

REQUEST FOR PROPOSAL

RFP NUMBER: 19-03

RFP SUBJECT: PROJECT MANAGER
VIENNA POLICE DEPARTMENT
RENOVATION AND CONSTRUCTION

PROPOSALS SHOULD BE SUBMITTED TO:

Purchasing Agent
Town of Vienna – Vienna Town Hall
127 Center Street, S.
Vienna, Virginia 22180

SEALED PROPOSALS

DUE DATE AND TIME: OCTOBER 17, 2018, AT 11:00 AM

All inquiries should be made, in writing, to Gina Gilpin, Purchasing Agent, at ggilpin@viennava.gov by **October 9, 2018 AT 2:00 PM.**

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

NAME & ADDRESS OF FIRM:

EEI/FIN NO: _____

SIGNATURE: _____ TITLE: _____
(Date)

TELEPHONE NO: _____ EMAIL: _____

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REQUEST FOR PROPOSAL

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1. ADVERTISEMENT

REQUEST FOR PROPOSAL

Sealed proposals will be received by the Town of Vienna, Virginia at the Purchasing Office, 127 Center Street, South, Vienna, Virginia 22180, for:

- **RFP 19-03 PROJECT MANAGER - VIENNA POLICE DEPARTMENT
RENOVATION AND CONSTRUCTION**
- **PROPOSALS DUE: October 17, 2018 at 11:00 AM**

On the above proposal due date and at the time specified, proposals so received will be publicly opened and logged. Copies of solicitations are available online at www.viennava.gov and from the Purchasing Agent at the above address or by calling (703) 255-6359 during normal business hours (8:00 AM - 4:30 PM), daily except Saturday, Sunday, and Holidays.

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2. PURPOSE & OVERVIEW

The Town of Vienna is seeking the services of an experienced, professional Project Manager for renovation / construction of the Town of Vienna Police Department facility.

The A& E is anticipated to start in early November, and construction will start in the Spring of 2020 with completion by the Summer of 2021.

Anticipated award for this RFP is at the December 10, 2018, Council Meeting.

3. BACKGROUND

The Town of Vienna Police Department is located at 215 Center Street South, Vienna, Virginia. The 9,800 square foot building was completed in 1994. This facility houses many of the police operations to include the administrative division, operations division and communications division, which provides dispatch, call taking and central records functions. In addition to the main building, the police department utilizes offsite storage facilities, offsite parking, and approximately 1,800 square feet in the Vienna Town Hall for the Criminal Investigations Section.

In 2013 a needs assessment for the police department was conducted. That assessment identified the need for an approximately 30,000 square foot police facility to adequately house all of the police operations at one location. The project will include the current police property on Center Street as well as the adjacent property, 144 Locust Street Vienna VA., which is now owned by the Town.

The scope of this project will include construction of a new facility and, most likely, renovation of the current facility on Center Street. Part of the police facility will require shared space for use by other Town of Vienna Departments and the public. Also included is the development of a space program for the 1800 square foot section of Town Hall now being occupied by the Police Department Investigations Section so that space maybe used by another Town department.

This Police Station projects will have a goal of silver certification under the LEED® Green Building program. Major disciplines required for this project include architecture, civil engineering, structural engineering, electrical engineering, mechanical/plumbing engineering, HVAC peer review and third party commissioning, LEED® team member, value engineering, independent cost estimator, and interior design

4. SCOPE OF WORK

A. Project Pre-Construction & Design Phase

1. Attend design meetings as needed.
2. Develop, update, and monitor a construction management plan. The management plan should be a control system that addresses and tracks project schedule, milestones, risks, project quality, and budget status.

B. Construction Phase

1. Schedule, conduct and document periodic project construction meetings with Design/Builder and other key parties.
2. Work and consult with the Town's design professional as needed throughout the project.

