

Sussex County, Virginia
Invitation for Bids 2017-03
for
Professional Architectural Services

Sussex County seeks a qualified and experienced architectural firm to provide professional services relating to the Commissioner of Revenue and Treasurer Building Window Replacement. Questions regarding this Invitation for Bids (IFB) should be addressed to:

Shilton R. Butts
Asst. to the County Administrator
Sussex County Administration
20135 Princeton Road (Physical Address)
P.O. Box 1397 (Mailing Address)
Sussex, VA 23884
(434) 246-1000

Bids must be received by Sussex County before **2:00 p.m. on Monday, May 8, 2017**. Bids must be hand-delivered or mailed to the above address. Bids received after the above date and time will be returned unopened.

This institution is an equal opportunity provider and employer.

BACKGROUND

The Project site is located at the Sussex County Commissioner of the Revenue and Treasurer Building, 15074 Courthouse Road, Sussex, Virginia 23884. The project consists of the replacement of twenty-eight existing exterior wood windows of three different sizes as indicated on the attached Exhibit A. The two (2) existing round fixed “ship’s” windows will be stripped, caulked, and repainted, but not replaced as part of the Scope of Work. The existing front and rear exterior doors and associated window transoms are not a part of the Scope of Work.

The Project shall be delivered in a single bid package using a design-bid-build procurement method and constructed under a single, stipulated sum construction contract pursuant to solicited competitive bidding.

SCOPE OF BASIC SERVICES

Construction Document Services

- Develop options for the replacement of the existing twenty-eight (28) exterior wood windows, preliminary phasing strategies including estimated construction durations, and preliminary cost estimates for each option and meet with County staff to select an option.

- Based on the selected window replacement option, prepare 50% complete Construction Documents and submit to the Sussex County for review and comment.
- Prepare technical Specifications.
- Prepare Bid Documents for use in soliciting competitive construction bids.
- Prepare Construction Documents to 95% complete.
- Perform an internal Quality Control review and revise the Working Drawings, Bid Documents, and Specifications

Bidding and Construction Contract Award Services

- Conduct one pre-bid conference with prospective bidders.
- Issue necessary addenda to Bid Documents.
- Evaluate substitutions.
- Review bids received by the County and assist the County in determining the successful bidder.

Construction Phase Services

- Attend one pre-construction conference with Contractor's and Sussex County representatives. The architectural firm selected will conduct the meeting. (Site Visit 1). One window shall be removed prior to the pre-construction conference to determine if any additional remedial Work is requires such as flashing replacement or head, jamb, or sill remediation. Any such remediation will be handled through a change order with the Contractor and Additional Services with the architectural firm, if required.
- Review Contractor submittals and shop drawings.
- Conduct not more than two (2) construction site visits during construction to conduct on-site construction progress meetings with County staff and the Contractor and to observe construction progress to determine, in general, if it appears that, when completed, construction will be in accordance with the construction contract requirements. Provide written site reports for each site visit. (Site Visits 2 and 3).
- Review and certify Contractor's Request for information.
- When the Contractor indicates that construction has reached Substantial Completion, conduct not more than one inspection to identify corrective measures as required for compliance with the requirements of the construction contract; issue a Certificate of Substantial Completion of the construction when merited. (Site Visit 4)
- Conduct not more than one final inspection to determine whether corrective measures have been completed. (Site Visit 5).

ADDITIONAL SERVICES

The County reserves the right to request services in addition to those specified or implied by this RFP, that are within the scope of services normally performed by the Offeror, at any time during the term of the resulting contract.

SELECTION PROCESS

THE COUNTY OF SUSSEX DOES NOT DISCRIMINATE IN THE SOLICITATION OR AWARDING OF CONTRACTS ON THE BASIS OF RACE, RELIGION, FAITH-BASED ORGANIZATIONS, COLOR, NATIONAL ORIGIN, AGE, DISABILITY OR ANY OTHER BASIS PROHIBITED BY STATE OR FEDERAL LAW. THE COUNTY RESERVES THE RIGHT TO WAIVE MINOR INFORMALITIES, TO REJECT ANY/OR ALL BIDS AND TO AWARD THE BID CONSIDERED TO BE IN THE BEST INTEREST OF THE COUNTY.

