

Request for Proposals

FACILITY STUDY

RFP# MES INC 2021-001

Mountain Empire Services of the Southwest, Inc.

Issue Date: July 27, 2020

Mountain Empire Services of the Southwest, Inc. requests qualified Architecture and Engineering firms having sufficient experience in performing comprehensive facility studies in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal. There is no expressed or implied obligation for Mountain Empire Services to reimburse any firm for any expense incurred in preparing proposals in response to this request.

Sealed proposals will be received until 5:00 p.m. EST, August 28, 2020.

Mountain Empire Services of the Southwest, Inc. holds real estate for use by New River Valley Community Services (NRVCS). NRVCS provides behavioral health and developmental services to citizens of the four counties of the New River Valley (Montgomery, Pulaski, Floyd, and Giles) and the City of Radford.

All inquiries for information should be directed to:

Kayla Griffith, Facilities Specialist
New River Valley Community Services
700 University City Blvd
Blacksburg, VA 24060
540-750-9004

Completed proposals with "RFP – Facility Study" noted on the envelope should be mailed or delivered directly to:

New River Valley Community Services
Attn: Kayla Griffith, Facilities Specialist
700 University City Blvd.
Blacksburg, VA 24060

Offer and Agreement

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name of Offeror:

Address:

Signature:

By:

Title:

Date:

Phone No. and

Email Address:

INTRODUCTION:

Established in 1969, NRVCS serves the counties of Floyd, Giles, Montgomery, and Pulaski, and the City of Radford. Each of these localities allocate an annual amount of funding to NRVCS and appoint representatives to the agency’s Board of Directors.

NRVCS is part of a state-wide system of Community Services Boards, which serves residents throughout the Commonwealth of Virginia.

NRVCS is a governmental agency that delivers mental health, intellectual disability, substance use disorder, and prevention services to the citizens of the New River Valley. We have a staff of approximately 850 full and part-time employees comprised of psychiatrists, nurse practitioners, social workers, counselors, educators, childhood specialists, nurses, service providers, and support staff. NRVCS receives its funding from state general funds, federal funds, local government funds, and fee revenue.

Mountain Empire Services of the Southwest, Inc. (MES) is a 501c(3) blended component unit of NRVCS that provides offices, housing facilities, and services which are helpful and useful, and designed or intended to, materially further the establishment, maintenance, and promotion of the development of mental health, intellectual disabilities, and substance use disorder services in the Commonwealth of Virginia and, to this end, to provide employee assistance programs and other services for business and industry; and to own, acquire lease, rent, hold title to and process real estate, buildings, fixtures, furniture and equipment as may be necessary or useful for such purposes; to maintain and operate such facilities as may be useful or helpful in accomplishing the principal purpose of The Corporation, for its

own account or as agent for the Community Services Boards created and acting pursuant to Chapter 10 of Title 37.1 of the Code of Virginia.

NRVCS provides a full range of mental health services. Major programs include 5 local clinics, a crisis stabilization facility, a substance use disorder treatment facility, an adult residence home, an assisted living facility, an adult day care facility, and transportation services.

PURPOSE:

The purpose and intent of this Request for Proposal (RFP) is to enter into a contract with an Architecture and Engineering firm to provide a comprehensive facility study for Mountain Empire Services of the Southwest, Inc. and New River Valley Community Services (NRVCS). The entire assessment is expected to be addressed in three phases as noted below.

Phase 1: Address facility needs for the Montgomery Center, located in Blacksburg, VA. The Montgomery Center is located at 700 University City Boulevard in Blacksburg, VA and is owned by Mountain Empire Services of the Southwest, Inc. The primary occupant of the center is New River Valley Community Services. The functions / operations based in the Montgomery Center are as follows:

- Agency administration
- Outpatient mental health services
- Psychiatric and medical mental health services
- Behavioral Health Emergency services
- Behavioral Health Group services

Clients of NRVCS that are served from the Montgomery Center are primarily residents of Montgomery County, however residents of Floyd, Giles, and Pulaski counties, and the City of Radford are also served here.