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3. Prepare a list and schedule, based upon project contract documents, of required submittals, inspections, and testing and maintain logs of each.
4. Plan for, coordinate and ensure that all *owner-provided*, third-part construction testing and/or verification is performed as specified and is in compliance as specified in the project construction documents.
5. Verify that all *Design/Builder-provided* construction testing and/or verification is performed as specified and is in compliance as specified in the project construction documents.
6. Establish and maintain a CM presence on-site, as the Town's representative, in keeping with the needs of the construction management plan, to include:
 - a. Act as the eyes and ears of the Town on-site and vigilantly represent the Town's interest;
 - b. Monitor and inspect all construction materials, equipment, and supplies for compliance with the project construction contract documents;
 - c. Monitor and inspect the workmanship and installation for compliance with the project construction contract documents;
 - d. Identify any work or safety procedure not in compliance with the project contract documents and advise the Town, Design/Builder, and other parties as needed;
 - e. Submit to the Town, a weekly report summarizing significant activities and occurrences at the project site, including a running record of outstanding, unresolved issues and a running record of discrepancies/deficiencies.
 - f. Working with the Design/Builder, schedule, observe and document all on-site testing that is specified in the project contract documents;
 - g. Make recommendations to the Town which identify, alleviate, or correct issues, risks, and errors.
7. Keep and maintain detailed records for the project. Make records available to Town upon request. Records shall include, but not be limited to:
 - a. Project status reports (daily, weekly, or monthly as requested by the Town) in a format prescribed or approved by the Town;
 - b. Logs (including digital photos) of construction/inspection activities, logs may also be required to include ongoing analysis of actual hours used, versus hours estimated on the CM's fee proposal;
 - c. Project specific email and other written correspondence (*Note: Any correspondence related to Town of Vienna business may be subject to Virginia Freedom of Information Act (FIOA) requests*);
 - d. Project file to incorporate all material and equipment information;
 - e. Logs of owner-provided test and inspections/reports;
 - f. Approved drawings and as-built mark-ups;
 - g. Requests for information/clarifications with responses;
 - h. General correspondence;
 - i. Change order requests and subsequent responses;
 - j. Any other such reports as may be required by best practices, the construction management plan for the specified project, or by the project contract documents for the specified project.
8. When project, site or other conditions warrant a change of project scope the CM shall (coordinating with the design professional, as required) expeditiously obtain, from the Design/Builder, a written Proposed Change Order (PCO) for said changes. Each PCO shall be complete with all necessary supporting documents as required by the Town. The CM shall

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expeditiously evaluate PCOs, ensure fairness, reasonableness, and compliance with the contract documents. The CM shall consult with the project design professional, as necessary, and advise the City on a course of action.

9. Expeditiously transmit all submittals, request for information (RFI), proposed change orders (PCO), change orders (CO), test results and clarifications to the Town all and appropriate parties.

C. Post-Construction Phase

1. Prepare a complete project checklist for all final close-out documents and activities as prescribed by the project contract documents.
2. Ensure coordination of post-coordination activities including testing and/or commissioning of all major components and systems.
3. Verify Project is ready for substantial completion inspections prior to actual inspection.
4. Coordinate and oversee punch-list and close-out activities of Design/Builder.
5. Ensure specific training occurs, per contract requirements, of Town staff in start-up and use of the new facilities and/or equipment; document all training and participants.
6. Ensure completed work is in compliance with the construction documents.
7. Where not directly the responsibility of the design professional, collect and verify all “as- built” drawings and any other material as required by the project construction documents for close-out purposes (warranties, guarantees, operating manuals, and spare parts).

D. Other Requirements The Offeror shall:

1. Provide for their own transportation to and from project site;
2. Provide their own mobile phone, computers, printers/copiers, email, testing and sampling equipment, and cameras;
3. Have the ability, skills, and software necessary to open, view, save and print industry standard CAD applications;
4. Have the ability and skill to create, open, read, save, and print portable document format (pdf) files;
5. Have the ability and skill to open, create, modify, save and print documents in MS Word and Excel formats;
6. Have the ability and skill to compress/decompress (zip/unzip) as needed, transmit, and receive all of the above and any other project-related correspondence electronically (via email);
7. Have proficiency in utilizing the internet in conducting research; and
8. Have proficiency in using common email exchange applications and File Transfer Protocol (ftp).

E. Town’s Responsibilities

1. The Town can provide an on-site office space containing desk, working table, chairs, file cabinets, if necessary.
2. The Town has contracted with a third party to provide A/E Support Services for this project.

