

Town of Berryville
Request for Proposals
Structural Evaluation of Livery Stable
at 23 East Main Street, Berryville, VA

I. Overview and Purpose

The Town of Berryville owns a 19th century livery stable situate on East Main Street in Downtown Berryville. The livery stable, which is a two-story structure approximately 40' x 25' in size, is attached to a brick structure that was constructed in the mid-1930's for use as a fire station and town office. Both the structures are located at 23 East Main Street, Berryville, VA, which is also identified as Clarke County Tax Map Parcel 14A5-((A))-77.

In 2009, former fire station and town office was renovated for use as an art gallery and business incubator space.

The Town has not developed a plan for adaptive reuse of the livery stable but wants the structure evaluated to determine what steps must be taken to stabilize it while it establishes how best to use the resource.

II. Definitions

- A. Contract Documents – Executed agreements and addenda, general/supplementary conditions, and other records specific to the contract

- B. Engineer – Structural Engineer or Engineering Firm licensed in the Commonwealth of Virginia with which the Town contracts to complete the Structural Evaluation of the Livery Stable at 23 East Main Street

- C. Town – Town of Berryville, a Virginia Municipal Corporation

III. Scope of Services

Engineer will provide a report (“Report”) to document the current condition of the livery stable. The Report must address the following items:

A. Survey of existing conditions

An examination of the livery stable is necessary to document and assess the material condition of its construction and design. This step will also identify and evaluate the structure’s condition including:

- Exterior Envelope and Materials
- Interior materials
- Structural systems
- Creation of measured drawings of the livery stable (drawings will have a scale of ¼” / foot in paper space in AUTOCAD (2014 version or more recent) format).

An archaeological assessment is not required, but the Engineer may engage in subterranean exploration, as needed, to assess existing conditions. Such subterranean exploration must be approved in advance by the Town. The Town shall be immediately informed of any discovered condition that in the opinion of the Engineer warrants immediate attention.

Any artifacts discovered on site remain the property of the Town and may not leave the property.

Unless otherwise approved by the Town, all subterranean exploration shall be done by use of hand tools. Engineer will repair and stabilize all disturbed areas.

B. Treatment Plan

Engineer will provide a treatment plan that identifies any work that is needed to stabilize the livery stable. The treatment plan will include a detailed description of needed work and repair plans, prioritization of work, and cost estimates for identified work. Repair plans shall be stamped by Engineer and shall conform to The Secretary of the Interior's Standards for Rehabilitation.

IV. Deliverables and Meetings

The Engineer will furnish the Report to the Town and attend meetings in accordance with the schedule provided in this offering unless otherwise mutually agreed. Under the terms of this offering the Engineer will provide a draft report to the Town and attend a draft report conference and provide a final report to the Town and present same to the Town Council.

Specific deliverables:

Draft Report – 3 printed copies of entire Report
PDF of entire Report

Final Report – 10 printed copies of entire Report
PDF of entire Report
AUTOCAD file of measured drawings on thumb drive

The Report and related work product will become the property of the Town.

V. Proposal Submission

The Town of Berryville will receive sealed proposals at the Town's Business Office located in the Berryville-Clarke County Government Center, 101 Chalmers Court, Suite A, Berryville, Virginia 22611, until 2:00 p.m., local time Tuesday September 7, 2017 for the Structural Evaluation of the Livery Stable at 23 East Main Street. Proposals received after the specified time will be returned unopened. All proposals must be submitted in a sealed envelope marked "Structural Evaluation of Livery Stable" in accordance with the Request for Proposals advertisement.

VI. Proposal Format

Offerors will make written proposals which present the offer's qualifications and understanding of the work to be performed.

Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Proposals must provide all of the information offeror considers pertinent to its qualifications for this project.

VII. Selection Process

A. Evaluation Criteria

1. Offerors professional qualifications and work experience assessing historic structures, with focus on the personnel to be assigned to this project (40% review weighting)
2. Offerors stated approach to the project (60% review weighting)

B. Selection Procedure

After receipt of proposals, the Town will engage in discussions with as many qualified offerors as it deems necessary. During discussions offerors will be evaluated and ranked on the basis of their proposal's compliance with the Request for Proposals and the Evaluation Criteria enumerated in this offering.

Negotiations will be conducted, beginning with the offeror ranked first (note: a non-binding project lump sum estimate and hourly rate schedule will be submitted to Town at this stage of process). If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, then award will be made to that offeror. Otherwise, negotiations with the offeror ranked first will be formally terminated and negotiations conducted with the offeror ranked second, and so on until a contract can be negotiated. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

VIII. General Conditions

The Town's General Conditions are attached to this Request for Proposals and will be incorporated and made part of the Contract Documents.

IX. 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 consent of the Contractor. The offeror shall indicate on the attached Rider Clause whether it is willing to contract with any of the agencies listed. A negative response to this clause will not adversely affect consideration of any proposal.

The offeror shall deal directly with each entity with regard to order placement, issuance of purchase orders, invoicing and payment. The entities mentioned are not bound to participate in any resultant contract.

X. Contract Term, Termination and Ownership of Work Product

The successful offeror will be required to execute a standard Contract with the Town. The Request for Proposals will be incorporated and made part of the Contract Documents. The term of the contract will be from the date of its signing to the presentation of the final Report to the Town Council. The Town reserves the right to extend the contract upon mutual agreement with the Engineer in order to facilitate stabilization of the Livery stable.

The Town reserves the right to terminate the contract upon thirty (30) days written notice to the Engineer. In the event of termination pursuant to this section which is not Engineer's fault, the Engineer shall be paid for all services provided during the contract term.

In the event of contract termination for any reason, all documents, data, studies, drawings, specifications, reports, and records prepared by the Engineer under the contact will become the property of the Town and will be delivered to the Town by the Engineer, or successor, for use by the Town. Use of the work product will not result in additional compensation to the Engineer.

XI. Schedule

A. RFP schedule

Issue RFP	August 8, 2017	
Mandatory Pre-submission Meeting / Site Visit	August 18, 2017	10:00 am
Deadline for Questions and Requests for Additional Information	August 24, 2017	2:00 pm
Deadline for Town Responses	August 28, 2017	2:00 pm
Submission Deadline	September 7, 2017	2:00 pm
Engineer Interviews (if needed)	Week of September 17, 2017	
Award Date	October 11, 2017	2:00 pm

B. Post award schedule

Kick off meeting	October 18, 2017	4:00 pm
Engineer on-site by	October 25, 2017	
Draft report to Town	December 6, 2017	4:00 pm
Draft Report Conference	December 14, 2017	4:00 pm
Final report to Town	January 4, 2018	
Presentation to Town Council	January 9, 2018	7:30 pm

The Town reserves the right to alter the RFP schedule as needed. Further, the Post award schedule may be amended upon mutual agreement of the Town and Engineer.

All mandatory pre-submission meeting / site visit attendees will be required to sign an assumption of risk prior to the site visit.