

**REQUEST FOR PROPOSALS FOR A PROJECT TO DESIGN AND BUILD A LEED  
CERTIFIED VISITOR CENTER AT TEMPLE HALL FARM REGIONAL PARK**

**August 23, 2007**

**Project Location**

**Temple Hall Farm Regional Park  
15789 Temple Hall Lane  
Leesburg, Virginia 20176**

**Owner**

**Northern Virginia Regional Park Authority  
5400 Ox Road  
Fairfax Station, Virginia 22039**



**Proposals due no later than 2:00 p.m., Wednesday October 24, 2007**

**I. Summary and Overview**

The Northern Virginia Regional Park Authority ("NVRPA"), through this Request for Proposals ("RFP"), hereby solicits submission of proposals to design and build a visitor center at Temple Hall Farm Regional Park.

This RFP is being issued pursuant to Virginia's Public-Private Education Facilities and Infrastructure Act of 2002, Va. Code §56-575.1, et seq. ("PPEA"), and other law. The PPEA allows public entities in Virginia to enter into public-private partnerships in order to develop a wide range of public facilities. NVRPA adopted PPEA implementing guidelines on February 16, 2006. Procurements under the PPEA are not subject to the Virginia Public Procurement Act ("VPPA"), except as the PPEA and NVRPA's implementing procedures indicate, and PPEA procurements may be conducted using procedures consistent with those used for competitive negotiation of nonprofessional services under the VPPA. NVRPA has determined to use such competitive negotiation procedures in this PPEA procurement. NVRPA's goal is to enter into a comprehensive agreement under the PPEA and other law, with the Proposer who is fully qualified and best suited to provide NVRPA the best value for the project. NVRPA's adopted PPEA procedures are attached as Appendix G.

## II. General Description of Proposal Submittal, Evaluation and Selection Process

NVRPA will have an evaluation committee review the proposals and evaluate them in accordance with the applicable evaluation factors in Part IV of this RFP. The evaluation committee may ask Proposers, individually or collectively, for clarifications or further information, may check references and other information, may meet individually with Proposers, in its discretion, and may request oral presentations, or it may base its evaluations on the proposals as submitted.

NVRPA may, in its discretion, choose one or more Proposers for negotiations. Based upon negotiations, NVRPA will then decide if proceeding with a comprehensive agreement serves the public interest and the purposes of the PPEA and, if so, will negotiate and enter into such an agreement.

At this time, the total budget for the project is \$1.5 million. Depending on the nature of the proposals received, NVRPA may elect to reduce the scope of the project or to increase the budget amount.

## III. Description of the Project

### A. Proposals shall consider the following:

1. The work shall include a turnkey project that includes design, permitting and construction of the required facilities, and obtaining all required inspection approvals.
2. The Proposer shall be responsible for providing civil, architectural and mechanical drawings sealed by professional architects and engineers, registered in the state of Virginia.
3. The Proposer shall be responsible for obtaining all required permits and comply with all Loudoun County zoning and permitting regulations. Permits shall be obtained by the Proposer in the name of NVRPA.
4. Loudoun County waives site plan and building permit review fees for NVRPA. Proposer shall pay for mechanical trade permitting and other necessary permit fees.
5. Performance and Labor and Material Payment bonds on AIA 312 forms will be required at the time of contract execution for the entire project.
6. Appendix D is an aerial photo of the park noting the approximate location of the proposed facility.
7. All facilities on the property were present when NVRPA acquired the farm and it is likely there has never been a site plan approved by the County for the parcel. All necessary topography and other survey data necessary to obtain site plan approval shall be provided by the Proposer. Appendix H is a plat of the property that was prepared in 2003 solely from County obtained data. References on the plat to a Sewage Disposal System is not applicable to this project.
8. The park is currently zoned AR-1 and consists of two parcels. Appendix I contains tax assessment information on the parcels. NVRPA's interpretation of the Loudoun Zoning Ordinance is that the proposed facility is a "permitted use" and Proposer's shall assume that there is no requirement for a Special Exception or other special zoning approvals.
9. The Proposer shall provide landscaping as required by the Loudoun County Zoning Ordinance.