F. Construction Manager Authority

The Construction Manager has no authority to and shall not:

1. Authorize deviations from the contract documents
2. Enter into areas of responsibility of the Contractor’s superintendent
3. Issue directions regarding construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work

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4. Issue or approve certificates for payment

5. QUALIFICATION REQUIREMENTS

In the proposal, the offeror shall provide the names, addresses and telephone numbers of at least three (3) other firms or local governments for whom this type of work has been performed in the past five (5) years.

The Offeror’s key personnel in this project shall have the following qualifications in order to be considered:

- Have education, trade related training and experience in a design or construction related field.
- Have the ability read and understand building plans and specifications.
- Have knowledge of construction means, methods and procedures.
- Have the ability to communicate effectively orally and in writing.
- Have satisfactory work experience of similar size and complexity or larger.

The Town of Vienna will consider, in determining the qualifications of a bidder, his record in performance of any contracts for the services into which he may have entered with the Town or with other public bodies or corporations; and, the Town of Vienna expressly reserves the right to reject the bid of such bidder, if such record discloses that said bidder, in the opinion of the Town, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills, or has otherwise disregarded his obligations to subcontractors, suppliers or employees.

The Town of Vienna will make an investigation as to the ability of the bidder to perform the work. The Town of Vienna reserves the right to reject any bid, if the evidence submitted by, or investigation of bidder, fails to satisfy the Town that such bidder is properly qualified by experience and financial status to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

6. EVALUATION CRITERIA

Proposal shall be evaluated based on the criteria listed below. Offerors submitting proposals shall include statements addressing the following:

1. Experience and qualifications of personnel assigned to perform the services. 40%
2. Specific plan or methodology to be used to perform the services. 25%
3. References from other clients. 10%
4. Responsiveness and completeness of the proposal. 10%
5. Cost of providing services. 15%

7. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL REQUIREMENTS

1. RFP RESPONSE: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal must be

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submitted to the Purchasing Office. No other distribution of proposals shall be made by the Offeror.

2. PROPOSAL PREPARATION: Proposals must be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agent requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Town at its discretion. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of context. Each copy of the proposal should be bound in a single volume.
3. ORAL PRESENTATION: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Evaluation Committee. This will provide an opportunity for the offeror to clarify or elaborate on the proposal, but will in no way change the original proposal. The Purchasing Agent will schedule the date, time and location of these presentations. Oral presentations are an option and may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC REQUIREMENTS

1. Proposals should be as thorough and detailed as possible so that the Evaluation Committee may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following as a complete proposal:
 - a. RFP cover page, signed and completed as required.
 - b. A written narrative statement to include:
 1. Description of the company, organizational structure and capabilities including size and staffing model, man-power backup plans and geographic market coverage area.
 2. Resumes of staff to be assigned to the project including name, project experience, employment history, educational background, software proficiencies, and relevant certifications.
 3. This project does not support extensive travel and lodging budgets. Please provide the mileage (distance) that all key staff expected to be involved in the project would travel in order to reach the project site.
 4. Company's previous experience in fulfilling construction management projects for municipals, corporation or government clients.
 5. At least three references where projects of similar size and complexity were successfully completed within the past five (5) years. Include a description of the projects, total costs, as well as names, titles and phone numbers of contacts.
 6. Approach to be used in providing services described in this RFP.
 7. Cost Estimate for Construction Management Services for length of contract, broken down by Pre-Construction and Design Phase, Construction Phase, and Post- Construction Phase.

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8. AWARD OF CONTRACT

The Town of Vienna Evaluation Committee shall engage in individual discussions with two (2) or more of the Offerors deemed fully qualified by the Evaluation Committee. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff qualifications pertinent to the proposed project, as well as alternate concepts.

At the discussion stage, the Town may discuss non-binding estimates of total project costs including, but not limited to non-binding estimates of cost of services.

Proprietary information from competing Offerors shall not be disclosed to the public or to the competitors.

At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, the Evaluation Committee, shall select, in the order of preference, two or more Offerors whose professional qualifications and proposed services are deemed more meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Town of Vienna can be negotiated at a price considered fair and reasonable, the Town Council shall be advised and make the award to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

Should the Evaluation Committee determine in writing that only one (1) offeror is fully qualified, or that one (1) offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

The award will be made to the responsible Offeror whose proposal, conforming to the solicitation, is the most advantageous and represents the best value to the Town of Vienna, costs and other factors considered.

