CITY OF ROANOKE, VIRGINIA

REQUEST FOR QUALIFICATIONS

FOR

DESIGN-BUILD SERVICES FOR A
PUBLIC-PRIVATE PARTNERSHIP COMMUNICATIONS CENTER

RFQ NUMBER 17-04-06

OPENING DATE: November 29, 2016

OPENING TIME 2:00 P.M.

The Request for Qualifications and related documents may be obtained during normal business hours from the Purchasing Division located in the Noel C. Taylor Municipal Building, 215 Church Avenue, SW, Room 202, Roanoke, VA 24011. This document may be viewed and/or downloaded from the City of Roanoke Purchasing Division's Vendor Self Service website at https://vss.roanokeva.gov or from the Purchasing Division's website at www.roanokeva.gov/purchasing. If you have any problems accessing the documents, you may contact Purchasing at (540) 853-2871 or purchasing@roanokeva.gov.

THIS PUBLIC BODY DOES NOT DISCRIMINATE
AGAINST FAITH-BASED ORGANIZATIONS

DATE of RFQ: November 29, 2016

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ No. 17-04-06
Issue Date: October 28, 2016
Commodity Code: 90625, 90610, 91223, 90638, 90607, 90735, 90930, 90924,

Title: Design-Build Services for a
Public-Private Partnership Communications Center

Issued By: **City of Roanoke**
Purchasing Division
Noel C. Taylor Municipal Building
215 Church Ave., SW, Room 202
Roanoke, VA 24011-1517
Phone (540) 853-2871
FAX (540) 853-1513
Email: Simone.Knowles@roanokeva.gov

Sealed statements of qualifications will be received on or before **2:00 P.M., Tuesday, November 29, 2016** for furnishing the services and/or items described herein. The time of receipt shall be determined by the time clock stamp in the Purchasing office.

If statements of qualifications are mailed, send directly to the Purchasing Division at the address listed above. If hand delivered, deliver to Purchasing Division at Noel C. Taylor Municipal Building, 215 Church Ave., SW, Room 202, Roanoke, VA.

A non-mandatory pre-qualifications conference will held at 10:00 a.m. on Friday, November 4, 2016 in the Emergency Operations Center (EOC), Room 159, Noel C. Taylor Municipal Building, 215 Church Ave., SW, Roanoke, VA 24011.

THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

The City reserves the right to cancel this RFQ and/or reject any or all statements of qualifications and to waive any informalities in any statement of qualification.

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CITY OF ROANOKE, VIRGINIA
REQUEST FOR QUALIFICATIONS
FOR

Design-Build Services for a
Public-Private Partnership Communications Center

RFQ NUMBER 17-04-06

INTRODUCTION

The City of Roanoke, Virginia, is requesting Statements of Qualifications (SOQ) from Offerors to provide Design-Build services for a Public-Private Partnership Communications Center(combined E 911 VA 811 call center) located on an vacant site at Blue Hills Circle, NE (Parcel 7280104) in the Roanoke Centre for Industry & Technology, off Orange Avenue (Route 460), Roanoke, VA 24018, in accordance with all terms, conditions, and specifications as set out in this Request for Qualifications (RFQ). This is a two-step qualifications-based competitive negotiation process as authorized by Section 2.2-4308 of the Code of Virginia and City of Roanoke Ordinance No. 39922-050514 adopting written procedures governing the selection, evaluation, and award of design-build contracts. Qualified Offerors will be invited to submit proposals for the second step of this process.

The primary objective on the part of the City and its private partner in utilizing the design-build approach is to reduce the delivery schedule for this project by supporting concurrent construction activity with the design process to ensure completion of a new joint E-911 / VA811 communications facility.

The RFQ and related documents may be obtained during normal business hours from the Purchasing Division, (540) 853-2871. This document may be viewed and/or downloaded from the City of Roanoke Purchasing Division's Vendor Self Service website at https://vss.roanokeva.gov or from the Purchasing Division's website at www.roanokeva.gov/purchasing. If you have any problems accessing the documents, you may contact Purchasing at (540) 853-2871 or purchasing@roanokeva.gov.

As part of the Offeror's team, all Offerors must have: (1) a Virginia licensed Class "A" contractor; (2) an Architect or Engineer registered in the Commonwealth of Virginia; and (3) a firm that provides 9-1-1 subject matter expertise and consulting support. The Design Build Team members (Architect or Engineer, General Contractor and communications specialty firm) must each have a minimum of five years of experience in delivering projects of similar size and complexity.

Statements of Qualifications, to be considered and evaluated, must be sealed and received **on or before 2:00 p.m. on Tuesday, November 29, 2016** in the Purchasing Division, City of Roanoke, Noel C. Taylor Municipal Building, 215 Church Ave., SW, Room 202, Roanoke, VA 24011. Statements of Qualifications appropriately received will be opened at this time. **Statements of Qualifications received after 2:00 p.m. will not be accepted or considered.** The time of receipt shall be determined by the time clock stamp in the Purchasing Office, or if it is not working, such time shall be determined by the Purchasing official who is to open the Statements of Qualifications. Faxed or e-mailed SOQ are not acceptable**.** If the Noel C. Taylor Municipal Building is closed for business at the time scheduled for the SOQ opening, the sealed SOQ will be accepted and opened on the next business day of the City, at the originally scheduled hour.