The goal of the facility study is to determine:

- The future of the Montgomery Center and the services provided from this clinic site.
 - Where is the best location within Montgomery County to accommodate the services currently being provided at the Montgomery Center?

A Programming Survey shall be developed by the A/E firm. The survey shall include and represent the agency's program services, which will be completed by the Owner, to establish/document the agency's programs.

The A/E firm shall perform a thorough facility assessment for each of the existing facilities owned and/or operated by the agency (listed in Appendix A). Site, structural, architectural, plumbing, sprinkler, mechanical and electrical systems shall be observed, documented and deficiencies reported.

A Demographic Study shall be performed by the A/E firm. The study shall include client services, region served, frequency of such services and population. Study shall document existing facilities and services accommodating such demographics.

Support information for the Programming Survey and Demographic Study will be provided the Owner to the A/E firm.

Phase 2: Review all agency office and clinic sites to determine the optimal locations to serve client needs.

Phase 3: Review all agency residential facilities to determine the optimal locations to serve client needs.

PROPOSALS:

An original and two copies of the sealed proposals from each offeror for the services specified must be received prior to 5:00 p.m. on August 28, 2020 by New River Valley Community Services. All proposals shall be signed by an authorized representative of the Offeror. All proposal envelopes must have the company name on the outside of the envelope along with the statement "RFP – Facility Study".

Proposals may be mailed or hand delivered to NRVCS, 700 University City Blvd., Blacksburg, VA 24060. It is the Offeror's responsibility to ensure that the proposal is received by 5:00 p.m. on August 28, 2020. Proposals received after 5:00 p.m. will not be accepted or considered. NRVCS will not be responsible for the loss of any proposals that is not appropriately marked as specified. Faxed or e-mailed proposals are not acceptable.

Offerors must address each item in this RFP in the order in which it appears. The terms "noted", "considered", and "understood" are not acceptable. Offerors shall respond to each item individually with "agreed", "will comply" or provide a satisfactory explanation of their variance from the request. Such variances, in themselves, will not eliminate the proposal from consideration, but will be evaluated along with other selection criteria. Failure to answer any requirement within this specifications package MAY subject the proposal to rejection.

In responding to this RFP, offerors must follow the prescribed format and use the included forms or reasonable facsimiles thereof. Each offeror will be providing NRVCS with data comparable to data submitted by other offerors and thus be assured of fair and objective treatment in the review and evaluation process.

Location of Services

Phase I will be located at the Montgomery Center, 700 University City Blvd., Blacksburg, VA 24060.

Following phases will be completed at all New River Valley Community Services facilities and are referenced in Appendix A.

Reservation

NRVCS will consider all aspects of each proposal. This RFP does not commit NRVCS to award a contract or to pay costs incurred in the preparation of responses to this RFP. NRVCS reserves the right, at any time prior to award of contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new RFP, or make modifications, corrections, or additions to the information contained herein. Offerors are cautioned this is a Request for Proposal, NOT a request for contract.

Oral Presentation

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation in addition to their proposal to NRVCS. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal. NRVCS will schedule the time and location of these presentations. Oral presentations are an option of NRVCS and may not be conducted. Therefore, proposals should be complete.

Important Dates

There are several dates that are important in the process.

RFP Due	August 28, 2020 5:00 pm
Anticipated Interview dates, as determined	September 2020
Award date	October 1, 2020
Phase 1 Report presentation	4-6 months
Phase 2 Reports presentation	2-3 months
Phase 3 Reports presentation	2-3 months

New River Valley Community Services staff will provide assistance as needed during the study process. Facilities staff as well as Leadership staff are highly qualified and experienced. A/E firms will have the ability to request information regarding facilities and client demographics from NRVCS staff.

Following the completion of each phase, the A/E firm will provide a written report. The A/E firm will also present the study's findings in a joint meeting of the Mountain Empire Services of the Southwest, Inc., and the New River Valley Community Services Boards of Directors.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENT:

RFP Response

In order to be considered for selection, offerors must submit a complete response to this RFP including requirements listed in all sections of this RFP. One original and two copies of each proposal must be submitted to the address listed on the first page. No other distribution of the proposals shall be made by the offeror.