The Town, as a municipal corporation of the Commonwealth of Virginia, is obligated and bound by the terms of this Agreement only to the extent that funds are lawfully appropriated therefore and are allocated and available to pay its obligations hereunder. In the event that and at such time as funds have not been appropriated or are not allocated and available to pay the Town's obligations under this Agreement, then the Town shall not be liable for any obligation to pay for the services referred to in this Agreement.

It is expressly agreed and understood that the selected firm is in all respects an independent Contractor as to work and is in no respect any agent, servant, or employee of the Town. The contract specifies the work to be done by the firm, but the method to be employed to accomplish the work shall be the responsibility of the firm.

9. REPORTING AND DELIVERY REQUIREMENTS

- A. The Consultant shall accept and sign a contract within (15) working days of the notice of award.
- B. The Purchasing Agent shall issue a Purchase Order within five (5) working days of the receipt of the signed contract.

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- C. The Consultant shall commence work within fifteen (15) calendar days from the issuance of the Purchase Order.
- D. The Consultant shall undertake and complete the work in a diligent and timely manner in accordance with a schedule to be mutually established by the Town's Project Manager and the Consultant.

10. SPECIAL TERMS AND CONDITIONS

Precedence of Terms: In the event that there is a conflict between the General Terms and Conditions and any Special Terms and Conditions used in this section, the Special Terms and Conditions shall apply.

- A. Mandatory Use of Town Forms and Terms and Conditions: Failure to submit a proposal accompanied by the signed and dated Cover Sheet provided shall be a cause for rejection of the proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the proposal; however, the Town of Vienna reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not such a proposal should be considered as non-responsive.

Offerors are reminded that changes to the RFP, in the form of addenda, are often issued between the issue date and within three business (3) days before the closing of the RFP. Offerors are solely responsible for checking the Town website to ensure that they have the most current information regarding the RFP.

All addenda must be signed and submitted with your bid.

- B. Ownership of Material: Ownership of all data, materials and documentation originated and prepared for the Town of Vienna pursuant to the RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets and 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 this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- C. Default: In case of failure to deliver services in accordance with the contract terms and conditions, the Town of Vienna, after due oral or written notice, may procure them from other sources and hold the Consultant responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Vienna may have.
- D. Obligation of Offeror: By submitting a proposal, the offeror covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- E. Withdrawal/Modification of Proposals: Proposals may be withdrawn or modified by written notice received from Offerors prior to the time fixed for proposal receipt.

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- F. Receipt and Opening of Proposals: In the case of proposals received in response to a Request for Proposals, public openings are not required; however, if a public opening is held, only the names of the Offerors are read aloud.
- G. Qualifications of Offerors: The Town of Vienna may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the Town of Vienna all such information and data for this purpose as may be requested. The Town of Vienna reserves the right to inspect the Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Town of Vienna further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Town that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- H. Debarment Status: By submitting their proposals, all Offerors certify that they are not currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia.
- I. Cancellation of Contract: The Town of Vienna reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty upon ten (10) days written notice to the consultant. Any contract cancellation notice shall not relieve the consultant of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- J. Rights of the Town of Vienna: The Town of Vienna further reserves the right to request information relative to experience, reference and/or financial status of a firm.
- K. Conflict of Interest: The Offeror certifies that to the best of its knowledge no employee of the Owner nor any member thereof, nor any public agency or official affected by the proposal, has a pecuniary interest in the business of the Offeror, and that no person associated with the Offeror has any interest that would conflict in any manner with the performance of the proposal.
- L. Insurance: By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the insurance coverage specified on the Insurance Checklist within ten (10) days of notification of award. Additionally, the Offeror certifies that it will maintain all required insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract the Owner reserves the right to require the Firm to furnish the certificates of insurance for coverage required to the Procurement Division.

Insurance Coverages and Limits Required:

- a. Worker's Compensation - Statutory requirements and benefits.

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- b. Employers Liability - \$100,000.00
- c. General Liability - \$500,000.00 combined single limit. The Town of Vienna is to be named as an additional insured with respect to the services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
- d. Automobile Liability - \$500,000.00
- e. Professional Liability/Errors and Omissions Coverage - Proof of professional liability coverage must accompany the Consultant's written proposal.

Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, the Town reserves the right to require the consultant to furnish certificates of insurance for the coverage required.