Each SOQ, one (1) original and five (5) copies, must be appropriately signed by an authorized representative of the primary Offeror, and must be submitted in a sealed envelope or

package. The notation **"Design-Build Services for a Public-Private Partnership Communications Center, RFQ No. 17-04-06"** and the specified opening time and date must be clearly marked on the front of that sealed envelope or package. A removable media storage device containing one (1) digital copy of the SOQ must be included in the proposal packet.

The City of Roanoke, Virginia, and its officers, employees or agents will not be responsible for the opening of an SOQ envelope or package prior to the scheduled opening if that envelope or package is not appropriately sealed and marked as specified.

The City of Roanoke, Virginia reserves the right to cancel this RFQ and/or reject any or all statements of qualifications, to waive informalities in any SOQ, and to qualify any Offeror whose statement of qualifications is, at the sole discretion of the City of Roanoke, determined to be in the best interest of the City.

Qualification evaluation will be accomplished in accordance with this RFQ and Sections 2.2-4308, et seq., of the Code of Virginia and City of Roanoke Ordinance No. 39922-050514 adopting written procedures governing the selection, evaluation and award of design-build contracts. An evaluation committee will evaluate each responding Offeror's statement of qualifications and any other relevant information and shall determine which Offerors are fully qualified and suitable for the project. The RFQ evaluation shall result in a short list of two (2) to five (5) Offerors to receive a Request for Proposal (RFP).

Inquiries regarding this RFQ, procurement procedures, and/or SOQ submission shall be directed to the Purchasing Manager at (540) 853-2871.

This RFQ consists of this Introduction, seven (7) numbered sections, and the attachments hereto.

If you download this RFQ from the City website and intend to submit a statement of qualifications, you should notify Purchasing that you have done so. However, each Offeror is solely responsible for ensuring that such Offeror has the current, complete version of the documents, including any addenda, before submitting an SOQ. The City is not responsible for any RFQ obtained from any source other than the City. Contact Purchasing by phone at (540) 853-2871, by fax at (540) 8531-1513, or by email at purchasing@roanokeva.gov.

Respectfully,

Simone Knowles, VCO
Purchasing Manager

Date: October 28, 2016

Design-Build Services for a Public-Private Partnership Communications Center

SECTION 1. PURPOSE.

The purpose of this Request for Qualifications (RFQ) is to request Statements of Qualifications (SOQ) from Design-Build teams to provide planning, design, construction and other related and required services for a new communications facility to be constructed on a vacant parcel of land located on Blue Hills Circle (parcel 7280104) in the Roanoke Centre for Industry & Technology, off Orange Avenue (Route 460), in Roanoke, Virginia, 24018. This project will employ the design-build procurement process to encourage a creative, problem solving approach through interactive efforts of an experienced, highly motivated public-private partner Design-Build Team. The design-build process will foster a cooperative owner-designer-contractor effort to identify potential value enhancement concepts throughout the design and construction process.

SECTION 2. BACKGROUND/DESCRIPTION OF PROJECT.

The City of Roanoke and its private partner, Virginia Utility Protection Service (VUPS), or Virginia 811 (formerly called “Miss Utility of Virginia”), have entered into an agreement that will result in the design and construction of a new emergency (E-911) call center, and a “one call” Virginia communications center for excavators, contractors, property owners, anyone planning any excavation or demolition. Virginia 811 is a private, not-for-profit, organization that was created by Virginia’s utilities to protect their underground facilities. This public-private partnership is seeking statements of qualifications (SOQ) from Design-Build Teams to provide a new building and all related and required site work that will provide facilities ideally suited to the needs of an E-911 call center, to those of a “one call” communications center, and to share and jointly use facilities within the building that would be common to both entities.

As envisioned, the building will provide floor space sufficient to accommodate both the E-911 and VA811 centers and their shared spatial needs. Of its own initiative, each entity undertook a programming and planning study that resulted in the schematic design of a new E-911 building with 11,500 sq. ft. of gross floor space and a VA811 building providing approximately 18,400 gross sq. ft. of floor space. If combined, the total floor area of both facilities would approximate 30,000 gross sq. ft. Both parties believe that the ability to share common space will result in a footprint smaller than the total area previously mentioned, and the prospect of redundant use of certain life-safety systems and larger items of equipment such as back-up generators further encourages such a public-private partnership.

The new building is intended to be one-story in height; however, some discussions have indicated a possible need to design a portion of the structure to accommodate a

future second floor. The new building is to be designed and constructed such that it can achieve a life expectancy exceeding 50-years.

The Successful Design Build Team is expected to provide all services necessary to provide a complete and fully functional E-911 and VA811 communications center. The expected work includes, but is not limited to, architectural design services in sufficient detail to support construction activities and to gain all applicable regulatory approvals; constructions services, including all labor, equipment and materials; special inspections; surveying and geotechnical services; testing, and project management services. Each Design Build Team shall also include a consultant that specializes in providing NG911 consulting, PSAP consolidation planning, and mobile radio design services inherent in and essential to modern day emergency communications facilities. The electronic interface involving computers, radio, CAD systems, etc. required between the proposed facility and the City's existing E-911 facility downtown, the emergency communications centers of other adjoining communities, and several mountain repeaters around the Valley necessitate the presence and involvement of such a specialty consultant.

The building shall be designed and wired to accommodate proposed communications and information technology required internally within the building. Supporting information technology infrastructure including switches, routers, servers are not part of the project scope and will be provided by others.

