



GOOCHLAND COUNTY
REQUEST FOR QUOTATION
LANDSCAPE ARCHITECTURE DESIGN SERVICES

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DATE: September 8, 2015

Goochland County is soliciting quotes from qualified firms to provide professional services for landscape design services. The firm will develop a streetscape improvement plan for the Broad Street corridor in Centerville Village in eastern Goochland County.

THERE WILL BE A PRE-QUOTE MEETING ON 9/15/15 AT 11:00 A.M. IN THE COMMUNITY MEETING ROOM AT CO. 3 CENTERVILLE FIRE-RESCUE BUILDING LOCATED AT 52 BROAD STREET ROAD, MANAKIN-SABOT, VA 23103. THE ROOM ENTRANCE AND PARKING ARE LOCATED AT THE REAR OF THE BUILDING. ATTENDANCE IS NOT MANDATORY THIS WILL BE THE ONLY TIME TO MEET WITH COUNTY STAFF.

RESPOND IN WRITING BY MAIL, FAX OR E-MAIL
NO LATER THAN 5:00 PM, THURSDAY, SEPTEMBER 24, 2015

PURPOSE

The County of Goochland, Virginia is seeking proposals from qualified architectural firms to provide professional landscape architecture services to develop a streetscape improvement plan for Centerville Village. The qualified firm will consult with County staff and local stakeholders in preparation of a streetscape improvement plan.

The streetscape improvement plan will focus on the Broad Street Road corridor which is approximately three miles, stretching from the Henrico County line west to the Sycamore Creek subdivision. Side streets such as Ashland Road may also be considered. The goal is to create a village streetscape plan that enhances the existing landscaping in the corridor and creates a unique, cohesive identify for this growing commercial corridor. The plan should develop a unified aesthetic that supports the County's rural identify while encouraging business growth in the corridor. The plan will be used as a guide for capital improvements along the public right-of-way as well recommendations for private landscaping as properties develop within the village. Design elements may include: street trees and other landscaping, signage, fencing, lighting, and sidewalks.

The qualified firm should demonstrate experience working with the Virginia Department of Transportation and be knowledgeable regarding planting guidelines along roadways, clear zone requirements, permitting within the public right-of-way, etc. Plant materials should be low

maintenance, cost effective, and hardy. Native plants are encouraged and thought should be given to year-round appeal.

The first phase of streetscaping was installed in 2013 as part of the Broad Street Road (Rt. 250) widening project. The following VDOT design plans are available on the County website at www.goochlandva.us under Procurement Opportunities:

- Route 250 Widening Plans (which include updated plan sheets with sidewalk improvements)
- Route 250 Landscape Plan

BACKGROUND

Centerville is considered a “Major Village,” which is defined in our Comprehensive Plan as a more populated community where residential, commercial, and other land uses are integrated. The mix of uses may include public facilities such as schools, libraries, fire stations, or post offices. Major Villages have existing utility services or plans to expand utility services in the future. These areas serve as “designated growth areas” where new development should be encouraged and concentrated. New development should include a desirable mixture of uses combining commercial services with residential development. Major Villages are envisioned to be pedestrian-friendly and characterized by attractive streetscapes, buildings, and other structures. New development should feature high quality site and architectural design compatible with existing uses and traditional village designs. Landscape and streetscape designs should serve as amenities.

Centerville serves as the gateway into the County and recently under development pressure as development encroaches from the east. This village must balance the challenges of growing as a commercial center and creating the scale and character of a village. While Centerville will not be rural it should still have rural elements that are characteristic of the County. Aesthetic improvements, such as three-rail fencing and landscaping within the public right-of-ways in Centerville could improve the appearance and help provide a necessary identity for the Village.

The area between the County line and Ashland Road will generally be new development; however, it should still include Village type elements such as sidewalks, pedestrian scale buildings, landscaping, and high quality buildings. The area between Ashland Road and Manakin Road is defined as the “Village Core.” The Village Core already has developed areas but there are opportunities for infill development or redevelopment. This area should be the village focus and have pedestrian amenities, landscaping, buildings that are unique to the corridor, and high quality building materials.

The first phase of streetscaping was completed in 2013 within the Village Core as part of the VDOT road widening project for Rt. 250. The project consisted of plantings within two median strips and 800 feet of roadway with small trees, shrubs, and perennial plants.

OFFEROR MINIMUM QUALIFICATIONS

Offerors must demonstrate that they have the resources and capability to provide the materials and services as described herein. All offerors shall submit documentation with their proposal indicating compliance with the minimum qualifications. The following criteria shall be met and

evidence presented in Experience/References of the written quote in order to be eligible for this contract:

Offerors wishing to submit a quote and be considered for this solicitation shall have proven professional experience in landscape architecture; planning and site design; familiarity with VDOT requirements for planting along the roadway. Offerors must demonstrate their experience in this regard and include examples with their quote.