The Town of Vienna, Virginia is to be named as an additional insured and this is to be so noted on Certificate of Insurance. The policy shall be delivered to the Town of Vienna PRIOR to the commencement of any work.

A thirty (30) day written notice of cancellation or non-renewal shall be furnished by certified mail to the purchasing office at the address indicated on the solicitation.

- N. Ownership of documents: Any reports, studies, photographs, negatives or other documents prepared by the Offeror in the performance of its obligations under this contract shall be the exclusive property of the Owner, and all such materials shall be remitted, without restriction, to the Owner by the Offeror upon completion, termination or cancellation of the contract. Offeror shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of the Offeror's obligations under this contract without the prior written consent of the Owner.

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11. REFERENCES - MUST BE COMPLETED AND RETURNED WITH PROPOSAL

NAME OF COMPANY _____

QUALIFICATION OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements. Indicate the length of time you have been in business providing this type of service and/or product; _____ Years, _____ Months. Provide a list of at least three (3) accounts, preferably governmental, that your firm has provided similar goods and/or services to in the past five (5) years. PLEASE TYPE.

1. FIRM NAME - _____

ADDRESS - _____

CONTACT/TITLE - _____

PHONE NUMBER - _____ **EMAIL -** _____

PROJECT - (DATE SERVICES/GOODS PROVIDED WITH BRIEF DESCRIPTION OF PROJECT)-

=====

2. FIRM NAME - _____

ADDRESS - _____

CONTACT/TITLE - _____

PHONE NUMBER - _____ **EMAIL** _____

PROJECT - (DATE SERVICES/GOODS PROVIDED WITH BRIEF DESCRIPTION OF PROJECT)-

=====

3. FIRM NAME - _____

ADDRESS - _____

CONTACT/TITLE - _____

PHONE NUMBER - _____ **EMAIL** _____

PROJECT - (DATE SERVICES/GOODS PROVIDED WITH BRIEF DESCRIPTION OF PROJECT)-

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SECTION 12. GENERAL TERMS AND CONDITIONS

VENDOR: THE GENERAL TERMS AND CONDITIONS WHICH FOLLOW APPLY TO ALL PURCHASES AND BECOME A DEFINITE PART OF EACH FORMAL INVITATION FOR BID, REQUEST FOR PROPOSALS, PURCHASE ORDER AND/OR OTHER AWARD ISSUED BY THE TOWN OF VIENNA, VIRGINIA, UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION DOCUMENTS. BIDDERS/OFFERORS OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES AS TO THE CONDITIONS, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING BIDS/PROPOSALS; FAILURE TO DO SO WILL BE AT THE BIDDERS/OFFERORS' OWN RISK AND HE CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

SUBJECT TO STATE, TOWN AND LOCAL LAWS AND ALL RULES, REGULATIONS AND LIMITATIONS IMPOSED BY LEGISLATION OF THE FEDERAL GOVERNMENT, BIDS/PROPOSALS ON ALL SOLICITATIONS ISSUED BY THE PURCHASING OFFICE WILL BIND BIDDERS/OFFERORS TO APPLICABLE CONDITIONS AND REQUIREMENTS HEREIN SET FORTH UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

1. **CLARIFICATION OF TERMS:** If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Purchasing Agent or the person whose name appears on the face of solicitation NO LATER THAN SEVEN (7) WORKING DAYS BEFORE opening/closing date. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Agent.
2. **PREPARATION & SUBMISSION:** In order to be considered for selection, the bidder/offeror must submit a complete response to the Invitation For Bid/Request For Proposals. One (1) original and one (1) copy of each bid/proposal must be submitted on the Town of Vienna Bid/Proposal Forms provided. The bid/proposal shall be signed by an authorized representative of the bidders/offerors' firm and delivered to the proper location by the time and date specified on the cover page.
3. **ENVELOPE IDENTIFICATION:** The signed bids must be returned in a sealed envelope and identified as follows: "SEALED BID", show the IFB number, IFB subject, opening time, opening date, and bidder's name and address. In the case of proposals, the signed proposal cover page and proposal must be returned in a sealed envelope, marked clearly on the outside "SEALED COMPETITIVE NEGOTIATION", show the RFP number, RFP subject, closing time, closing date, and offeror's name and address.

