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COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

DEPARTMENT OF FINANCE

**RFP # 16-1297-12EF**

**January 12, 2017**

**REQUEST FOR PROPOSAL**

**PREPARATION OF ARCHITECTURAL SURVEYS and**

**THE COMPLETION OF A NOMINATION PACKET for a NATIONAL REGISTER DISTRICT for**

**HIGHLAND SPRINGS**

**COUNTY OF HENRICO, VIRGINIA**

Your firm is invited to submit a proposal to prepare approximately 462 architectural surveys and prepare a Nomination Form for a 1,406 property (1,288-resource) historic district for the County of Henrico to submit to the Virginia Department of Historic Resources to enable consideration for listing in the National Register of Historic Places and the Virginia Landmarks Register in accordance with the enclosed specifications and terms included herein. The submittal consisting of the **original proposal, one (1) electronic copy of the proposal on CD and five (5) additional hard copies** marked, **“HIGHLAND SPRINGS ARCHITECTURAL SURVEYS”** will be received no later than **February 10, 2017**by: ***3:00 P.M.***

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division OR Purchasing Division

**8600 Staples Mill Road - NEW LOCATION** P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://henrico.us/purchasing/**](http://henrico.us/purchasing/)

To receive an email copy of this document, please send a request to: [**bar10@henrico.us**](mailto:bar10@henrico.us)

Time is of the essence and any proposal received after **3:00 p.m**., **February 10, 2017** whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division Office, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is the Purchasing Director, Department of Finance.

Technical questions concerning this Request for Proposal should be submitted to Eileen Falcone via email at [fal51@henrico.us](mailto:fal51@henrico.us) no later **than 12:00 Noon, January 25, 2017.**

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Eileen Falcone

Procurement Analyst III

[Fal51@henrico.us](mailto:Fal51@henrico.us)

804-501-5637

8600 STAPLES MILL ROAD/P O BOX 90775/HENRICO VA 23273-0775

(804) 501-5660 FAX (804) 501-5693

**REQUEST FOR PROPOSAL**

**PREPARATION OF ARCHITECTURAL SURVEYS and**

**THE COMPLETION OF A NOMINATION PACKET for a NATIONAL REGISTER DISTRICT for**

**HIGHLAND SPRINGS**

**COUNTY OF HENRICO, VIRGINIA**

**I. PURPOSE:**

The intent and purpose of this Request for Proposal (“RFP”) and resulting contract is to obtain the services of a qualified firm to complete reconnaissance level architectural surveys and prepare and submit a Nomination Form for listing in the National Register of Historic Places and the Virginia Landmarks Register for a 1,406 property (1,288-resource) district in Highland Springs, located in Henrico County Virginia, as specified in this RFP.

**II. BACKGROUND**

This project will involve two primary tasks:

* Reconnaissance-level architectural surveys including Virginia Cultural Resource Information System (VCRIS) data entry and survey file preparation for approximately 462 properties; and
* Preparation of a National Register of Historic Places Registration (Nomination) Form for the entire 1,406 property (1,288-resource) area.

In November 2015 a representative survey of architectural resources of the Highland Springs community in Henrico County was commissioned by the Virginia Department of Historic Resources (DHR) to determine if sufficient architectural and historic resources and historic significance existed in order to define an area eligible for listing in the National Register of Historic Places. Upon completion of the survey work and an accompanying Preliminary Information Form (PIF), a report was provided to the Virginia State Review Board on May 6, 2016. The Review Board endorsed the area as eligible for listing, and to proceed with a district as shown as “Option 2” in the April 29, 2016 PIF. This area is listed as DHR Inventory # 043-5334.

Within the district, 226 properties have completed surveys. There remain an estimated 1,062 surveys to be completed. A 2016 Department of Historic Resources Cost Share Grant project, currently in progress, will result in the completion of 600 additional surveys. These surveys will be completed by June 2, 2017. The County of Henrico seeks to complete surveys for the remaining approximate 462 resources and prepare a National Register of Historic Places Nomination Form for submission to the Virginia Department of Historic Resources to facilitate a nomination for listing in the National Register of Historic Places, and the Virginia Landmarks Register. It is estimated that there remains 462 resources to be surveyed; however the actual number may vary depending on the extent of resources identified in the field.