Prospective Offerors are encouraged to review the documents found under Attachment A to this RFQ, "Owner Furnished Data." Under that attachment are found two pages that show the physical location of the property, one page that indicates programming data specific to the City's emergency E-911 communications center, and two pages that show the conceptual floor plans that were previously developed for each of the E-911 and VA811 centers by the respective owners.

The public-private partnership has agreed that the Successful Design Build Team to which is awarded a Contract for the Schematic Phase services described herein will be compensated the a sum not to exceed Three Hundred Thousand Dollars ($300,000) for the work and services requested in this RFQ for the preliminary design of a combined E-911 and VA811 communications center. These services will include, but not necessarily be limited to, the following:

- Review and refine of all programming needs required for the two entities.
- Identification of those of program needs specific to each entity, and those that can be shared in a joint-use facility.
- Analysis of the site to include vehicular access points, parking needs for each entity (secure and non-secure) as well as joint-use (shared) parking, and service drives; secure and non-secure fencing systems; location and recommendation for a tower and the communications-related equipment mounted thereon; walks, to include a path internal to the site paved for walkers; outdoor social zones/patio; recommendations related to stormwater management and E&S regulations; and other similar site features mandated by codes and regulations.
- Development of a preliminary design document package to include drawings that illustrate the concepts being put forth and solutions recommended that address the project needs; a narrative of the project solution and outline specifications

describing the building, its systems and site work; and defining a Guaranteed Maximum Price (GMP) project budget identifying all costs required for the building, site, equipment, fees, miscellaneous services and expenses, etc.

- Development of design document package to include drawings that more fully and completely illustrate the more detailed design proposed for the building and site; a detailed narrative of the project along with outline specifications that describe and quantify the building, its systems and all site work; and an updated project budget that identifies all costs required for the building, site, equipment, fees, miscellaneous services and expenses, etc.

At the public-private partnership's sole discretion, it retains the right to negotiate an amendment to the Contract between it and the Successful Design Build Team to proceed with full and complete design and construction services as needed to build the project that were initially developed through this preliminary design phase.

Given the unique role envisioned for this E-911 / VA811 communications center, the public-private partnership also retains the right, at its own discretion, to further expand the project scope to secure goods and services related to furniture and equipment, to include CAD consoles and systems required for either one or both communications centers.

SECTION 3. INSTRUCTIONS TO OFFERORS.

A. Statements of Qualifications must be submitted in accordance with the instructions and requirements contained in this RFQ, including the Introduction. Failure to do so may result in the SOQ being considered non-responsive and it may be rejected. An Offeror must promptly notify the Purchasing Division of any ambiguity, inconsistency, or error which may be discovered upon examination of the RFQ. An Offeror requiring clarification or interpretation of this RFQ should contact the Purchasing Manager at (540) 853-2871.

B. Until such time that an award is published, direct contact with any City employee without the expressed permission of the Purchasing Manager or her designated representative, on the subject of this RFQ, is strictly forbidden. Violation of this Instruction may result in disqualification of Offeror's SOQ.

C. Prospective Offerors, sometimes referred to as providers, operators, contractors, consultants, or vendors, are to address the criteria below, at a minimum, as part of its submitted SOQ. Wherever the word "Offeror" is used in this RFQ, it shall mean each or any of the individuals, firms, partnerships, corporations or Teams, submitting a primary Statement of Qualifications for this RFQ.

D. Prospective Offerors must complete and return Attachment B (Statement of Qualifications) along with any additional requested information. **Each SOQ should include a transmittal letter identifying the prime Proposer and introducing the proposed Design-Build Team members. Briefly summarize the Team's background and any distinguishing qualities or capabilities that uniquely qualify the Team for this project.**

E. Responses to this RFQ must be in the prescribed format (Attachment B). A removable media storage device containing one (1) digital copy of the SOQ must be included in the proposal packet.

F. The City may request additional information, clarification, or presentations from any of the Offerors after review of the Statements of Qualifications received.

G. The City has the right to use any or all ideas presented in reply to this RFQ, subject only to the limitations regarding proprietary/confidential data of Offeror.

H. The City is not liable for any costs incurred by any Offeror in connection with this RFQ or any response by any Offeror to this RFQ. The expenses incurred by Offeror in the preparation, submission, and presentation of the SOQ are the sole responsibility of the Offeror and may not be charged to the City.

I. Only the City will make news releases pertaining to this RFQ.

J. Each Offeror who is a stock or nonstock corporation, limited liability company, business trust, or a limited partnership or other business entity shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if required by law. Each such Offeror shall include in its SOQ response the Identification Number issued to it by the Virginia State Corporation Commission (SCC) and should list its business entity name as it is listed with the SCC. Any Offeror that is not required to be authorized to transact business in the Commonwealth as a domestic or foreign business entity as required by law shall include in its SOQ response a statement describing why the Offeror is not required to be so authorized. (See Va. Code Section 2.2-4311.2).

K. Each Offeror is required to state if it has ever been debarred, fined, had a contract terminated, or found not to be a responsible bidder or Offeror by any federal, state, or local government, and/or private entity. If so, please give the details of each such matter and include this information with the SOQ response.

SECTION 4. MISCELLANEOUS.

A. Ownership of Material - Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the RFQ shall belong exclusively to the City and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by the Offeror shall not be subject to public disclosure under the *Freedom of Information Act*, unless otherwise required by law or a court. **However, the Offeror must invoke the protection of Section 2.2-4342(F) of the *Code of Virginia,* 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 and state the reason 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. The classification of an entire SOQ document, line item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the SOQ.