SCOPE OF WORK

The work under this contract will include, but not be limited to:

1. **Streetscape Improvement Plan for the Broad Street Road Corridor**
 - a. Preparation of plans and VDOT approvals in addition to all other services required for any applicable regulatory approvals. Plans shall include design and specifications for some or all of the following elements: landscaping, sidewalks, fencing, lighting, and signage. Different design elements shall be reviewed to help establish a cohesive design while retaining the rural identity of the County. Existing plans can be obtained by visiting the County website at www.goochlandva.us under Procurement Opportunities.
 - b. Plan shall include plant list, specifications, and maintenance requirements. Constraints such as underground and aboveground utilities shall be shown on the plans and be taken into consideration in the plan's development.
 - c. Plan shall include recommendations to private properties.
 - d. Consult with the appropriate County staff and other stakeholders (local business owners, Planning Commission, Design Review Committee, etc.) as needed.
 - e. Develop a draft streetscape plan within 60 days of contract award.
 - f. Provide all necessary design revisions and or modifications as required.
 - g. Coordinate design with VDOT and obtain all necessary approvals.
 - h. Submit a construction estimate based on the approved design.
 - i. Develop a final streetscape improvement plan.
2. **Provide cost estimates**
 - a. Detailed cost estimates shall be developed for all aspects in the plan
3. **Assist with Bid Documents**
 - a. Establish a complete project timeline that meets the County's completion goal of August 1, 2016, and includes phasing of the construction
 - b. Assist with the development of bid documents for the elements and segments the County chooses to implement from the final streetscape plan
4. **Cross-sections**
 - a. If funding allows, cross sections of the corridor shall be developed to show the corridor view from the vehicle or pedestrian perspective

The contract, which may be in the form of a purchase order, will be awarded after October 1, 2015.

**CENTERVILLE STREETSCAPE PLAN RFQ
QUOTE FORM**

STREETSCAPE PLAN..... \$ _____
COST ESTIMATE..... \$ _____
CROSS-SECTIONS..... \$ _____
CONSTRUCTION BIDDING ASSISTANCE \$ _____
TOTAL FOR ALL WORK \$ _____

BY SUBMISSION OF THIS QUOTE I CERTIFY THAT I HAVE VISITED THE SITE AND AM FAMILIAR WITH THE WORK AREA AND THAT MY QUOTE IS BASED ON KNOWLEDGE OF CONDITIONS AT THE SITE.

Name and Address of Firm: _____

By: _____ Date: _____
(Signature in Ink)

Name: _____
(Please Print)

Title: _____
(Please Print)

Phone: (____) _____ Fax: (____) _____

Email: _____

FEI/FIN NO. _____

State Corporation Commission (SCC) NO. _____

ACKNOWLEDGE RECEIPT OF:

Addendum 1 _____

Addendum 2 _____

Addendum 3 _____

***This quote remains valid through the ninety (90) days after the opening date.**

INSTRUCTIONS TO OFFERORS

1. All offerors shall submit documentation with their quote indicating compliance with the minimum qualifications. Offerors must demonstrate that they have the resources and capability to provide the materials and services as described herein. Offerors wishing to submit a quote and be considered for this award shall have had proven experience related Offerors wishing to submit a quote and be considered for this solicitation shall have proven professional experience in landscape architecture; planning and site design; familiarity with VDOT requirements for planting along the roadway.
2. All quotes must remain valid for 90 days from opening date.
3. Except as otherwise provided, and in accordance with Va. Code § 2.2-4342, all proceedings, records, contracts or purchase orders and other public records relating to the County's procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (Va. Code § 2.2-3700 *et seq*). After award all quotes become a matter of public record and are available for inspection by the general public.
4. The County will assume no responsibility for oral instruction or interpretation. Any question regarding the procurement solicitation shall be in writing (electronic transmission is preferred.) and directed to **Wanda St. P. Tormey, Purchasing Director. Questions must be received by 5:00PM on Thursday, September 24.** Questions submitted beyond the time specified above may be left unanswered if sufficient time does not allow a response to all prospective offerors without causing an unacceptable delay in the process. Any material change will be submitted to all offerors through issuance of an addendum.
5. Each offeror shall be prepared, if so requested by the County, to present evidence of their experience, qualifications and financial ability to carry out the terms of the contract or purchase order.
6. Quotes shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Department requiring prompt submission of missing information. Quotes which are substantially incomplete or lack key information may be rejected by the County. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
7. Each offeror shall submit a completed W-9 form with their offer. In the event of contract or purchase order award, this information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .
8. Any bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia **MUST** include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror 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 **MUST** include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. No bidder or offeror failing to provide the required information shall receive an award unless a waiver of this

requirement and the administrative policies and procedures established to implement Section 2.2-4311.2 of the Code of Virginia is granted by the County Administrator. The County may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of § [2.2-4311.2](#) of the Code of Virginia.

9. The successful offeror will be required to execute the attached contract, which may be in the form of a purchase order, that includes all terms and conditions of this RFQ by reference. Offerors intending to request additional or different language, or taking exception to these terms and conditions, *must include such language or note such exceptions, with their quote. Failure to provide additional or different language or noting specific exceptions to these terms and conditions, with the proposal submission shall be considered as acceptance of all terms and conditions of the contract and this RFQ.*

GENERAL TERMS AND CONDITIONS

- a) The contract shall be subject to termination for cause or convenience by the County with written notice thirty (30) days prior to effective date.
- b) Except as otherwise provided, and in accordance with Va. Code § 2.2-4342, all proceedings, records, contracts and other public records relating to the County's procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (Va. Code § 2.2-3700 *et seq.*). Any bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event the County decides not to accept any of the offers and to reopen the contract. Otherwise, records shall be open to public inspection only after award of the contract. Trade secrets or proprietary information submitted by a bidder in connection with this procurement transaction shall not be subject to the Virginia Freedom of Information Act, but only if the bidder (i) invokes the protections of Virginia Code § 2.2-4342 prior to or upon submission of the data or other materials; (ii) identifies the specific data or other materials to be protected, and (iii) state the reasons why protection is necessary. A general designation of a contractor's entire bid submission as being "confidential" shall not be sufficient to invoke the protections referenced above.
- c) Each offeror shall be prepared, if so requested by the County, to present evidence of their experience, qualifications and financial ability to carry out the terms of the contract.
- d) The County reserves the right to reject any and all proposals and waive all informalities. In the event the County rejects all proposals, the County may readvertise or make the purchase on the open market.
- e) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days.
- f) Invoices shall be submitted to the payment address shown on the purchase order/contract. All invoices shall show the County's contract number and/or purchase order number.
- g) By submitting their bids/proposals, all bidders/offerors certify that they are not currently debarred from submitting bids/proposals on contracts by the County of Goochland, or any other local, state or federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by the County of Goochland, or any other local, state or federal government.
- h) In case of failure to deliver 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 bidder/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.

- i) The contractor will abide by the following non-discrimination and drug free workplace provisions, and shall include such provisions in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor:
 1. During the performance of this contract, the General Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The General Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Also, the General Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that it is an equal opportunity employer.
 2. During the performance of this contract the contractor agrees as follows: (i) to provide a drug-free workplace for the contractor's employees; (ii) to post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace. For the purposes of this paragraph, "drug-free workplace" means a site for the performance of work done in connection with the contract awarded to a contractor in accordance with this procurement transaction, where the contractor's employees are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
 3. 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.
- j) The County does not discriminate against faith-based organizations.
- k) The contractor is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of subsequent agreement or its rights, title or interest herein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval, in writing, by the authorized representative of the County.
- l) The contractor shall be required to provide evidence that it has, and will maintain during performance of services under this contract, professional liability or other required insurance, and will be required to submit certificates indicating the limits of such professional liability insurance.
- m) The Offeror must have all necessary licenses to perform the services in Virginia and, if practicing as a corporation, be authorized to do business in the Commonwealth of Virginia.
- n) All information, documents, and electronic media furnished by the County to the

Contractor belong to the County, are furnished solely for use in connection with the Contractor's performance of Services required by this Agreement, and shall not be used by the Contractor on any other project or in connection with any other person or entity, unless disclosure or use thereof in connection with any matter other than Services rendered to the County hereunder is specifically authorized in writing by the County in advance. All documents or electronic media prepared by or on behalf of the Contractor for the County are the sole property of the County, free of any retention rights of the Contractor. The Contractor hereby grants to the County an unconditional right to use, for any purpose whatsoever, documents or electronic media prepared by or on behalf of the Contractor pursuant to this Agreement, free of any copyright claims, trade secrets, or other proprietary rights with respect to such documents.

- o) The personnel designated for key positions such as Project Manager shall not be changed except with the permission of the County. Offeror may not substitute other staff or individual(s) without the prior, express written consent of the County. The County shall not be required to consent to or accept any substitution(s) if to do so would require an increase in the compensation due to the Offeror under this Agreement, or a reduction in the quantity or quality of the Services required by this Agreement, as determined in the County's sole discretion.
- p) The Contract is governed by the applicable provisions of the Goochland County Purchasing Procedures, as amended.
- q) This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia and of the United States of America. All litigation arising out of this Agreement shall be commenced and prosecuted in the federal, state or local court(s) having jurisdiction within the County of Goochland, Virginia. The contractor shall comply with applicable federal, state and local laws and regulations.