**Attachment F** provides a map showing the boundaries of the proposed Highland Springs Historic District and the area to be surveyed pursuant to this RFP. Exact boundaries for the area to be surveyed will be determined prior to the April 2017 project meeting.

It is the expectation of Henrico County that all work will be completed in sufficient time to enable submission of the surveys and draft and final nomination packet and materials, consistent with DHR’s submittal deadlines, to enable consideration of the Nomination at the *December 14, 2017* meeting of the Virginia Board of Historic Resources and the State Review Board. The DHR *National Register and PIF Submission Schedule* can be found at <http://www.dhr.virginia.gov/registers/2017_National_Register_Submission_Schedule.pdf>

**III. SCOPE OF SERVICES:**

The Successful Offeror shall provide all labor, materials, equipment, and supervision to provide the following services:

A. Offerors shall be familiar with the Virginia Department of Historic Resource’s requirements for reconnaissance level architectural surveys and all requirements for the preparation and submission of Nominations for listing of districts in the National Register of Historic Places, and the Virginia Landmarks Register.

B. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR’s *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR’s website at: www.dhr.virginia.gov/pdf\_files/Survey%20Manual-RevOct.2011Final.pdf and DHR’s *Photographic Documentation Requirements for Architectural Survey* available at [http://dhr.virginia.gov/pdf\_files/ DHR\_Architectural\_Survey\_Photograph\_Policy\_2016.pdf](http://dhr.virginia.gov/pdf_files/%20DHR_Architectural_Survey_Photograph_Policy_2016.pdf). Successful Offeror will provide all survey packaging materials (file folders, photo sleeves, etc.) for this project and is responsible for copying of all materials relevant to this project, including any located in DHR’s Archives. Successful offeror will be responsible for any training required by DHR for use of the VCRIS system.

C. Successful Offeror shall prepare a Nomination Form using the *National Register of Historic Places Registration (Nomination) Form* available from DHR’s website: <http://www.dhr.virginia.gov/registers/downloading_register_forms.htm>. The Form will be prepared following all applicable guidelines including *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997)available online from the National Park Service at: <http://www.nps.gov/nr/publications/bulletins/nrb16a/> and DHR’s *National Register of Historic Places and Virginia’s Landmarks Register Nomination Process* available at. <http://www.dhr.virginia.gov/registers/register_pif.htm>.

D. The Successful Offeror shall ensure all materials prepared for this project will be professionally executed and submitted according to the requirements of this RFP, fully proofread and edited. Materials that do not meet these requirements shall be returned to the Successful Offeror for editing and resubmission. All initial data entry, draft submittals and final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by Henrico County and DHR.

E. All submissions and delivery of materials shall be provided by the Successful Offeror according to the Detailed Schedule of Deliverables.

F. Project Deliverables are as follows:

#### 1. Architectural Surveys

As per DHR’s Guidelines (2011) and the Draft VCRIS Data Entry Guide (2016), the following materials shall be provided for each of the approximately 462 properties. These materials are in addition to any required data entry in VCRIS:

(a) Two (2) hard copy reconnaissance-level documentation forms utilizing VCRIS for the data entry (one set provided to DHR; one set provided to Henrico County);

(b) One (1) set of 3½” x 5” archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4” x 6” photos may be used if 3½” x 5” size photos cannot be obtained);

(c) Two (2) sets of digital images saved on a CD-ROM as uncompressed JPG files, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR’s *Guidelines* (2011); and

(d) Two (2) site plan sketches of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

#### 2. Nomination Materials and Form

All materials and reports necessary for submission to DHR for consideration of a Nomination, in accordance with DHR’s requirements and guidelines, including, but not limited to, preparation of a Nomination Form using the *National Register of Historic Places Registration (Nomination) Form,* resource counts, a complete inventory reflecting the current conditions of the district and the period of significance, a discussion of the architectural styles, functions, and forms from the period, and a statement of significance that covers the full extent of the period of significance. The nomination materials will also include a historic district map that displays the contributing or non-contributing status of all resources within the district. It is expected that the Successful Offeror in developing the Nomination Form will incorporate any recommended district boundary modifications necessary as a result of the evaluation of the resources.

