurate invoice. Preferred billing format and frequencies should be included in the RFP and will be established in fact through the contract with the selected offeror. Invoice must be sent to Mecklenburg County, Accounts Payable at P.O. Box 307, Boydton, VA 23917 or e-mailed to the County's project point of contact. No payment will be made to subcontractors. The offeror shall be fully responsible for all invoicing to the applicable entity.

### Section 10 – Signature Sheet

My signature, as marked herein, certifies on behalf of myself and the corporation, organization, firm, or any other such entity for which I have been designated to act, that the proposal as submitted complies with all terms and conditions as set forth in this Request for Proposals. My signature further certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same material, supplies or services, and is in all respects fair and without collusion or fraud. I understand collusion is a violation of Virginia





Alex Gottschalk  
County Administrator  
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Governmental Frauds Act (§ 18.2 – 498.1 of the *Code of Virginia* et seq.) and Federal Law, and can result in fines, prison sentences and civil damages awards.

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Offeror.

*To receive consideration for award, this signature sheet must be returned as it shall be a part of your response. If there are any parts of the terms and conditions that your company cannot meet, please indicate which ones on an attached page.*

Signature:

Name: (type or print)

Official Title:

Date:

Telephone Number(s):

Email Address:

Company Name:

Company Type:

If a Corporation, State of Incorporation:

Address:

Federal Tax ID Number:

SCC Number: