Smyth County Administration is requesting proposals from qualified firms to perform a spatial needs and building site analysis that evaluates current and future opportunities of the Saltville Branch Library's overall operations. As a part of the analysis, a preliminary architectural report will allow the library to expand their facility and incorporate economic development goals into their future services.

Sealed proposals, plainly marked "RFP – Smyth County Public Library – Saltville Branch Analysis" on the outside of the mailing envelope, addressed to Shawn M. Utt, Smyth County Administrator, 121 Bagley Circle – Suite 100, Marion, VA 24354 will be accepted until 5:00p.m. January 12, 2023.

An optional pre-bid walkthrough will be held on December 28, 2022, between 1:00 p.m. and 3:00 p.m. The address of the Saltville branch library is 111 Palmer Avenue, Saltville, Virginia 24370.

Request for Proposal packets may be obtained by visiting the Smyth County website (www.smythcounty.org) and using the link labeled "BID INFORMATION". Addenda to this proposal, if any, including written answers to questions, will be posted on the County website as well.

Smyth County reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any proposal that may be in the best interest of the County.

Smyth County is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, sex, national origin, age, handicap or familiar status. Local, minority, and female owned firms are encouraged to participate.

Requests for additional information should be directed to Mason Gragg, Project Manager at 276-783-5103 Ext. 305 or E-mail mgragg@mrpdc.org.
Request for Proposals (RFP)

Smyth County, Virginia
December 11, 2022

Architectural & Engineering Services – Planning Grant
Spatial Needs & Building Site Analysis
Saltville Library Workforce/Education Connection Plan

Sealed proposals, plainly marked “RFP – Smyth County Public Library – Saltville Branch Analysis” on the outside of the mailing envelope, addressed to Shawn M. Utt, Smyth County Administrator, 121 Bagley Circle – Suite 100, Marion, VA 24354 will be accepted until 5:00 p.m. January 12, 2023.

PROJECT BACKGROUND & PURPOSE
The Saltville branch of the Smyth County Public Library system is operating out of an 80-year-old facility and is facing increasing pressure to provide more comprehensive services with failing facilities. The current facility lacks sufficient space for the collections and programs needed to serve the Saltville community. Consistent issues with flooding and mold have affected employee health and damaged equipment; adult computer, financial, and workforce programming often uses children’s areas due to lack of space; and the three crowded public computer stations are consistently booked by members needing job, education, and medical services online.

Like most rural libraries, the Saltville branch is continuously finding ways to offer a broader range of services, even with aging infrastructure. The planning effort for expansion connects the obvious need for improvements in the library and the community needs, including connecting jobseekers' interest and skills to jobs, access to education, Wi-Fi and cell service availability, and activities to improve quality of life for new residents and young families.

FUNDING
Smyth County has been awarded Appalachian Regional Commission (“ARC”) funds to plan the expansion of the Saltville Branch Library; a library in a distressed area of the county providing a wide variety of resources and meeting space including a workforce connection and education center, financial and computer literacy center, small business support, and educational resources. The plan will utilize a public input campaign to create a spatial needs analysis, building site analysis, preliminary architectural report, and a facility operational pro forma. The planning process will allow the library to successfully expand its facility and intentionally incorporate economic development goals into its future services.

STUDY TASKS
The consultant will prepare a comprehensive analysis including but not limited to the following:

- Spatial Needs Analysis – The consultant will assess spatial needs for library operations, considering input from Stakeholder and Input meetings.

- Building Site Analysis – The consultant will lead the structural review and report on existing and potential building sites.
- Preliminary Architectural Report – A detailed Preliminary Architectural Report will be proposed and must entail the preferred facility location.

- Facility Operational Pro Forma – A facility operation plan and budget should be developed along with the Preliminary Architectural Report.

**PROJECT SCHEDULE**
The selected consultant shall be expected to begin work within fifteen (15) days of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks.

Contract signing is anticipated to take place within two (2) weeks following selection of successful firm.

**SUBMITTAL REQUIREMENTS**
Proposals shall include the following and shall be organized using each of the below required elements as section headings:

A. **Firm Description**- provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.

B. **Project Team**- Provide names and resumes of key professionals who would be assigned to the project. Each team member’s education and experience shall be listed. The project manager shall be clearly identified, and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also provided. The individual(s) responsible for leading neighborhood meetings shall be clearly identified.

C. **Statement of project understanding**- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.

D. **Scope of Services and Schedule**- Describe in narrative form the consultant’s approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks unless explicitly noted. The Consultant shall submit a schedule for completing the scope of work for design.

E. Three (3) references, including current contact name and phone number for similar projects.

F. Fully completed and executed *Appendix A: Proposal Declaration*.

**EVALUATION CRITERIA**
Proposals will be evaluated initially according to the following:

1. Knowledge and experience of the personnel which will be assigned to the Project. (25 points)
2. The relevant past experience and demonstrated ability of the firm with adaptive re-use strategies of existing buildings and development of operational plans. (30 points)
3. An intimate knowledge of the regulatory agencies and their permitting processes; with particular emphasis on experience with obtaining permits and addressing the concerns of stakeholders. (10 points)

4. The direct and demonstrated knowledge of projects similar to the County's proposed project. (25 points)

5. Any other relevant information offered or discovered during the evaluation process. (10 points)

**SELECTION PROCESS**

The County Administrator will designate a committee to review proposals, conduct interviews, and recommend award of a contract.

Smyth County intends to select one qualified firm to provide the services requested using the Competitive Negotiation Procedure for Professional Services as outlined in the Virginia Procurement Act 2.2-4302.2. Smyth County, based upon funding, expects to enter into a contract with the selected Firm. Smyth County reserves the right in its sole discretion to reject any, or all, proposals, or to republish this Request for Proposals. Smyth County reserves the right to retain the selected firm for design services should a construction project be funded.

**SUBMISSIONS & DEADLINES**

Six (6) copies of the sealed proposal, plainly marked "RFP – Smyth County Public Library – Saltville Branch Analysis" on the outside of the mailing envelope, shall be submitted to the Smyth County Administrator's office at the address listed below on, or before, 5:00 p.m. local prevailing time on January 12, 2023. Mailed submissions shall be posted sufficiently early to ensure delivery prior to the deadline.

Shawn M. Utt, County Administrator  
121 Bagley Circle, Suite 100  
Marion, VA 24354  
(276) 783-3298

An optional pre-bid walkthrough will be held on December 28, 2022, between 1:00 p.m. and 3:00 p.m. The address of the Saltville branch library is 111 Palmer Avenue, Saltville, Virginia 24370.

Smyth County is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, sex, national origin, age, handicap or familiar status. Local, minority, and female owned firms are encouraged to participate.

Requests for additional information should be directed to Mason Gragg, Project Manager at 276-783-5103 Ext. 305 or E-mail mgragg@mrvpdc.org.
APPENDIX A

PROPOSAL DECLARATION

TO THE COUNTY OF SMYTH:

1. The undersigned hereby declares that the individual is the only person (firm) interested in this proposal; that it is made without any connection with any person making another proposal for this same contract; that the proposal is in all respects fair and without collusion or fraud; and that no official of Smyth County or any person in the employment of the Board of Supervisors is directly or indirectly interested in the proposal or any portion of the profit thereof.

2. The undersigned also declares that the firm has carefully examined the request for proposal specifications and all annexed instructions and contracts and will provide all the required services and will fulfill all the terms of the proposal, if selected.

SIGNATURE: ___________________________      DATE: ________________

ADDRESS OF PRINCIPAL PLACE OF BUSINESS:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Telephone: (_____) __________________