Successful Offeror is responsible for ensuring that all surveys, reports, forms, and nomination materials are acceptable to DHR.

#### 3. Successful Offeror will be required to attend and participate in the following meetings*:*

* Project Initiation Meeting with Henrico County and DHR staff
* Nomination Public Hearing in Highland Springs
* Meeting of the December 14, 2017 State Review Board and the Board of Historic Resources
* Any meetings requested by DHR staff necessary for review or clarification of submitted materials

### G. Detailed Schedule of Deliverables:

The project schedule may be accelerated by mutual agreement of the Successful Offeror and Henrico County.

##### *April, 2017 (date to be determined)*:

Project meeting with successful offeror, Henrico County officials, and DHR staff.

##### *May 19*, 2017–10% completion:

At a minimum fifty (50) surveys completed and approved by DHR.

* Surveys will have been submitted as initial VCRIS data entry and have been approved by DHR, followed by submission of draft reconnaissance VCRIS forms with digital photographs and site plans that have been approved by DHR’s Architectural Survey Coordinator. Final reconnaissance-level property documentation forms and supporting materials will have been approved by DHR following any modifications required by DHR.
* Digital copies of all forms, site plans, and photographs will be provided to Henrico County for review and comment upon submission to DHR as draft reconnaissance VCRIS forms.
* Digital copies of the final survey materials (VCRIS survey forms, digital photographs and site plans) submitted to DHR’s Architectural Historian, Eastern Region Preservation Office and DHR’s Architectural Survey Coordinator, and a set provided to Henrico County.
* Final, hard copy survey materials organized in labeled archival folders to be provided to Henrico County and submitted to DHR’s Architectural Survey Coordinator.

##### *June 23*, 2017–45% completion:

At a minimum two-hundred (200) additional surveys completed and approved by DHR.

* Surveys will have been submitted as initial VCRIS data entry and have been approved by DHR, followed by submission of draft reconnaissance VCRIS forms with digital photographs and site plans that have been approved by DHR’s Architectural Survey Coordinator. Final reconnaissance-level property documentation forms and supporting materials will have been approved by DHR following any modifications required by DHR.
* Digital copies of all forms, site plans, and photographs will be provided to Henrico County for review and comment upon submission to DHR as draft reconnaissance VCRIS forms.
* Digital copies of the final survey materials (VCRIS survey forms, digital photographs and site plans) submitted to DHR’s Architectural Historian, Eastern Region Preservation Office and DHR’s Architectural Survey Coordinator, and a set provided to Henrico County.
* Final, hard copy survey materials organized in labeled archival folders to be provided to Henrico County and submitted to DHR’s Architectural Survey Coordinator

##### *July 21*, 2017–85% completion:

The remaining two-hundred twelve (212) surveys completed and approved by DHR.

* Surveys will have been submitted as initial data entry and have been approved by DHR, followed by submission of draft reconnaissance VCRIS forms with digital photographs and site plans that have been approved by DHR’s Architectural Survey Coordinator. Final reconnaissance-level property documentation forms and supporting materials will have been approved by DHR following any modifications required by DHR.
* Digital copies of all forms, site plans, and photographs will be provided to Henrico County for review and comment upon submission to DHR as draft reconnaissance VCRIS forms.
* Digital copies of the final survey materials (VCRIS survey forms, digital photographs and site plans) submitted to DHR’s Architectural Historian, Eastern Region Preservation Office and DHR’s Architectural Survey Coordinator, and a set provided to Henrico County.
* Final, hard copy survey materials organized in labeled archival folders to be provided to Henrico County and submitted to DHR’s Architectural Survey Coordinator.

##### *August 18*, 2017–90% completion:

Draft Highland Springs Historic District documentation; Nomination Form, including required, photos, completed checklist, and required mapping submitted to Henrico County and DHR’s Architectural Historian, Eastern Region Preservation Office for review and comment.

* Documentation to meet the requirements for DHR submission of a “Historic District *DRAFT* Nomination Packet” per the DHR *2017 National Register and PIF Submission Schedule*.