INVOICING REQUIREMENTS

All invoicing to the County for services provided by the firm must be submitted to the Accounting Department in a detailed format outlining specific services and charges. Payment will be made within 30 days of the receipt of a valid invoice.

SUBMITTAL

Respondents should submit their bid to the address below no later than **2:00 p.m. EST** on Monday, **May 8, 2017**. The submittal shall be in sealed envelope and addressed as follows:

Shilton R. Butts
Asstant to the County Administrator
Sussex County Administration
20135 Princeton Road (Physical Address)
P.O. Box 1397 (Mailing Address)
Sussex, VA 23884
(434) 246-1000

For further information, respondents may contact Ms. Shilton R. Butts at (434) 246-1000 or by email at sricks@sussexcountyva.gov.

BID FORM

Signature: _____ Date: _____

Name (type or print): _____

Official Title: _____

Company Name: _____

FIN or SSN: _____

State of Incorporation: _____

Address: _____

Telephone: _____

E-Mail: _____

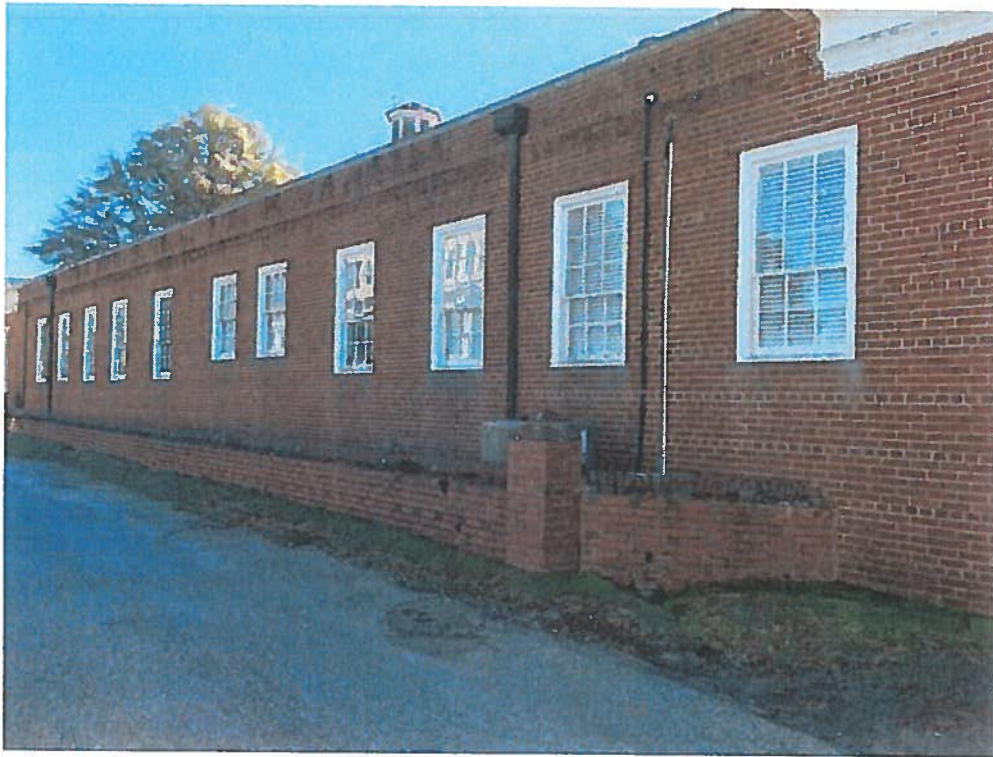
UNIT PRICE BID FOR BASIC SERVICES

Item	Description	Amount
1.	Construction Documents Services	\$ _____
2.	Bidding/Construction Contract Services	\$ _____
3.	Construction Phase Services	\$ _____
Bid Total (Items 1-3)		\$ _____

EXHIBIT A



EXHIBIT A



COMMISSIONERS OF THE REVENUE AND TREASURER Bldg, Sussex, VA.