Proposal Preparation

A. Proposals shall be signed by an authorized representative of the offeror. By signing this proposal, the offeror certifies that it will remain in full compliance with:

- The Federal Civil Rights Act of 1964, as amended;
 - The Federal Immigration Reform and Control Act of 1986;
 - The Virginia Fair Employment Act of 1975, as amended, where applicable;
 - The Virginia Conflict of Interest Act;
 - The Virginians with Disabilities Act;
 - The Americans with Disabilities Act;
 - Section 11-51 (Employment Discrimination Act) of the Virginia Public Procurement Act;
 - Section 11-77 and 11-78 (Ethics in Public Contracting) of the Virginia Public Procurement Act;
 - The Antitrust laws of the United States and the Commonwealth of Virginia.
- B. All information requested must be submitted. Failure to submit all information requested may result in NRVCS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by NRVCS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- C. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- D. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume. The proposal package should be clearly marked as: “RFP – Facility Study.”

Ownership of all data, materials and documentation originated and prepared for NRVCS pursuant to the RFP shall belong exclusively to NRVCS and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of Section 11-52 of the Virginia Public Procurement Act prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Specific Requirements

Proposals shall be as thorough and detailed as possible so that NRVCS may properly evaluate offeror’s capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

- A. Title Page: The return of the RFP cover sheet completed and signed as required.
- B. Letter of Transmittal
 - i. Limit of two pages.
 - ii. Briefly state your understanding of the work to be accomplished and whether or not you can perform the work within the time period.
 - iii. Provide the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
- C. Profile of the Firm (provide / state how the firm meets the following)
 - i. Provide information on whether the firm is local, state-wide, or national
 - ii. The firm is independent and licensed to practice in Virginia
 - iii. Give the location of the office from which the work is to be performed and the number/types of staff employed at the office.
 - iv. Describe the range of activities performed by the local office.
- D. Summary of the Proposer's Qualifications (in addition to the minimum qualifications)
 - i. Identify the partners, managers, and supervisors who will work on the study.
- E. Describe recent local and state-wide public agency facility study experiences similar to what is being requested and for an entity that approximates the size and complexity of NRVCS.
- F. Scope Section
 - i. Clearly describe the scope of the required services to be provided.
 - ii. Comment specifically on the offeror's ability to comply with the timeline and how NRVCS can assist in expediting the study. Describe assistance expected from NRVCS staff, other than outlined in the RFP.
- G. References
 - i. Please provide a minimum of three (3) references that NRVCS may contact regarding facility study services provided by your firm. Please include entity name, contact person's name and position, address, phone number and email address.

EVALUATION AND AWARD CRITERIA:

EVALUATION CRITERIA

Selection criteria will include the following:

- A. Qualifications and experience of the offeror in providing the required goods and services;
- B. Offeror's understanding of and ability to meet NRVCS' requirements;
- C. Offeror's ability to define their performance objectives (what, when and how);
- D. Reasonable timeframes for process;
- E. Ability of offeror to provide superior level of service, support and product to clients as evidenced by references;
- F. The A/E's experience working with other Community Services Boards/State Agencies in Virginia;
- G. Compliance with RFP terms and conditions.

AWARD

The selection process will be in accordance with Section 11 37 "Competitive Negotiation" of the Code of Virginia. Negotiations shall be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to NRVCS can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. If NRVCS is unsuccessful negotiating with the first ranked firm, NRVCS would expect to initiate negotiations with the second ranked firm.

GENERAL TERMS AND CONDITIONS

NRVCS' Procurement Policy

This solicitation is subject to the provisions of NRVCS' Procurement Procedures and any revisions, which are hereby incorporated into this contract in their entirety. The procedures are available for review at NRVCS' Blacksburg office.

Mandatory Use of NRVCS Form and Terms and Conditions

Return of this document with the completed signature and contact information listed on page 1 with the offeror's proposal in the format specified in section IV.B. Is required. Failure to submit in this format, modification of or additions to any portion of this RFP document may be cause for rejection of the proposal; however, NRVCS reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

Clarification of Terms

If any prospective offeror has questions about the specifications or other requirements in this RFP document, the prospective offeror should contact the contract officer whose name appears on the face of this RFP document, no later than five days before the due date. Any revisions to this RFP document will be made only by addendum issued by the contract officer.