##### *September 8*, 2017–95% completion:

Final Highland Springs Historic District Nomination Packet submitted to Henrico County and DHR’s Architectural Historian, Eastern Region Preservation Office, responsive to any comments provided by DHR to the Draft.

* Documentation to meet the requirements for DHR submission of a “Historic District FINAL Nomination Packet” per the DHR *2017 National Register and PIF Submission Schedule*.

##### *December 22*, 2017 - 100% completion:

* Completion of a presentation for, and attendance at, the historic district public hearing during the two-week public hearing period (anticipated November 6-14, 2017). Presentation to be submitted for review and approval to Henrico County and DHR’s Architectural Historian, Eastern Region ten days prior to public hearing.
* Attendance at the December 14, 2017 meeting of the Virginia Board of Historic Resources and the State review Board.
* Completion of any modifications to nomination materials if so requested by the review Board.

All proposals shall include a timeline for undertaking and completing the work, starting from the receipt of notice to proceed and contract for services. All work must be completed by September 8, 2017 to enable a complete submission to DHR. All edits resulting from the December 14th State Review Board Meeting shall be completed by December 22, 2017.

H. The County welcomes and encourages Section 3 Businesses to respond to this Request for Proposals. Section 3 businesses are defined at 24 CFR 135.5.

I. Offerors may include additional services that their firm is capable of providing and which, in the Offeror’s opinion, would enhance the implementation of the proposed Scope of Services. Pricing for these services shall be listed separately.

**IV. ANTICIPATED SCHEDULE:**

The following represents a tentative outline of the process currently anticipated by the County:

* Request for Proposals distributed January 12, 2017
* Advertised in newspaper January 15, 2017
* Deadline for questions January 25, 2017, 12:00 noon
* Receive written proposals February 10, 2017, 3:00 p.m.
* Conduct oral interviews/negotiations February 28, 2017

* Contract start date April 2017

**V. COUNTY RESPONSIBILITIES:**

Henrico County will designate an individual to act as the Project Manager for all work performed under this contract. The Project Manager shall coordinate the work, and shall have the authority to make decisions in writing binding their respective employers on matters within the scope of the contract.

**VI. GENERAL CONTRACT TERMS AND CONDITIONS:**

1. **Annual Appropriations**

It is understood and agreed that the contract resulting from this procurement (“Contract”) shall be subject to annual appropriations by the County of Henrico, Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted. The Successful Offeror (“Successful Offeror” or “contractor”) shall not be entitled to seek redress from the County or its elected officials, officers, agents, employees, or volunteers should the Board of Supervisors fail to make annual appropriations for the Contract.

**B. Award of the Contract**

1. The County reserves the right to reject any or all proposals and to waive any informalities.

2. The Successful Offeror shall, within fifteen (15) calendar days after Contract documents are presented for signature, execute and deliver to the Purchasing office the Contract documents and any other forms or bonds required by the RFP.

1. The Contract resulting from this RFP is not assignable.
2. Notice of award or intent to award may also appear on the Purchasing Office website: <http://henrico.us/purchasing/>

**C. Collusion**

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

**D. Compensation**

The Successful Offeror shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) days after receipt of a proper invoice. Invoices may be submitted in accordance with percentage of completion provided in the Schedule of Deliverables.

**E. Controlling Law and Venue**

The Contract will be made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

**F. Default**

1. If the Successful Offeror is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror shall provide a plan to correct said default within 20 calendar days of the County’s notice of default.

2. If the Successful Offeror fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Offeror shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

**G. Discussion of Exceptions to the RFP**

This RFP, including but not limited to its venue, termination, and payment schedule provisions, shall be incorporated by reference into the Contract documents as if its provisions were stated verbatim therein. **Therefore, Offerors shall explicitly identify any exception to any provisions of the RFP in a separate “Exceptions to RFP” section of the proposal so that such exceptions may be resolved before**

**execution of the Contract.** In case of any conflict between the RFP and any other Contract documents, the RFP shall control unless the Contract documents explicitly provide otherwise.

**H. Drug-Free Workplace to be Maintained by the Contractor** (Va. Code § 2.2-4312)

1. During the performance of this Contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) 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; (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; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. For the purposes of this section, *“drug-free workplace”* means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom 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.

**I. Employment Discrimination by Contractor Prohibited**

1. During the performance of this Contract, the contractor agrees as follows (Va. Code § 2.2-4311):

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state 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 contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) 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.

1. 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.

2. The contractor will include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

**J. Employment of Unauthorized Aliens Prohibited**

Any contract that results from this Request for Proposal shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986."

**K. Indemnification**

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico Public County Schools), the County’s officers, agents and employees, from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County’s sole negligence.

**L. Insurance Requirements**

The Successful Offeror shall maintain insurance to protect itself and Henrico and Henrico’s elected officials, officers, agents, volunteers and employees from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment A).**

**M.** **No Discrimination against Faith-Based Organizations**

The County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

**N. Offeror's Performance**

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the Contract.

2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

3. The Successful Offeror shall cooperate with Henrico officials in performing the Contract work so that interference with normal operations will be held to a minimum.

4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

**O. Ownership of Deliverable and Related Products**

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so. To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.

2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.

3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

**P. Record Retention and Audits**

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of five years from the completion of the Contract, all records pertaining to the Successful Offeror’s proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror’s copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror’s normal working hours.

2. County personnel may perform in-progress and post-audits of the Successful Offeror’s records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

**Q. Severability**

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

**R. Minority-, Woman-, Service Disabled Veteran-Owned, Small Businesses and Employment Services Organizations**

It is the policy of the County of Henrico to actively seek out and provide contracting opportunities to minority-, woman-, service disabled veteran-owned, small businesses and employment services organizations in procurement transactions made by the County.

The County strongly encourages all suppliers to respond to Invitations for Bids and Request for Proposals and supports the use of minority, woman-, service disabled veteran-owned, small businesses and employment services organizations for sub-contracting opportunities.

All formal solicitations are posted on the Commonwealth of Virginia eVA the County’s internet site at <http://henrico.us/purchasing> and may be viewed under the Bids and Proposals link. Construction related solicitations are located on eVA and County internet sites and on eBid at [www.ebidexchange.com/henrico](http://www.ebidexchange.com/henrico).

**S. Subcontracts**

No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Bidder desires to subcontract some part of the work specified in the contract, the Successful Bidder shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Successful Bidder shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

**T. Taxes**

1. The Successful Offeror shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between Henrico and the Successful Offeror, as the taxes shall be solely an obligation of the Successful Offeror and not of Henrico, and Henrico shall be held harmless for same by the Successful Offeror.

2. Henrico is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

**U. Termination of Contract**

1. The County reserves the right to terminate the Contract immediately in the event that the Successful Offeror discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

2. Failure of the Successful Offeror to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the County.

3. Notwithstanding anything to the contrary contained in the Contract between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days’ written notice to the Successful Offeror.

1. If the County terminates the Contract, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date.

**V.** **County License Requirement**

If a business is located in Henrico County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If your business is not located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

1. **Environmental Management**

The Successful Offeror shall comply with all applicable federal, state, and local environmental regulations.  The Successful Offeror is required to abide by the County’s Environmental Policy Statement:

<http://henrico.us/pdfs/hr/risk/env_policy.pdf> which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation.  The Successful Offeror shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

**X. Safety**

1. The Successful Offeror shall comply with and ensure that the Successful Offeror’s personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.

2. Each job site shall have a supervisor who is competent, qualified, or authorized on the worksite, who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and is capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror’s personnel from the work site.

3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

**Y. Authorization to Transact Business in the Commonwealth**

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

2. An 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 proposal the identification number issued to it by the State Corporation Commission. (Attachment D) 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.

3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Purchasing Director, his designee, or the County Manager.