B. As this is a RFQ, no information regarding the SOQ records or the contents of responses will be released except in accordance with Section 2.2-4342 of the Code of Virginia. Once an award has been made from the resulting RFP, all SOQ documents will be open to public inspection subject to the provisions set forth above.

C. Any interpretation, correction, or change of the RFQ will be made by an addendum. Interpretations, corrections or changes of this RFQ made in any other manner will not be binding and Offerors must not rely upon such interpretations, corrections, or changes. The City Purchasing Division or its designee will issue Addenda. **However, each Offeror is solely responsible for ensuring that such Offeror has the current, complete version of the RFQ documents, including any addenda, before submitting an SOQ. The City is not responsible for any RFQ obtained from any source other than the City.**

D. No Offeror shall confer on any public employee having official responsibility for a purchasing transaction any payment, loan, subscription, advance, deposit or money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

E. The City may make investigations to determine the ability of the Offeror to perform or supply the services and/or items as described in this RFQ. The City reserves the right to reject any SOQ if the Offeror fails to satisfy the City that it is qualified to carry out the obligations of the proposed project.

F. The successful Offeror must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, which are incorporated herein by reference.

G. The successful Offeror must comply with the drug-free workplace provisions of Virginia Code Section 2.2-4312, which are incorporated herein by reference.

H. It is the policy of the City of Roanoke to maximize participation by minority and women owned business enterprises in all aspects of City contracting opportunities.

I. The successful Offeror shall comply with all applicable City, State, and Federal laws, codes, provisions, and regulations. The successful Offeror shall not during the performance of any resultant contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

J. Providers of any outside services shall be subject to the same conditions and requirements as the successful Offeror in regards to law, code, or regulation

compliance. The City reserves the right of approval for any subcontract work, including costs thereof.

K. Ethics in Public Contracting. The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Virginia Code, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this RFQ.

L. Conflict of Interests Act. The provisions, requirements, and prohibitions as contained in Sections 2.2-3100, et seq., of the Virginia Code are applicable to this RFQ.

M. The procurement provisions of the Code of the City of Roanoke (1979), as amended, Sections 23.2-1, et seq., as well as the City Procurement Manual, apply to this RFQ, unless specifically modified herein. The City's Procurement Manual can be reviewed at the Purchasing office.

N. Insurance Requirements:
Successful Offeror, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the life of the resulting Contract the insurance policies and/or bonds required. Any required insurance policies and/or bonds shall be effective prior to the beginning of any work or other performance by successful Offeror, or any of its subcontractors, under any resultant Contract. All such insurance shall be primary and noncontributory to any insurance or self-insurance the City may have.

SECTION 5. PROTESTS.

Any Offeror who wishes to protest or object to any prequalification made or other decisions pursuant to this RFQ may do so only in accordance with the provisions of Sections 2.2-4357, 4358, 4359, 4360, 4363, and 4364 of the Code of Virginia, and only if such is provided for in such Code section. Any such protest or objection must be in writing signed by a representative of the entity making the protest or objection and contain the information required by the applicable Code Sections set forth above. Such writing must be delivered to the City Purchasing Manager within the required time period.

SECTION 6. EVALUATION CRITERIA.

Offerors will be evaluated for prequalification for the second step of the design-build competitive negotiation process, the Request for Proposal, on the basis of those fully qualified and suitable to meet the requirements of this RFQ. Major criteria to be considered in the evaluation may include, but shall not necessarily be limited to, the items referred to above and those set forth below:

A. The background, education, licenses, and experience of the Offeror and Team in providing similar services or items elsewhere, including the level of experience in working with municipalities and the quality of services performed or items supplied.

1. The Design Build Team members (Architect or Engineer, General Contractor, and the firm that provides 9-1-1 subject matter expertise and consulting support) must have a minimum of five years of experience in delivering projects of similar size and complexity.

2. Demonstrated experience in the successful management of design and construction on Design-Build projects.

3. Contractor must have a Class A Virginia Contractors License.

4. Design Build Teams must have an Architect or Engineer registered in the Commonwealth of Virginia.

5. Demonstrate experience, relevant to the complexity and composition of the anticipated project for key personnel to include project manager, designers, communications specialist, construction manager, quality control/operations manager and the like.

B. The Offeror's responsiveness and compliance with the RFQ requirements and conditions.

C. Determination that the selected Offeror has no contractual relationships which would result in a conflict of interest with the City's contract.

D. The Offeror's ability, capacity, and skill to fully and satisfactorily provide the services and/or items required in this RFQ.

F. Demonstrated knowledge and understanding of specific project issues and risks and the issues, benefits, and responsibilities associated with the Design-Build processes as set forth by the Commonwealth of Virginia.

G. The quality of Offeror's performance in comparable and/or similar projects. Offeror must provide substantial evidence of prior work experience of a similar nature. Demonstrate record of performance, including completion schedule, quality of work, completion within budget, claims history, record of termination for cause and defaults, and client references.

H. Whether the Offeror can provide the services and/or deliver the items in a prompt and timely fashion.

SECTION 7. QUALIFICATION AND SELECTION PROCESS.

A. Pursuant to Section 2.2-4308 of the Code of Virginia and City of Roanoke Ordinance No. 39922-050514 adopting written procedures governing the selection, evaluation, and award of design-build contracts, the process for Offeror qualification and selection is as follows:

1. An Evaluation Committee comprised of a minimum of three (3) and a maximum of five (5) voting members, including a Virginia Licensed Architect

and/or Engineer, shall be responsible for evaluating the qualifications of Offerors responding to the design-build solicitation.