10. Temple Hall is an historic farm park, and accordingly, NVRPA seeks structure architecture with character and visual appeal that complement the existing farm structures and landscape. Successful proposals shall include appropriate architectural theming and design. Appendix J is a Sample Building Photograph depicting the general look that NVRPA is seeking. The desire is to have a one level building that does not overpower or significantly detract from the existing farm structures, and perhaps includes false dormers, cupolas and/or other architectural elements.
11. Appendix E includes a draft floorplan of the proposed facility. The Proposer may suggest changes to the floorplan and building footprint to make the facility more efficient and to meet structural design criteria. The only requirements are that the room areas be approximately the same size as noted and that the restrooms be on the east side (toward corn maze) and the animal exhibits on the west side.
12. NVRPA has located percable soils on the property as shown in Appendix F and is in the process of having the septic fields approved by Loudoun County Health Department. The Proposer shall be responsible for the engineered design, health department approval and installation of a complete conventional septic system which pumps the effluent to the existing septic field location. Any other special system requirements mandated by either Loudoun County or the septic field conditions will be treated as extras to the contract.
13. Proposer shall assume that soils suitable for construction with a bearing of 2,000 psf shall be present no more than 18 inches below existing grade. NVRPA will provide an area on site to dispose of excess soil materials. Any required fill materials shall be imported by the Proposer.
14. When the actual building footprint is determined, the Proposer shall complete a soils analysis to assist in structural design.
15. Electrical supply connection and engineering shall be the responsibility of the Proposer.
16. A new well will be required for the facility, and Proposer shall provide all necessary services to locate, permit and fully develop the well. Because of the uncertainties associated with this portion of the project, the Proposer shall include a \$30,000 allowance in the Total Cost proposal for:
  - Well permitting and installation
  - Piping and electrical connections to building
  - Storage tank and well controls inside of building
17. NVRPA desires to have this facility obtain Silver Certification from the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program. Costs and time frames associated with this certification are asked for in Appendix C – Project Cost and Schedule. The Proposer shall be responsible for all Leed certification requirements including, but not limited to, project design, construction, inspection and the completion of all applications and reporting requirements. While Leed Certification is highly desirable, NVRPA may opt to eliminate the Leed Certification requirement if it is determined the costs outweigh the benefits provided.
18. The form of contract and general condition shall be that of the Design Build Institute of America, subject to modifications by NVRPA.

## B. Building Specifications

1. Buildings may be conventional stick framing or post and beam type construction.
2. The structural support system of the building may be wood or steel. If steel is use, it must be concealed from view with other materials on both the interior and exterior.
3. Roofing shall be 1-inch metal standing seam with a Kynar finish or an approved equal.
4. All HVAC conditioned spaces as noted on the concept plan to be fully insulated and heated and cooled by electric heat pumps or geothermal.
5. All facility access shall meet the requirements of the Americans with Disabilities Act.
6. All work must have a minimum 1 year warranty on workmanship and materials. Roof and siding materials to be warranted for a minimum of 20 years.
7. Additional specifications as noted on concept plan.
8. Building specifications are subject to change in order to obtain Leed certification points.

## C. Project sequencing shall occur as follows:

1. NVRPA negotiates agreement with preferred Proposer.
2. Contract is executed, which includes two separate phases, (1) the completion of detailed site and building permit drawings, application for site and building permits, and approval of site and building permits (2) building construction. The provision of bonds shall be included in the Phase 1 cost proposal.
3. NVRPA provides official Notice to Proceed for Phase 1.
4. Upon approval of site plan and building permits, NVRPA provides official Notice to Proceed for Phase 2. The Proposer shall not incur any Phase 2 costs until permits have been approved and Notice to Proceed has been provided.
5. Proposer completes project construction.

