



**REQUEST FOR PROPOSALS**  
**Town of Pulaski, Virginia**  
**Calfee Community & Cultural Center**  
**Conceptual Design Services**

The Town of Pulaski is seeking non-exclusive proposals from qualified architectural firms to provide professional architectural services for design of former Calfee Training School to be used as the Calfee Community & Cultural Center, including a childcare center and cultural heritage museum. The Town of Pulaski has received a Community Development Block Grant (CDBG) Planning Grant for planning and conceptual design of the facility for this use.

**Scope of Services:**

The Town of Pulaski is requesting proposals from consultants to provide the following assistance:

Architectural Design

- a. experience designing community and commercial spaces
- b. familiarity with former school renovations preferred
- c. experience with historic preservation is preferred
- d. experience with childcare design requirements

The Town reserves the right to retain selected firm for implementation of the construction project upon award of funding.

Submittals should address the items above and must be limited to no more than five pages, not including references.

**Proposal Contents:**

The Respondent's proposal for professional services must include the following:

1. Each proposal shall be transmitted along with a cover letter of not more than two pages.
2. A letter or proposal, not exceeding five (5) pages including:
  - a. A biographical sketch and qualifications of the firm which will be performing the work;
  - b. Names, qualifications and principal staffing of any subcontractors which will be used on the project;
  - c. Narratives which describe the services to be provided. These will be used as a basis of comparison to other suppliers.
  - d. Description of experience working with Community Development Block Grants (CDBG), specifically highlighting any similar projects.
  - e. A timetable for start of design and completion of the scope of services;
  - f. A description of any similar projects in which the firm has participated during the past three (3) years giving the involvement of the firm in the project, a description of the size and value of the project, and the names and phone numbers of

- references who may be contacted;
- g. Family relationship of any personnel in the proposer's firm to any employee of the Town, as well as the name and address of such personnel; and
  - h. Name, address, and telephone number of the primary contact person.
3. Proposals shall be signed by an authorized representative of the Respondent. All requested information must be presented. Failure to do so may result in the proposal being considered non-responsive and thus rejected.
  4. Each copy of the proposal shall be bound in a single volume with all documentation requested included in that single volume.
  5. Respondents who submit a response to the RFP may be required to give an oral presentation of their proposal that will provide an opportunity for the Respondent to clarify or elaborate on their proposal. Please note that any presentation will not alter the proposal, and, if there is an oral presentation, it will be at the Respondent's expense. Oral presentations are discretionary; therefore, proposals should be complete. If a presentation is scheduled, the Town will designate a convenient time and place.
  6. In order to be considered for selection, Respondents must submit complete responses to this RFP to the Town Manager's Office.

**Proposal Evaluation:**

Evaluation of proposals will be based on the following criteria:

1. Qualifications and experience of personnel involved in project.
2. Timetable for completion of scope of services, as outlined above.
3. Experience of firm providing similar services.
4. Experience with CDBG projects.
5. Proximity of the firm to the Town of Pulaski.
6. Previous work experience with the Town of Pulaski.

The Town of Pulaski, or their authorized selection committee, will review all proposals and select Respondents deemed best qualified, responsive, and suitable for interviews. At the conclusion of the interviews, the firms will be ranked in order of preference, and contract negotiations will be instituted with the Respondent ranked first. Should a satisfactory contract be negotiated at a price which is fair and reasonable, the award will be made to that Respondent.

Otherwise, negotiations with the number one firm will be formally terminated, and negotiations will be conducted with the firm ranked second. This process shall continue until a fair and reasonable contract can be negotiated.

The Town reserves the right to reject any and all proposals, waive any formalities, and/or divide any project into sub-sections. The procurement of these services will comply with the Virginia Public Procurement Act. The Town of Pulaski is an equal opportunity employer.

**Questions:**

Any questions pertaining to this RFP, including requests for clarifications, should be in e-mail or written form addressed to Shawn Utt, Town Manager via [sutt@pulaskitown.org](mailto:sutt@pulaskitown.org) or 42 First Street, NW, Pulaski, VA 24301.

**Proposal Submittal:**

Five (5) copies of proposals requested herein must be received in a sealed envelope clearly marked "**Design Services for Town of Pulaski – Calfee Community & Cultural Center**" no later than **2:00 p.m., Friday, March 13, 2020**. Any proposals received after this deadline shall be returned to the Respondent unopened.

Proposals and inquiries should be addressed to:

Shawn M. Utt, Town Manager  
42 First Street, NW  
P.O. Box 660  
Pulaski, VA 24301  
(540) 994-8600

## ***INSURANCE AND INDEMNIFICATION GUARANTEE***

### **1. Indemnification and Hold Harmless Requirements**

- 1.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Town of Pulaski, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the work, including but not limited to any such claim, damage, loss or expense which is attributable to the bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including the loss of use or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a claim against the Contractor or his Subcontractor arising from any work or property that must be restored, repaired or replaced because of Contractor's or Subcontractor's work being incorrectly or improperly performed. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.
- 1.2 In any and all claims against the Town of Pulaski or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under paragraph 1.1 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other Employee benefit acts.

### **2. Contractor's Liability Insurance and Other Insurance**

- 2.1 The Contractor shall purchase and maintain such insurance as will protect him from claims which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, including but not necessarily limited to, the following:
1. claims under worker's or workmen's compensation, disability benefit and other similar employee benefit acts;
  2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employee;
  3. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
  4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an act or offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person;
  5. claims for damages, other than to the work itself, because of injury to destruction of real or tangible property, including loss of use resulting therefrom; and
  6. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle
- 2.2 The insurance required by Subparagraph 2.1 shall be written for not less than any limits of liability specified in the Contract Documents, or as required by law, whichever is greater.

2.3 The insurance required by Subparagraph 2.1 shall include contractual liability insurance applicable to the Contractor's obligation under Paragraph 1.

2.4 Certificates of Insurance acceptable to the Town of Pulaski shall be filed with the Town prior to commencement of the work. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled until at least thirty days prior written notice has been given to the Town.

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Signature of Authorized Agent

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Date

***CONTRACTOR'S POLICY OF NONDISCRIMINATION***

Pursuant to Section 2.2-4311 of the 1950 Code of Virginia, as amended:

1. During the performance of any contract awarded, the contractor agrees as follows:
  - 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.
  - c. Notices, advertisements and solicitation 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 paragraphs 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.

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Signature of Authorized Agent

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Date