2. The Evaluation Committee shall evaluate each responding Offeror's statement of qualifications and any other relevant information and shall determine which Offerors are fully qualified and suitable for the project.

3. At least thirty (30) days prior to the date established for the submission of proposals for the second step of the design-build competitive negotiation process, the Request for Proposal (RFP), the City's Purchasing Manager shall advise each Offeror in writing as to whether that Offeror has been prequalified. In the event that an Offeror is denied prequalification, the written notice shall state the reasons for the denial of prequalification and the factual basis for such reasons. Prequalified Offerors that are not selected for the short list shall likewise be provided the reasons for such decision.

B. Prequalified Offerors that are selected for the short list will be invited to respond to a Request for Proposal (RFP) that is prepared by the City's Purchasing Manager or designee.

END

ATTACHMENT A
TO
RFQ 17-04-06

OWNER FURNISHED DATA

The following sheets are included under this attachment:

1. Proposed Site-Vicinity Plan
2. Proposed Site-Enlarged Plan
3. E-911 Programming Data
4. E-911 Conceptual Plan
5. VA811 Conceptual Plan

N
Subject Property
Tax Id No. 7280104
BLUE HILLS CIR NE
BLUE HILLS DR SE
CHIP DR NE
BLUE HILLS DR NE
NICHOLAS AVE NE
SEIBEL DR NE
LYNN BRAE DR NE
PATRICK RD NE
ORANGE AVE NE

