



PATRICK COUNTY VIRGINIA

Economic Development Authority of Patrick County, Virginia

Request for Proposal

For:

Feasibility Study for Patrick County Business Development & Recovery Center

Issue Date: December 28, 2020

NAME OF SOLICITING BODY:

Economic Development Authority of Patrick County
106 Rucker Street; PO Box 466; Stuart, VA 24171

Proposals – One (1) original, one (1) hardcopy, and one (1) electronic copy (receipt by email is acceptable) - shall be clearly identified as a response to this Request for Proposal, provided in a SEALED container (Electronic submissions of supporting technical data can be accepted through pre-approved methods) and will be received until 4:00 PM eastern time, January 29, 2021, only at the underlined address noted, for furnishing the services described herein.

ALL INQUIRIES, OR REQUESTS TO PARTICIPATE IN THIS SOLICITATION, SHOULD BE DIRECTED TO:

Mr. Bryce M. Simmons, P.E., Economic Development Director
Office: (276) 694-8367 Email: bsimmons@co.patrick.va.us

SEALED, HARD-COPY PROPOSALS SHALL BE DELIVERED OR MAILED TO:

Patrick County Economic Development Office
Attn: Bryce Simmons, Economic Development Director
106 Rucker Street, Room 218; Stuart, VA 24171

Patrick County is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, sex, national origin, age, handicap or familiar status. Local, minority and female owned firms are encouraged to participate. Patrick County is a drug-free workplace pursuant to the requirements of the Code of Virginia.

Introduction

The Economic Development Authority of Patrick County (the “Authority”) is a nonprofit corporation, established under Section 501(c)(6) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in Patrick County and the Town of Stuart, Virginia, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the region.

Project Description

The Authority seeks to increase the quantity, quality, and mix of suites available for lease or sell, through development of vacant and/or blighted property. To that end, the Authority issues this Request for Proposals (the “RFP”) for a qualified and experienced firm to assess and evaluate the current space needs within target properties to ensure optimal service to the start-up of a business services facility in Patrick County (the “Services”). The Services shall include an evaluation of approximately 16,000 square feet of a former hardware store located at 132 & 136 Slusher Street (Parcels #4811-09-011 & #4811-09-006). This project is being funded in part by the Virginia Tobacco Region Revitalization Commission and may be subject to review by the organization in accordance with the Grant Agreement.

Scope of Services

Pursuant to this RFP, the Services shall include the following components, and the successful firm shall:

- Research and evaluate available lease information for business development and/or business recovery facilities, based on the current market conditions for similar spaces in the commercial real estate market;
- Identify gaps and needs in the marketplace for start-up office space, areas for maker or artisan development, and other flexible commercial use;
- Coordinate and gather input from existing and potential stakeholders to better define needs within the community;
- Determine the optimal square footage needed to accommodate current and/or anticipated Authority staff levels;
- Include recommendations for efficient design and better utilization of ultimate space, with consideration given to current COVID-19 social distancing requirements;
- Review and evaluate tenant mix, and provide recommendations regarding fit within the mission and ability to graduate into commercial office space;
- Prepare a final report to summarize findings, which should include:
 - An analysis of the existing market for start-up or entrepreneurial activities, including the Authority’s ability to capture a portion of and expand these markets;
 - Recommendations for best utilization of the 16,000 square feet of vacant space;
 - An analysis of the market for additional programming, amenities, entrepreneurial services, and start-up activity, including the Authority’s ability to capture a portion of and expand these markets;
 - Development of a feasibility analysis and pro forma(s) that describe the anticipated costs to develop and operate the proposed development project and anticipated income the facility would generate through leases; and

- Preparation of an economic impact analysis that describes the jobs and economic impact that a business development facility could generate for Patrick County and the region.
- Prepare conceptual design plan, which should include:
 - Evaluation of the site and building exterior for improved access to the facility.
 - Overview of façade options to increase building attractiveness.
 - Overall building organization for all floors.
 - Typical or conceptual layout for programmed spaces.
 - Site plan drawings indicating building placement on the site, site access and proposed parking solutions.
 - A conceptual building section.
 - One perspective building elevation from Slusher Street, indicating the proposed exterior character and design of the building.
 - One perspective building elevation from Rye Cover Road, indicating the proposed exterior character and design of the building
 - Under this process, the Selected Firm will be expected to generate initial conceptual design solutions based on a site reconnaissance visit.
- Statement of Estimated Cost: The Selected Firm shall prepare a Preliminary Statement of Probable Cost for the project. This Preliminary Statement of Probable Cost shall be based on the overall building square footage and cost figures from recent projects of a similar nature.

Proposal Content

Proposals must include, at a minimum, the following information:

1. Experience of Firm. Provide a detailed description of the firm's experience in providing similar services. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved. Identify any prior experience working with the Authority. Specifically identify any projects or conflicts that may impact the Services.
2. Experience/Qualifications of Assigned Professional(s). Provide the qualifications for each individual who may be assigned to provide the Services, and designate the individual who would have primary responsibility for oversight of the Services. Provide the qualifications of all sub-consultants that would provide any portion of the Services.
3. Availability and Approach. Provide a statement of the firm's availability to provide the Services. Provide a detailed description of the firm's approach to provide the Services as identified herein.
4. Minority Participation. Provide a description of the firm's approach to minority participation in providing the Services.
5. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for the performance of the Services:
 - a. It is anticipated that a maximum not to exceed amount will be established for the Services.
 - b. If based on an hourly rate, provide the hourly rates (with any applicable nonprofit discounted rate) to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel.

- c. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.
- d. A five percent (5%) proposal discount shall be applied to MBE firms during the evaluation process. The proposal discount shall lower the eligible MBE firm's price proposal but shall not reduce the contract award amount. In order to qualify for the proposal discount, the eligible MBE firm shall include with its proposal a copy of a current MBE certification approval letter issued by a federal, state, or local governmental entity.

Selection Criteria

Proposals submitted will be reviewed by the Authority's staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm;
2. Qualifications, expertise, and experience of the individuals assigned from the firm and of any sub-consultants;
3. Availability and approach to provide the Services;
4. Approach to minority participation;
5. Cost, after application of any applicable MBE discount, as described above; and
6. Responsiveness of the firm to the RFP categories.

The Economic Development Authority of Patrick County actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Authority does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms and Conditions

The following terms and conditions apply to all proposals:

1. The Authority reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Authority also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the Authority to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Authority as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the Authority and

its affiliated entities, Patrick County, the Town of Stuart, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

Submission of Proposals

To be considered, proposals must be received no later than January 29, 2021, at 4:00 PM (Eastern Time). Proposals received after the deadline identified above will not be considered.

Questions about this RFP and electronic proposals should be sent by email to bsimmons@co.patrick.va.us.