4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

**Z. Payment Clauses Required by Va. Code § 2.2-4354**

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror’s intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror that is a proprietor, partnership, or corporation shall provide its federal employer identification number to the County. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror who is an individual contractor shall provide his/her social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.
4. Pursuant to Virginia Code § 2.2-4354, unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

**VII. PROPOSAL SUBMISSION REQUIREMENTS**:

1. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
2. All erasures, interpolations, and other changes in the proposal shallbe signed or initialed by the Offeror.
3. The Proposal Signature Sheet **(*Attachment B***) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
4. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
   1. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division. Offerors are responsible for insuring that their proposals are stamped by Purchasing Division personnel by the deadline indicated.
   2. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
   3. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
   4. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal 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 data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment C)**
   5. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Division in writing of its intentions.
5. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
6. Modified and withdrawn proposals may be resubmitted to the Purchasing Division up to the time and date set for the receipt of proposals.
7. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.
8. The County welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved.  Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings shall submit technical questions concerning the Request for Proposal **no later than January 25, 2017, 12:00 noon in writing.**  Any changes to the proposal shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative.  **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
9. All proposals received in the Purchasing Division on time shall be accepted. All late proposals received by the Purchasing Division shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.

**VIII. PROPOSAL RESPONSE FORMAT**:

1. Offerors shall submit a written proposal that present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.
2. The Offeror should include in their proposal the following: Include copies of any agreements – contracts, documents which the county will be expected to sign if the contract is awarded to you

1. **Table of Contents** – ***NUMBER ALL PAGES OF THE RESPONSE. Provide a detailed INDEX of the proposal document for easy referencing.***

2. **Introduction**

Cover letter - on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal

Proposal Signature Sheet – **Attachment B**

Proprietary/Confidential Information – **Attachment C**

Virginia State Corporation Commission (SCC) – **Attachment D**

**Submittal of References – Attachment E**

3. **Executive Summary**

1. Response to Scope of Services – The Offeror should address each section of the Scope of Services with an indication of the response. Provide a detailed description of the services to be provided which addresses each of the items listed in Scope of Services Sec. III.A-I, pages 3-7. **The Offeror shall identify any exceptions, referenced to the paragraph number, in a sub section titled “Exceptions”.**
2. Statement of Qualifications – Provide references from at least three (3) project/contracts completed within the last five years that are similar in nature and/or size to the County to which their firm has provided services as outlined in the scope of services which may be used as references. The list should include contact persons and telephone numbers. Offerors may not use Henrico County as one of their references (Attachment E, Submittal of References)
3. Pricing – Submit an itemized price quote. The price shall include all costs associated with completion of the project including but not limited to: labor, benefits, overhead, profit, travel, printing/reproduction costs, cost per survey, postage, etc. Pricing shall be detailed and not a lump sum price.
4. Timeline – Each Offeror shall provide a detailed timeline for undertaking and completing the Surveys and Nomination Packet.
5. Proposals shall include a statement verifying your firm can have the final Surveys and Nomination Form completed and delivered no later than date specified.
6. Provide a description of how your firm will work with County personnel to complete the surveys and Nomination Form, consistent with the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys,* DHR’s *Guidelines for Conducting Historic Resources Survey in Virginia* (2011), DHR’s *Virginia Cultural Resource Information System (VCRIS) User Quick Guide* (2016 Draft), DHR’s *Photographic Documentation Requirements for Architectural Survey,* and any other applicable requirements of the Virginia Department of Historic Resources and the National Park Service.
7. Offerors shall provide a sample of a past Nomination Form for a district (not a single property district) with the proposal (only one copy is needed). Confidential information can be redacted if applicable.
8. Provide resumes of the personnel who will be assigned to the project. These resumes should include a description of the individuals’ professional qualifications and experience in completing similar surveys and Nomination Forms.
9. Offeror shall provide a statement of financial stability and provide a copy of their most recent audited financial statements to include a balance sheet and income statement
10. Describe the use of essential subcontractors / sub consultants and their roles and responsibilities each will be assigned. Provide resumes and any other additional information concerning sub consultants utilized in the performance of this contract.
11. Describe your firms billing/invoicing procedures for a project of this size and scope
12. Provide list of any assumptions made when responding to the Scope of Work requirements.

**IX. PROPOSAL EVALUATION/SELECTION PROCESS**:

1. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.

1. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

|  |  |
| --- | --- |
| EVALUATION CRITERIA | WEIGHT |
| Functional Requirements   * Extent to which the proposed solution satisfies the RFP requirements * Quality and content of sample document * Clearly demonstrated understanding of the services required | 30 |
| Experience and Qualifications   * Ability to provide services of similar size and scope for governmental customers * Financial stability of firm * References * Special experience, technical capabilities, professional competence and qualifications of proposed personal assigned to provide the services in accordance with the Scope of Services * Special experience, technical capabilities, professional competence and qualifications of firm to provide the services in accordance with the Scope of Services | 25 |
| Implementation of Services/Project Management   * Project Approach * Project Management * Project Team * Current Workload and ability to perform required services | 20 |
| Price | 20 |
| Quality of proposal submission/oral presentations | 5 |
| TOTAL | 100 |

C. Selection will be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. 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 than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror’s proposal as negotiated.

**ATTACHMENT A**

**INSURANCE SPECIFICATIONS**

The Successful Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Vendor, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than “A-“ with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days’ notice of its decision to cancel coverage.

**Workers’ Compensation**

Statutory Virginia Limits

Employers’ Liability Insurance - $100,000 for each Accident by employee

$100,000 for each Disease by employee

$500,000 policy limit by Disease

**Commercial General Liability - Combined Single Limit**

$1,000,000 each occurrence including contractual liability for specified agreement

$2,000,000 General Aggregate (other than Products/Completed Operations)

$2,000,000 General Liability-Products/Completed Operations

$1,000,000 Personal and Advertising injury

$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage, unless given the scope of the work this requirement is waived by Risk Management.

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - $1,000,000 each accident

NOTE 1: The commercial general liability insurance shall include contractual liability.  The contract documents include an indemnification provision(s).  The County makes no representation or warranty as to how the Vendor’s insurance coverage responds or does not respond.  Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor’s responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must total $3,000,000 per occurrence. This insurance shall apply as primary and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers’ compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

**Attachment B**

**SUBMIT THIS FORM WITH PROPOSAL**

**PROPOSAL SIGNATURE SHEET**

**Page 1 of 2**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”).

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

|  |
| --- |
| LEGAL NAME OF OFFEROR (DO NOT USE TRADE NAME): |
|  |
| ADDRESS: |
|  |
|  |
| SIGNATURE: |
| NAME OF PERSON SIGNING (print): |
| TITLE: |
| TELEPHONE: |
| FAX: |
| E-MAIL ADDRESS: |
| DATE: |

**Attachment B**

**Proposal Signature Sheet**

**Page 2 of 2**

**Legal Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.**

**(Check all that apply.)**

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? **□ Yes □ No**

**□ SMALL BUSINESS**

**□ WOMEN-OWNED BUSINESS**

**□ MINORITY-OWNED BUSINESS**

**□ SERVICE DISABLED VETERAN**

**□ EMPLOYMENT SERVICES ORGANIZATION**

**□ NON-SWAM (Not Small, Women-owned or Minority-owned)**

**If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

**definitions**

For the purpose of determining the appropriate business category, the following definitions apply:

***"Small business"*** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

***"Women-owned business"*** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

***"Minority-owned business"*** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

***"Service disabled veteran business"*** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

***“Employment services organization”*** means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

**ATTACHMENT C**

**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF FIRM/OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 protections of Va. Code §2.2-4342.F in writing, either before or at the time the data or other material is submitted.  The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary.  The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.  In addition, a summary of proprietary information submitted shall be submitted on this form.  The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.  If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

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| SECTION/TITLE | PAGE NUMBER(S) | REASON(S) FOR WITHHOLDING FROM DISCLOSURE |
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**SUBMIT THIS FORM WITH PROPOSAL**

**ATTACHMENT D**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)**

**REGISTRATION INFORMATION**

**The Bidder or Offeror:**

□ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offer or’s out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder’s/Offeror’s current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1‑757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: □

**SUBMIT THIS FORM WITH PROPOSAL**

**ATTACHMENT E**

**SUBMITTAL OF REFERENCES**

**Reference #1**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #2**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #3**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMIT THIS FORM WITH PROPOSAL**

**Attachment F**

**Map of Highland Springs Historic District**