N
Subject Property
Tax Id No. 7280104
BLUE HILLS CIR NE

Stewart · Cooper · Newell Architects

HUGHES ASSOCIATES ARCHITECTS & ENGINEERS

City of Roanoke, VA

Programming 02-18-2015 r04-17-15

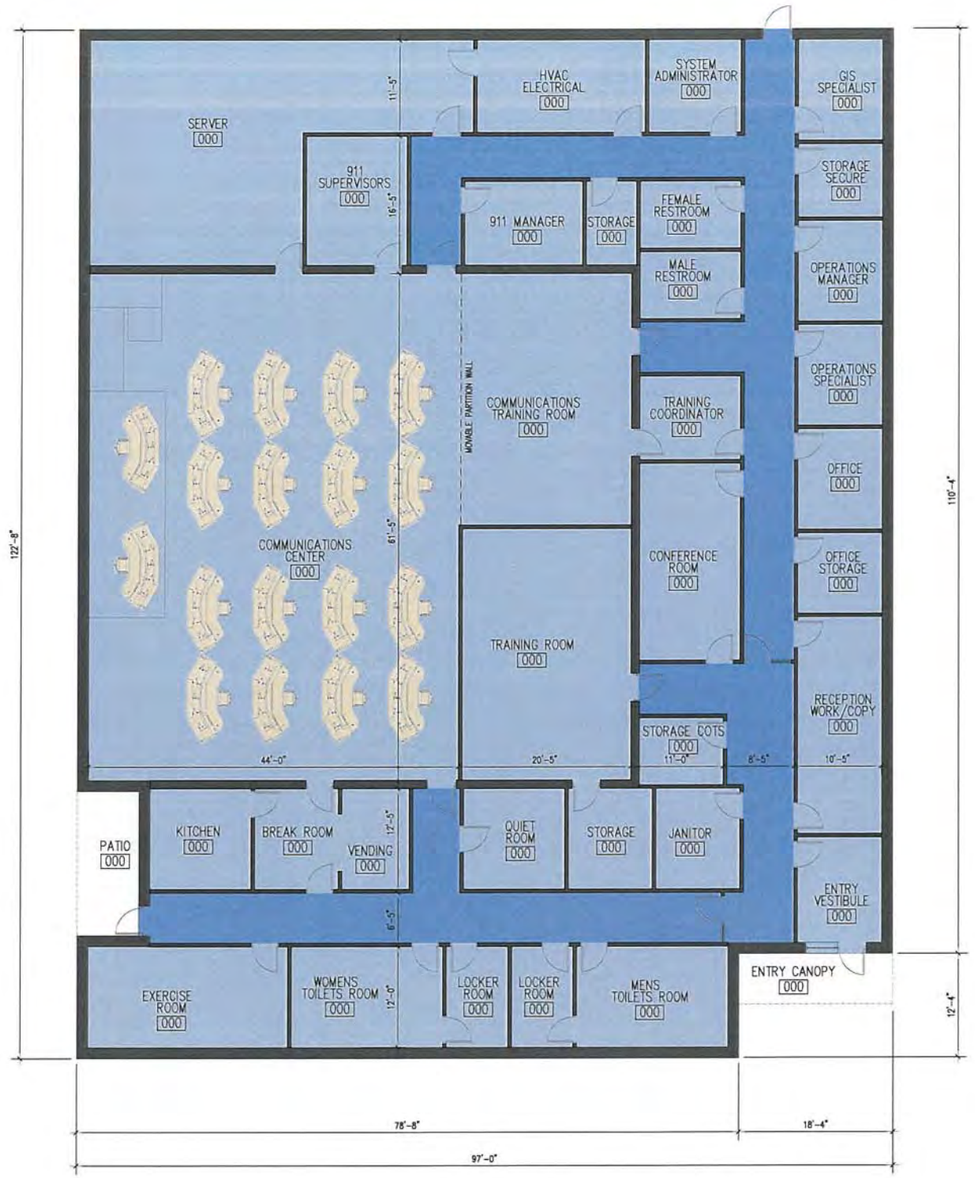
New 911 Call Center Facility

Space Description	Size (SF)	Number	Total
Communication Center - Windows to Exterior			
Communication Console - supervisor raised position (middle at side?)	150	2	300
Communication Console	150	15	2,250
Communication Console - Training / County	150	4	600
Training Room Seating for 16 min or 8 Consoles	150	4	600
Storage - Chairs / Tables	60	1	60
911 Supervisor Office (Shared - 2 Workstations)	192	1	192
Server / Telecom Equipment Room			
30 Server Racks including future; side walls accessible for other mountings & UPS	1,067	1	1,067
No exterior access - corridor and 911 only			
22 Racks Currently			
Small I.T. workspace within server room	35	1	35
Server Space to be subdivided data / radio - 2 rooms or areas?			
Electrical Equipment and server room HVAC	220	1	220
Break Area			
Kitchen	140	1	140
Immediately adjacent to Comm. Center w/ access to corridor			
2 Refrigerators, Lockable Platton Storage Cabintes (4)			
4x4 Storage Room within Space			
Dining / Break Room - (2) 4 person Tables, TV	120	1	120
Vending Machine Area	72	1	72
Quiet Room	120	1	120
Mens Toilet Room - 1 Stall, 2 Urninals, 2 Sinks, 1 Shower	216	1	216
Womens Toilet Room - 2 Stalls, 2 Sinks, 1 Shower	216	1	216
Locker Rm 50 2-tier lockers - 15"W x 18"D	180	1	180
Exercise Room 4 Pieces Equipment	208	1	208
Reception / Work / Copy Area	260	1	260
911 Manager	140	1	140
System Administrator	120	1	120
Training Coordinator	120	1	120
Operation Specialist	120	1	120
GIS Specialist or Future System Admin Asst	120	1	120
Operations Manager / Future	120	1	120
Storage - Secure	80	1	80
Storage - Office Misc.	48	1	48
Conference Room	200	1	200
Seating for 8-10 persons; adjacent to Lobby and Secure Corridor			
Room to serve as Safe Room			
Storage - Cots	80	1	80
Janitor Room	64	1	64
Building Vestibule @ Main Entrance	80	1	80
Total Net Square Feet			**8,148**
Mechanical / Circulation 35%			**2,852**
Total Building Needs			**11,000**

Full Building Generator w/ ATS (Fuel - Diesel or possibly Duel Fuel?)
Portable Generator Connection w/ MTS
Parking 30 - Secure Staff
15 - Non Secure - Visitor / Overflow
No Sprinkler System
Server / 911 Comm Center Fire Suppresion System ??
Building built for minimal code loads, provide interior safe room
Building Prox Card System
Exterior Covered Patio

HUGHES ASSOCIATES
ARCHITECTS & ENGINEERS
656 ELM AVENUE SW | ROANOKE, VIRGINIA 24016
540.342.4002 www.HughesAE.com

Stewart · Cooper · Newell
Architects



Emergency (E911) Communications Center
Schematic Floor Plan
City of Roanoke

0 8' 16' 32'

SCN # 1498
Comm. No. 15007
January 8, 2016

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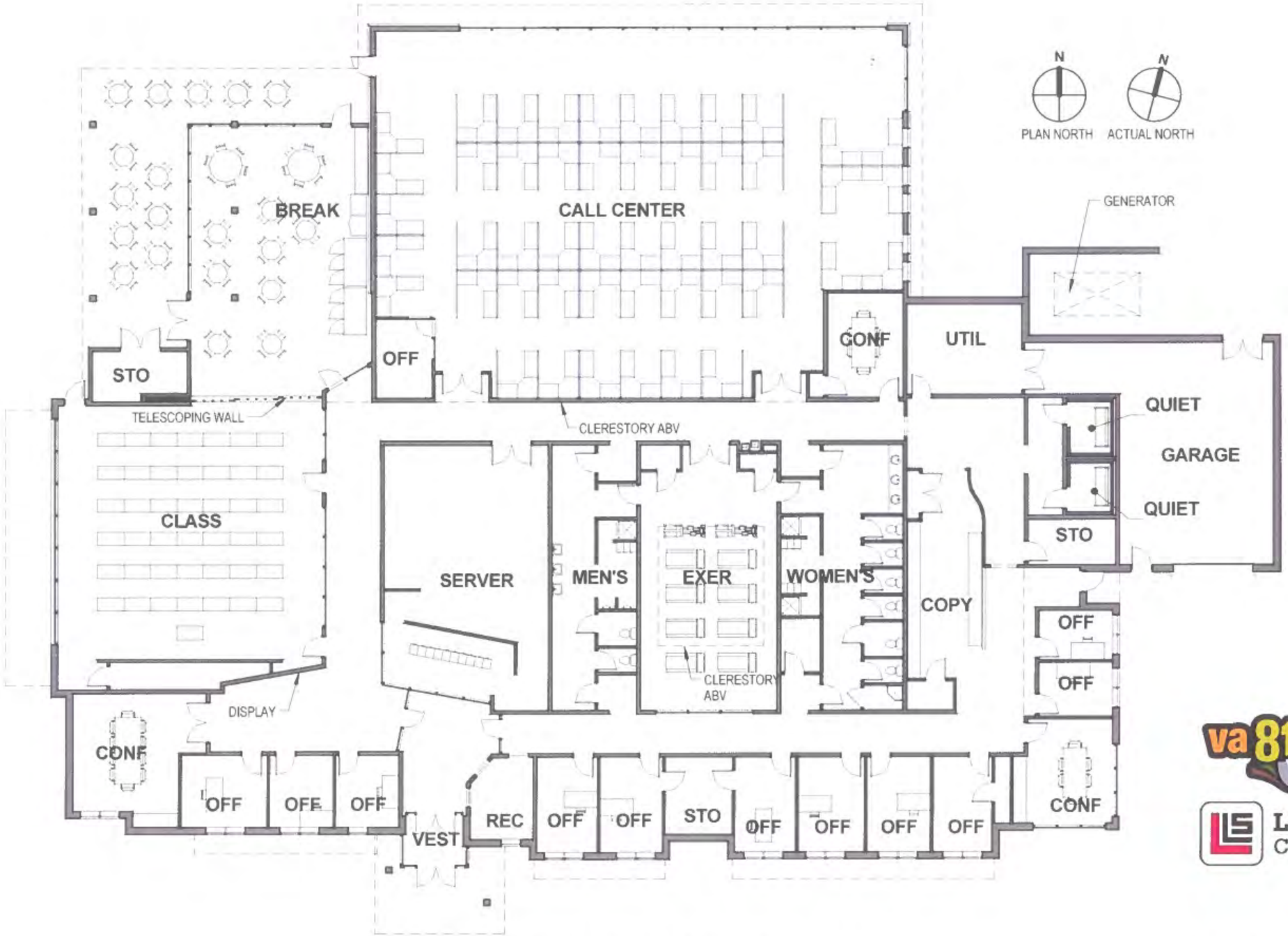