If a bid/proposal is mailed in an envelope, not identified as specified, the bidder/offeror takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the bid/proposal to be disqualified. The Town reserves the right to declare such a bid/proposal as non-responsive. Bids/proposals may be hand delivered to the designated location.
4. **LATE BIDS/PROPOSALS:** LATE bids/proposals will be returned to bidder/offeror UNOPENED, if the IFB/RFP number and return address is shown on the envelope.
5. **QUOTATIONS TO BE F.O.B. DESTINATION:** Quote F.O.B. DESTINATION for all competitive sealed bids. If otherwise, show exact cost to deliver.
6. **PRICING ERRORS:** In case of an error in price extension, the firm fixed unit price shall govern.
7. **BID/PROPOSAL ACCEPTANCE PERIOD:** Bids shall be binding upon the bidder for sixty (60) days following the bid opening date. Proposals

shall be binding upon the offeror for ninety (90) days following the proposal due date. Any bid/proposal on which the bidder/offeror shortens the acceptance period may be rejected.

8. **CORRECTION OR WITHDRAWAL OF BIDS AND CANCELLATION OF AWARDS UNDER COMPETITIVE SEALED BIDDING:** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Town or fair competition shall be permitted. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent. No bid may be withdrawn when the result would be to award the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent (5%). If a bid is withdrawn, the lowest remaining bid shall be deemed to be the low bid. If the Purchasing Agent, the Using Department, or a designee of such, denies the withdrawal of a bid, he shall notify the bidder in writing stating his decision.
9. **TAX EXEMPTION:** The Town of Vienna is exempt from State Sales Tax and Federal Excise Tax. The Town's Federal Tax ID Number is 54-6001654. DO NOT INCLUDE TAX IN BID. Tax Exemption Certificate furnished by the Town of Vienna on request.
10. **USE OF BRAND NAME OR EQUAL:** Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Town of Vienna, in its sole discretion, determines to be equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalogs and technical details to enable the Town of Vienna to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the bidder/offeror clearly indicates in its bid/proposal that the product offered is an "EQUAL" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.
11. **SAMPLES:** Samples, if required, must be furnished free of expense to the Town of Vienna on or before date specified; if not destroyed in examination, they will be returned to bidder, if requested, at his expense. Each sample must be marked with the bidder's name and address, Town's request number and opening date. DO NOT ENCLOSE IN OR ATTACH BID TO SAMPLE.
12. **DELIVERY:** Bids must show number of days required to place material in using agency's receiving area under normal conditions. Proposal must show the number of days required to provide the services/reports as specified.

Failure to state delivery time obligates bidder/offeror to complete delivery in fourteen (14) calendar days or as specified. A five (5) day difference in delivery promise may break a tie bid. An unrealistically short or long delivery promise may cause a bid/offer to be disregarded. Consistent failure to meet delivery promise without valid reason may cause removal from bid list. Delivery shall be made during normal working hours, 8:00 am to 4:30 pm Monday through Friday, unless prior approval for another time period has been obtained from Consignee.

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13. **DEFAULT:** In case of failure to deliver goods/services in accordance with the contractual terms and conditions, the Town of Vienna, Virginia, after due oral or written notice, may procure them from other sources and hold the defaulting Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Vienna may have.
14. **DISPUTE RESOLUTION:** Any dispute under the awarded RFP shall be resolved in a court of competent jurisdiction in the Town of Fairfax, Virginia, and the prevailing party in any legal action shall be entitled to recover its costs and reasonable attorney's fees.
15. **CONDITION OF ITEMS:** All items bid/proposed shall be new and in first class condition, including containers suitable for shipments and storage, unless otherwise indicated in bid invitation/proposal request. Verbal agreements to the contrary will not be recognized.
16. **SUBSTITUTIONS:** No substitutions or cancellations permitted without prior written approval by the Purchasing Agent.
17. **RIGHTS OF THE TOWN OF VIENNA:** The Town reserves the right to accept or reject all or any part of bids/proposals, waive minor technicalities/informalities and award the contract to the lowest responsive and responsible bidder or most qualified and best suited offeror to best serve the interest of the Town.
18. **ANTI-TRUST:** By entering into a contract, the bidder/offeror conveys, sells, assigns, and transfers to the Town of Vienna all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Vienna under said contract. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for Anti-Trust violations.
19. **INDEMNIFICATION:** The Contractor agrees to indemnify, defend and hold harmless the Town of Vienna, Virginia, its officers, agents, and employees from any claim, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor or any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using department or to failure of the using department to use the materials, goods or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered. The vendor agrees to protect the Town from claims involving infringement of patent or copyrights.
20. **TIE BIDS:** If there is a tie for low bid and all other considerations are equal, and if the public interest will not permit the delay of re-advertising for bids, the award shall be determined by drawing lots in public.
21. **PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED BIDDING:** No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
22. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor, in whole or in part, without the prior written consent of the Town of Vienna, Virginia.
23. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Invitation For Bid/Request For Proposal, the signed bid/proposal submitted by the Contractor, the Town of Vienna's standard Purchase Order, the Mandatory/Special Specifications, Terms and

