

# Piedmont Community Services

## REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

Issue Date: December 18, 2017

1. **Purpose:** The intent and purpose of this Request for Proposal (RFP) is to secure proposals for the purpose of entering into a contract with a qualified Architectural firm for the planning and oversight of the construction of two Intermediate Care Facility / Group Homes in the Martinsville and Henry County Virginia area.
  
2. **Timeline:**
  - **Issuance of Request for Proposal:** Monday, December 18, 2017
  
  - **Question Period and Contact Information:**  
Questions concerning the RFP should be directed in writing or by email to:  
Kippy Cassell, Director of Operations at 276-632-7128 ([kcassell@piedmontcsb.org](mailto:kcassell@piedmontcsb.org))  
no later than seven (7) days prior to the closing date of the proposal.
  
  - **Proposal Deadline:** Wednesday, January 3, 2018, no later than 5:00pm. All proposals received after that time will not be considered.
  
3. **Scope of Work:** Piedmont Community Services (PCS) seeks a qualified firm to provide architectural services in connection with the design and oversight of the construction of two (2) new Intermediate Care Facility / Group Homes in the Martinsville and Henry County Virginia area.

The following generally summarizes the types and scope of services that the chosen firm will be required to perform:

- The chosen firm will assist PCS and collaborate with local realtor(s) in securing appropriate site(s) for the homes.
- Prepare a cost estimate for the proposed designs.
- Prepare construction drawings and contract documents based on the agency, program and licensure requirements.
- Provide Architectural Services to assist PCS in the quoting and award of the construction contract.
- Once construction begins, oversee the project and serve as PCS' liaison between the contractor and agency.
- The architect will be responsible for ensuring that all applicable Federal, State and local codes and regulations to the design are met.

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#### 4. **Criteria for Evaluation of Proposals:**

- Size of the bidding firm relative to the size of the Project;
- Bidder's current workload and ability to complete work on the project in a timely manner;
- Special experience and qualifications with Intermediate Care Facility / Group Home construction, with preference given to experience with human service organizations and governmental entities;
- Financial responsibility of the firm;
- Participation of small, women-owned and minority-owned businesses in recent and current projects;
- Carrying of professional liability insurance in an amount not less than \$50,000;
- Accessibility to Martinsville and Henry County area by the firm;
- Past performance in a.) cost versus budget performance; b.) scheduling performance, and c.) general performance on all projects in the most recent 12 months.
- Carrying of appropriate Virginia license as a Professional Architect.

Upon completion of the preliminary evaluation, up to three (3) top-ranked bidding firms may be interviewed by PCS. Additional information may be requested at that time.

Upon completion of the interviews, PCS will negotiate with the firm ranked first as to overall suitability and qualifications. These negotiations will be held for the purpose of establishing a fee amount for the Architectural Design and Oversight of the Project. If PCS cannot reach agreement on a fee amount with the top-ranked firm, negotiations will be terminated with that firm and initiated with the second-ranked firm, and on to the third-ranked firm if necessary. PCS reserves the right to re-advertise the Project at any time deemed necessary.

#### **Three copies of the proposal must be submitted to:**

Piedmont Community Services  
Attn: Director of Operations  
24 Clay Street  
Martinsville, VA 24112