SCHEMATIC FLOOR PLAN

va811.com Dig With CARE

LIONBERGER CONSTRUCTION

BALZER AND ASSOCIATES INC. BVINEC

2016-04-28
04160023.00

ATTACHMENT B
TO
RFQ 17-04-06

STATEMENT OF QUALIFICATIONS

I. General Information

Prime Offeror's (Legal Business) Name:

Mailing Address:

Street Address: (If not the same as mailing address)

Telephone Number: ( )

Facsimile Number: ( )

Contact Person for this SOQ:

Contact Person's Phone Number: ( )

Contact Person's Email Address:

Check type of organization:

Corporation ___ Partnership ___

Individual ___ Joint Venture ___

Other (describe) _____

Virginia State Corporation Commission Identification Number: _____

Business License# _____

If individually owned -

Years in Business:

Have you ever operated under another name? Yes ___ No ___

If yes -

Other name:

Number of years in business under this name:

State license number under this name:

Submit as **Attachment 1** a diagram of the proposed Team structure, clearly describing who the prime responsible firms and individuals are, as well as the roles and responsible individuals of the proposed sub consultants and sub-contractors.

Submit as **Attachment 1** a summary of all Design-Build Team Members, including individual names, company names, number of years' experience, relevant education, licenses held, and roles and responsibilities within the Team:

i. The Prime Proposer
ii. The Design Team Leader
iii. E911 Subject Matter Expert
iv. Engineering, Sub-Consultants (including structural, mechanical, and electrical)
v. Specialty Sub-Consultants
vi. The Constructor
vii. Major Sub-Contractors considered by the Proposer to be a critical element of the overall team. The prime proposer shall include appropriate license number, insurance firm and amount of coverage, and bonding company information. Consultants and sub-contractor's need to be acceptable with Parks and Recreation staff.
viii. Any other key Team members.

Statements of Qualifications are to include and may be evaluated on the following factors, together with such other factors as will protect and preserve the interests of the City of Roanoke, which may also be considered.

II. Financial Condition of Prime Offeror

The sufficiency of the financial resources and the ability of the Offeror to comply with the duties and responsibilities described in this RFQ.

The Prime Offeror shall submit as **Attachment 2** a current annual financial report and the previous year's report and a statement regarding any recent or foreseeable mergers or acquisitions. Financial statements may be marked as "confidential" in accordance with the requirements set out in Section 4(A) of this RFQ.

III. References

Each Offeror should submit as **Attachment 3** the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFQ, especially from other local government operations similar to those being requested in this RFQ by the

City. Each reference should include organizational name, official address, contact person, title of contact, and phone number.

IV. Experience

If your organization has multiple offices, provide the following information for the office that would handle projects under this prequalification. If that office has limited history, list its experience first.

1. Submit as **Attachment 4** a list of projects of similar scope and characteristics, giving project name, location, size, dollar value, and completion date for each that your organization has **completed** in the last ten years. Demonstrate expertise, qualifications and experience of Offeror and Team members in design-build projects with similar scope and characteristics. List and describe the most recent design-build projects completed, and the roles of each of the Team members.

2. Submit as **Attachment 4** a list of your organization's projects in **progress,** if any, at the time of this statement. At a minimum, provide project names and addresses, contract amounts, percentages complete and contact names and numbers for the architects and owners.

3. Identify three projects from those identified in 1 and 2 above which are most relevant or similar to the project(s) for which you are seeking prequalification.

Job 1.