Conditions, and the General Terms and Conditions, all of which shall be referred to collectively as the Contract Documents.

If the contractor has a standard contract form, this form shall be submitted with the bid/proposal submittal for the Town's review of its terms and conditions.

24. **LICENSE REQUIREMENT:** All firms doing business in the Town of Vienna are required to be organized or authorized to transact business in the Commonwealth of Virginia or include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Additionally all firms doing business in the Town of Vienna are required to be licensed in accordance with the Town's "Business, Professional and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in the Town are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Finance Department, Business License Office, Telephone number (703) 255-6321. The BPOL License number must be indicated on the submitted bid form.

25. **AWARD:** The contract shall be awarded to the lowest responsive and responsible bidder or the most qualified and best suited offeror.

The Town Council will award all contracts in the amount of twenty thousand dollars (\$20,000.00) or more.

The Purchasing Agent will award all contracts less than twenty-thousand dollars (\$20,000.00).

The Purchasing Agent shall sign all contract documents, with the exception of "Construction" contracts, and issue a purchase order to the successful bidder/offeror.

26. **METHOD OF PAYMENT:** Upon satisfactory delivery of the merchandise and/or satisfactory completion of the services, all invoices and statements shall reference the purchase order number and be submitted to:

Town of Vienna
ATTN: ACCOUNTS PAYABLE
127 Center St., S.
Vienna, VA 22180.

The prices and payments shall be full compensation for the labor, tools, equipment, transportation and all other incidentals necessary to complete the specified terms and conditions.

27. **ANTI-DISCRIMINATION:** By submitting their bids/proposals all bidders/offerors certify to the Town of Vienna that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000.00 the provisions in A and B below apply:

a. During the performance of this contract, the contractor agrees as follows:

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

The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor, is an equal opportunity employer.

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Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

b. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

28. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the Code of Virginia (1950), as amended, shall be applicable to all contracts solicited or entered into by the Town of Vienna. A copy of these provisions may be obtained from the Purchasing Agent upon written request.

By submitting their bids/proposals, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

29. **CRIMINAL SANCTIONS:** The provisions referenced in Item 27 supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act (§§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§§ 18.2-498.1 et seq.), and Articles 2 (§§ 18.2-438 et seq.) and 3 (§§ 18.2-446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.
30. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
31. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by 10.1-1400 of the Code of Virginia (1950), as amended, 42 U.S.C. § 11001 et seq., or 42 U.S.C. § 9601 et seq., then the bidder/offeror, by submitting his bid/proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products that the bidder/offer does not violate any of the prohibitions of Sec. 10.1-1400 et seq., or the Code of Virginia or Title 15 U.S.C. Sec. 1263.
32. **MATERIAL SAFETY DATA SHEETS:** Material Safety Data Sheets (MSDS) and descriptive literature shall be provided with the bid/proposal or delivered materials for each chemical and/or compound offered. Failure of the bidder/offeror to submit such data sheets may be cause for declaring the bid/proposal as non-responsive.
33. **DEBARMENT STATUS:** By submitting their bids, Bidders certify that they are not currently debarred by the Commonwealth of Virginia or any Political Subdivision from submitting bids on contracts for the type of services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
34. **COOPERATIVE PROCUREMENT:** As authorized in Section 2.2-4304 of the Code of Virginia this procurement is being conducted on behalf of and may be used by public bodies, agencies, institutions and

localities of the several states, territories of the United States, and the District of Columbia with the consent of the Contractor.