## D. Proposals shall include at a minimum:

1. Completed Appendices A, B and C.
2. Scaled drawings of the proposed facility, including floorplans and building elevations. Proposer may submit up to three different design options and corresponding costs at its discretion.
3. Descriptions and photographs of similar projects completed by the Proposer.
4. A description of the type and quality of construction materials to be used in the project. The Proposer may submit alternate pricing for items such as siding and roofing that have several available choices in materials and quality.

The project description and these requirements will be subject to negotiation and may be changed if it is in the public interest to do so.

## IV. Factors To Be Used In Evaluating Proposals

The following are the factors the evaluation committee will be using to evaluate proposals:

- a. Benefits of the proposal to the members of the public and to the Park Authority.
- b. Costs of the proposal to members of the public and to the Park Authority.
- c. Project design and quality of materials proposed.
- d. Project schedule.

- e. The general reputation, industry experience and capability of the private entity.
- f. Proposer's ability to provide Leed certification.

V. Terms and Conditions of this Request for Proposals

The following terms and conditions apply to this Request for Proposals and, by submitting its proposal, the Proposer agrees to them without exception:

1. Neither this Request for Proposals nor NVRPA's consideration of any proposal shall create any contract, express or implied, any contractual obligation NVRPA to any Proposer, or any other obligation by the NVRPA to any Proposer. NVRPA makes no promise, express or implied, regarding whether it will enter into a comprehensive agreement with any Proposer or regarding the manner in which it will consider proposals. NVRPA will only be bound by the terms of any comprehensive agreement into which it enters should it choose to enter into any such agreement.

2. NVRPA will not be responsible for any expenses incurred by a Proposer in preparing and submitting a proposal or in engaging in oral presentations, discussions, or negotiations with the NVRPA.

3. NVRPA reserves the right to waive any informalities with respect to any proposal submitted in response to this RFP.

4. NVRPA reserves the right to accept or reject any and all proposals received by reason of this request, in whole or in part, and to negotiate separately and award separate agreements for portions of the work in any manner necessary to serve the best interests of the NVRPA.

5. Generally, proposal documents submitted to public bodies, such as ones submitted to NVRPA by private entities in response to this RFP, are subject to the Virginia Freedom of Information Act ("FOIA"). (See NVRPA's PPEA Implementing Procedures as to its promise of confidentiality under (i).) In accordance with Va. Code §2.2-3705 A 56, such documents are releasable if requested, except to the extent that they relate to (i) confidential proprietary information submitted to the responsible public entity under a promise of confidentiality or (ii) memoranda, working papers or other records related to proposals if making public such records would adversely affect the financial interest of the public or private entity or the bargaining position of either party. In order for Proposers to exclude confidential proprietary information from public release, Proposers must (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reasons why protection is necessary. The Proposer must also mark each page of information for which protection is sought with the legend- "Confidential Proprietary Information-Exempt from FOIA Release."

7. NVRPA reserves the right to reject any and all proposals without explanation.

8. NVRPA will not discriminate against a Proposer because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

9. Proposers shall comply with, and be bound by, NVRPA's PPEA implementing guidelines.

10. It is the Proposer's responsibility to be aware of any addenda to this solicitation and must acknowledge receipt of them on Appendix. Addenda will be posted on the NVRPA website – [www.NVRPA.org](http://www.NVRPA.org).
11. Proposers interested in submitting a response to this RFP must send written notification of their intent to submit a proposal no later than October 1, 2007. Notification to be sent to Todd Hafner at [thafner@nvrpa.org](mailto:thafner@nvrpa.org) or mailed to NVRPA, 5400 Ox Road, Fairfax Station, Virginia 22039.

## VI. Terms and Conditions of Resulting Comprehensive Agreement

The comprehensive agreement entered into with the successful Proposer shall provide for those items specified in the PPEA and NVRPA's guidelines implementing the PPEA, as well as such additional terms and conditions as deemed reasonably prudent by NVRPA. NVRPA intends to include in the comprehensive agreement reasonable restrictions on claims of delay damages by the private entity and liquidated damages provisions.

## VII. Instructions to Proposers on Proposal Submission

### A. General

#### 1. Submittal of Proposals. To be considered:

a. Proposals must be signed in ink by an authorized representative of the Proposer, with an original and four (4) copies provided to NVRPA at the location designated in this RFP.

b. Proposals must be complete when submitted, including, without limitation, a completed cover sheet (Appendix A), a completed list of references (Appendix B) and a Project Cost and Schedule form (Appendix C).

c. Submit proposals to Todd Hafner, Director of Planning and Development, Northern Virginia Regional Park Authority, 5400 Ox Road, Fairfax Station, Virginia 22032. Proposals must be received **no later than 2:00 p.m., October 24, 2007**. Requests for extensions of this date will not be granted, except by written amendment to the RFP applicable to all prospective Proposers.

d. Proposals are to be submitted in a sealed envelope with the words "Proposal Enclosed" on the face of the envelope. The lower left corner of the face of the envelope shall indicate the time and date of the RFP opening, the title of the proposal, the Proposer's name, and the Proposer's or its construction contractor's Class A Virginia Contractor's License number.

e. Proposals or any amendments to proposals received by NVRPA after the closing date might not be considered. Actual receipt by the NVRPA and not the mailing or sending date shall control.

2. Proposers are encouraged to carefully examine the RFP for discrepancies, errors, omissions or ambiguities. Any questions concerning the requirements of the RFP should be directed to:

Todd Hafner  
Phone: 703-359-4606  
Fax: 703-273-0905  
E-Mail: [thafner@nvrpa.org](mailto:thafner@nvrpa.org)

3. There will be a pre-proposal information briefing held on **September 19, 2007 at 1:00 p.m., at Temple Hall Regional Park, 15789 Temple Hall Lane, Leesburg, Virginia 20176.** Attendance is encouraged but not mandatory.

4. To arrange a site visit other than the pre-proposal briefing, contact

George Tabb  
Temple Hall Farm Regional Park Manager  
703-779-9372

B. Instructions for Proposals

1. In addition to the information described in section III above, the proposal shall contain the following information:

(a) Identify the legal structure of the Proposer. Identify the senior principal who will execute the comprehensive agreement on behalf of the Proposer. Include the status and the number of the Virginia contractor's license of the Proposer.

(b) Describe the Proposer's experience with projects of comparable size and complexity. Describe Proposer's length of time in business, business experience, and public sector experience.

(c) Identify any persons with NVRPA who would be obligated to disqualify themselves from participation in any transaction with the Proposer arising from or in connection to the project pursuant to The Virginia State and Local Government Conflict of Interest Act, Chapter 31 (§ 2.2-3100, et seq.) of Title 2.2.

(d) A sworn certification by an authorized representative of the Proposer attesting to the fact that neither the Proposer nor any member of its team or its principals is currently debarred or suspended from public contracting by any federal, state or local government entity. (Completion of Appendix A will satisfy this requirement.)

(e) Indicate whether the Proposer has had any of the following circumstances occur at anytime from January 1, 2005, to the present, and if so, give the details of the circumstances:

- (i) Bankruptcy filings
- (ii) Liquidated damages being assessed or threatened to be assessed
- (iii) Fines, assessments or penalties

- (iv) Judgments or awards in court or arbitration
- (v) Contract defaults, contract terminations
- (vi) License revocations, suspensions, other disciplinary actions
- (vii) Debarments or suspensions by a governmental entity
- (viii) Denials of prequalification, findings of non-responsibility
- (ix) Litigation

VIII. References

- A. The Public-Private Education Facilities and Infrastructure Act of 2002, as amended Va. Code §§ 56-575.1, et seq.
- B. NVRPA Guidelines for the Implementation of Public-Private Education Facilities and Infrastructure Act of 2002, as amended.
- C. Virginia State and Local Government Conflict of Interest Act, Va. Code § 2.2-3100, et seq.