Project Name:

Project Address:

Size of Project (sf):

Owner's Name:

Address:

Phone Number:

Contact:

Architect's Name:

Address:

Phone Number:

Contact:

Contract Period:

Original Contract Value/GMP:

Final cost or current Contract Amount:

If the difference between original and final cost is greater than 10%, please explain:

Project Description, i.e., function of building, number of floors, building systems (structural, mechanical, electrical, etc.) and any specific project features or complexities:

Project Delivery Method:

Describe the role of your firm on the project:

Job 2.

Project Name:

Project Address:

Size of Project (sf
Owner's Name:

Address:

Phone Number:

Contact:

Architect's Name:

Address:

Phone Number:

Contact:

Contract Period:

Original Contract Value/GMP:

Final cost or current Contract Amount:

If the difference between original and final cost is greater than 10%, please explain:

Project Description, i.e., function of building, number of floors, building systems (structural, mechanical, electrical, etc.) and any specific project features or complexities:

Project Delivery Method:

Describe the role of your firm on the project:

Job 3.

Project Name:

Project Address:

Size of Project (sf):
Owner's Name:

Address:

Phone Number:

Contact:

Architect's Name:

Address:

Phone Number:

Contact:

Contract Period:

Original Contract Value/GMP:

Final cost or current Contract Amount:

If the difference between original and final cost is greater than 10%, please explain:

Project Description, i.e., function of building, number of floors, building systems (structural, mechanical, electrical, etc.) and any specific project features or complexities:

Project Delivery Method:

Describe the role of your firm on the project:

V. Conflict of Interest

Each Offeror is to state whether or not any of Offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Roanoke or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting therefrom. If so, please state the complete name and address of each such person and their connection to the City of Roanoke. Each Offeror is advised that the Ethics in Public Contracting and Conflict of Interests Act of the Virginia Code, as set forth in Section 4 of the RFQ, apply to this RFQ.

_____ Offeror, owner, officer, employees, agents and immediate family members are not now, and have not been in the past year, an employee of the City of Roanoke or has no responsibility or authority with the City that might affect the procurement transaction or any claim resulting therefrom.

OR

State the complete name and address of each such person and their connection to the City of Roanoke. Each Offeror is advised that the Ethics in Public Contracting and Conflict of Interests Act of the Virginia Code, as set forth in Section 4 (L) of the RFP, apply to this RFP.

Name	Address
_____	_____
_____	_____
_____	_____

VI. Judgments

In the last ten years, has your organization, or any officer, director, partner or owner, had judgments entered against it or them for the breach of contracts for construction?

Yes ___ No ___

If yes, please on a separate attachment (**Attachment 5**), state the person or entity against whom the judgment was entered, give the location and date of the judgment, describe the project involved, and explain the circumstances relating to the judgment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

VII. Convictions and Debarment

If you answer yes to any of the following, please on a separate attachment, state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. In the last ten years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:

   a. ever been fined or adjudicated of having failed to abate a citation for building code violations by a court or local building code appeals board?
      Yes ___ No ___

   b. ever been found guilty on charges relating to conflicts of interest?
      Yes ___ No ___

   c. ever been convicted on criminal charges relating to contracting, construction , bidding, bid rigging or bribery?
      Yes ___ No ___

   d. ever been convicted: (i) under Va. Code Section 2.2-4367 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 et seq. (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 et seq. (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of occupational safety and health standards); or (v) of violating any substantially similar federal law or law of another state?
      Yes ___ No ___

2. a. Is your organization or any officer, director, partner or owner currently debarred or enjoined from doing federal, state or local government work for any reason?
      Yes ___ No ___

   b. Has your organization or any officer, director, partner or owner ever been debarred or enjoined from doing federal, state or local government work for any reason?
      Yes ___ No ___

VIII. Compliance

If you answer yes to any of the following, please on a separate attachment (**Attachment 6**) give the date of the termination order, or payment, describe the project involved, and explain the circumstances relating to same, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. Has your organization:

   a. ever been terminated on a contract for cause?
      Yes ___ No ___

   b. within the last five years, made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?
      Yes ___ No ___

2. Has your organization, in the last three years, received a final order for willful and/or repeated violation(s) for failure to abate issued by the United States Occupational Safety and Health Administration or by the Virginia Department of Labor and Industry or any other government agency?
   Yes ___ No ___

3. Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization?
   Yes ___ No ___

IX. Signatures

This section is to be completed by the Offeror and this page must be returned with the statement of qualifications. In compliance with this request for qualifications and subject to all terms and conditions imposed herein, which are hereby incorporated herein by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful Offeror. No statement of qualifications may be withdrawn for a period of sixty (60) days after the opening of the statement of qualifications, except as provided in the RFQ.

Legal Name and Address of Primary Firm:

The undersigned certifies under oath that the information contained in this Statement of Qualifications and attachments hereto is complete, true and correct as of the date of this Statement.

_____
(name of entity submitting this Statement of Qualifications)

By: Name of Signer (print) _____

_____
(Signature in ink)

Title: _____

Date: _____

Attachments:

The following items should be included with your SOQ response. Place a check mark on the line next to each applicable item submitted with your proposal. Write N/A (not applicable) on the line next to those items that do not apply to your response.

Removable Media Containing
Copy of SOQ _____

Attachment A (Statement of Qualifications
And Checklist) for RFQ 17-04-06 _____

1. Organization of Team (Attachment 1) _____
2. Financial Reports (Attachment 2) _____
3. References (Attachment 3) _____
4. Experience (Attachment 4) _____
5. Judgments (Attachment 5 – if applicable) _____
6. Compliance (Attachment 6 – if applicable) _____