Payment Terms

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after receipt of invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 30 days.

Invoices

Invoices for services ordered, delivered and accepted shall be submitted by the contractor to the attention of Patricia Cox, Director of Finance and mailed to NRVCS' address as shown on the RFP cover sheet.

Default

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

Assignment of Contract

A contract shall not be assignable by the contractor in whole or in part without the written consent of NRVCS.

Antitrust

By entering into a contract, the offeror conveys, sells, assigns, and transfers to NRVCS all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by NRVCS under said contract.

Anti-Discrimination

By submitting their proposals, all offerors certify to NRVCS that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000 the provisions in A and B below apply:

- A. During the performance of this contract, the contractor agrees as follows:
 - The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
- B. The contractor will include the provisions of B above in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or offeror.

Debarment Status

By submitting their proposal, all offerors certify that they are not currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia.

Applicable Law and Courts

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.

Qualifications of Offerors

NRVCS may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to NRVCS all such information and data for this purpose as may be requested. NRVCS reserves the right to inspect offeror's physical facilities regarding the offeror's capabilities. NRVCS further reserves the right to reject any proposal if the evidence submitted by or investigations of such offeror fails to satisfy NRVCS that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

Immigration Reform and Control Act of 1986

By submitting their proposals, the offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

Subcontracts

No portion of the work shall be subcontracted without prior written consent of NRVCS. The Contractor will remain fully liable and responsible for all work done by any subcontractor and assure compliance with all requirements of the contract.

Ethics in Public Contracting

By submitting their proposals, all offerors certify that: (1) their proposals are made without collusion or fraud; (2) they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal; and (3) 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.

SPECIAL CONDITIONS:

OWNERSHIP OF MATERIAL

Ownership of all data, material, and documentation originated and prepared for NRVCS pursuant to the RFP shall belong exclusively to NRVCS and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

INSURANCE

- A. By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. If offeror does not have or cannot obtain these insurances, NRVCS reserves the right to waive or reduce certain insurance requirements.

During the period of the Contract NRVCS reserves the right to require the Contractor to furnish certificates of insurance for the coverages required by NRVCS and Commonwealth as indicated.

B. INSURANCE COVERAGES REQUIRED

- i. Worker's Compensation – at the statutory limits.
- ii. Broad Form Comprehensive General Liability--\$1,000,000 Combined Single Limit, with the Commonwealth of Virginia named as additional insured.
- iii. Professional Liability – limits of \$1,000,000 at minimum
- iv. Automobile Liability--\$1,000,000 Combined Single Limit at minimum.

- C. The offeror's signature on this solicitation constitutes certification that if awarded the contract, the offeror shall obtain the necessary coverage as specified within a specific number of days, as specified by NRVCS, of notification of award of the contract.

PROPOSAL ACCEPTANCE PERIOD

This proposal shall be binding upon the offer for 90 calendar days following the proposal opening date as specified on page 1. Any proposal on which the offeror shortens the acceptance period without prior written agreement by NRVCS may be rejected.

CANCELLATION OF CONTRACT

NRVCS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effect.

AVAILABILITY OF FUNDS

It is understood and agreed between the parties herein that NRVCS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

EXTENSION OF CONTRACT

This contract may be extended by NRVCS, at its sole discretion, upon written agreement of both parties under the terms of the current contract. Fees will be negotiated.

CHANGES TO THE CONTRACT

NRVCS may order changes within the general scope of the contract at any time by written notice to the offeror. The offeror shall be compensated for any additional costs incurred as the result of such order and shall give NRVCS a credit for any savings. Said compensation shall be determined by mutual agreement between the parties in writing.

CONFIDENTIALITY

The offeror selected must sign and comply with NRVCS' Business Associate Agreement (see Appendix A. As a Covered Entity under the Federal Health Insurance Portability and Accountability Act (HIPAA), NRVCS must ensure that any client Protected Health Information (PHI) disclosed to the offeror is treated confidentially and in full compliance with HIPAA Privacy Regulations.