IX. List of Appendices to RFP

- A. Appendix A: Proposal Submission Cover Sheet Form
- B. Appendix B: References Form
- C. Appendix C: Project Cost and Schedule
- D. Appendix D: Building Location Photo
- E. Appendix E: Visitor Center Concept Plan
- F. Appendix F: Septic Field Information
- G. Appendix G: PPEA Procedures
- H. Appendix H: Property Plat
- I. Appendix I: Parcel Information
- J. Appendix J: Sample Building Photograph

**APPENDIX A – PROPOSAL SUBMISSION COVER SHEET**

**Northern Virginia Regional Park Authority  
VISITOR CENTER FOR TEMPLE HALL FARM REGIONAL PARK**

Proposer's Name: \_\_\_\_\_  
\_\_\_\_\_

Proposer's Address:

Proposer's:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Proposer's Virginia Class A General Contractor's License Number: \_\_\_\_\_

After first being placed under oath, I hereby certify that I have authority to submit this proposal on behalf of the Proposer whose name appears above, that I am a principal of the Proposer, that the Proposer hereby agrees to all of the terms and conditions in the solicitation for this procurement and in the NVRPA's PPEA Implementing Guidelines, that neither the Proposer nor any member of its team or its principals is currently suspended or debarred from public contracting by any federal, state or local government entity, that I have taken reasonable steps to ascertain the accuracy of all the information contained in this proposal and this certification, and that the information in this proposal and certification is accurate to the best of my knowledge or information and belief.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed/Typed Name  
\_\_\_\_\_  
Title (Principal of Proposer)

Commonwealth of Virginia :  
: to wit  
County/City of \_\_\_\_\_ :

On \_\_\_\_\_, 2005, \_\_\_\_\_, (same name as above) appeared before me, and after satisfying me of his/her identity and after being placed under oath, swore to the truthfulness of the above statement.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

The Proposer acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_ Dated \_\_\_\_\_

**APPENDIX B - REFERENCES**

**Name and Title**                      **Organization**    **Address**                                      **Telephone Number**    **E-mail**

Description of Project and Date Completed:

**Name and Title**                      **Organization**    **Address**                                      **Telephone Number**    **E-mail**

Description of Project and Date Completed:

**Name and Title**                      **Organization**    **Address**                                      **Telephone Number**    **E-mail**

Description of Project and Date Completed:

**Name and Title**                      **Organization**    **Address**                                      **Telephone Number**    **E-mail**

Description of Project and Date Completed:

**Name and Title**                      **Organization**    **Address**                                      **Telephone Number**    **E-mail**

Description of Project and Date Completed:

**APPENDIX C - PROJECT COST AND SCHEDULE**

**Phase I**

Complete all planning documents including site plan, building construction and well and septic system plans and obtain Loudoun County site plan, building and health department permits.

Total Cost: \_\_\_\_\_ dollars / \$ \_\_\_\_\_

Time for Completion from Date of NVRPA Notice to Proceed: \_\_\_\_\_ days

**Phase I Add Alternate**

Complete all planning documents including site plan, building construction and well and septic system plans and obtain Loudoun County site plan, building and health department permits in order to obtain Silver Certification from the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program.

Total Added Cost: \_\_\_\_\_ dollars / \$ \_\_\_\_\_

Added Time for Completion: \_\_\_\_\_ days

**Phase II**

Complete construction and obtain occupancy permit of non-Leed certified facility.

Total Cost: \_\_\_\_\_ dollars / \$ \_\_\_\_\_

Time for Completion from Date of NVRPA Notice to Proceed : \_\_\_\_\_ days

**Phase II Add Alternate**

Complete construction and obtain occupancy permit with official LEED Silver Certification.

Total Added Cost: \_\_\_\_\_ dollars / \$ \_\_\_\_\_

Added Time for Completion: \_\_\_\_\_ days