

**GOODWILL INDUSTRIES OF THE VALLEYS, INC.
REQUEST FOR PROPOSAL
Professional Services**

TITLE: A&E SERVICES FOR MELROSE PLAZA

RFP NUMBER 23-02

RFP ISSUE DATE: January 18, 2023

PROPOSAL DUE DATE: February 10, 2023

PROPOSAL DUE AT OR BEFORE 2:00 P.M.

The Request for Proposal and related documents may be viewed and/or downloaded from the Goodwill Industries of the Valleys' website at www.goodwillvalleys.com or by email from the Chief Compliance Officer at jgreen@goodwillvalleys.com. If you have any problems accessing the document, you may contact Jackson Green at (540) 354-4314 or the above email address.

TABLE OF CONTENTS

REQUEST FOR PROPOSAL NO. 23-02

A&E SERVICES FOR MELROSE PLAZA

INTRODUCTION	3
SECTION 1. PURPOSE	6
SECTION 2. BACKGROUND	6
SECTION 3. INSTRUCTIONS TO OFFERORS	12
SECTION 4. MISCELLANEOUS	15
SECTION 5. SERVICES / ITEMS REQUIRED	17
SECTION 6. EVALUATION CRITERIA	20
SECTION 7. SELECTION PROCESS	20
ATTACHMENT A SIGNATURE PAGE	23
ATTACHMENT B CURRENT BUILDING	26
ATTACHMENT C SOLAR ARRAY	27
ATTACHMENT D GROCERY STORE LAYOUT	29
ATTACHMENT E SAMPLE EXCEL CENTER FLOORPLAN	30

GOODWILL INDUSTRIES OF THE VALLEYS, INC.

REQUEST FOR PROPOSAL FOR
A&E SERVICES FOR MELROSE PLAZA
RFP 23-02

INTRODUCTION

Goodwill Industries of the Valleys, Inc., (Goodwill) is seeking competitive proposals from qualified Offerors to provide complete professional services to plan, design, and oversee the construction of the Melrose Plaza in accordance with all terms, conditions, and specifications as set forth in this Request for Proposal (RFP).

The schedule associated with this RFP is as follows:

Description	Date	Time	Place
RFP Issued	1/18/2023		Goodwill
Non-mandatory Pre-Proposal Meeting	1/31/2023	2:00 pm	You are invited to a TEAMS meeting. When: Jan. 31, 2023 2:00 PM Eastern Time (US and Canada) To register, contact Jackson Green in advance at jgreen@goodwillvalleys.com to receive meeting link.
Deadline for Questions, Clarification and/or Interpretations	2/3/2023	2:00 pm	jgreen@goodwillvalleys.com
Proposal Due	2/10/2023	2:00 pm	jgreen@goodwillvalleys.com

Proposals, to be considered and evaluated, must be received by the proposal due date and time to the email address noted above. Receipt of all proposals will be acknowledged. **Proposals received after the time indicated in the above schedule will not be accepted or considered.** The time of receipt shall be determined by the Goodwill official who is to open the proposals. Faxed proposals are not acceptable.

Delivery Alert: Due to measures Goodwill has taken in response to COVID-19, Offerors must submit their proposal via email to jgreen@goodwillvalleys.com by

the established due date and time. Emails received after the due date and time will not be considered. The email must include the RFP number and title in the subject line with the Company name. **The email submission must include two (2) digital copies of the proposals with RFP Number, Title, and name of Company on each with one named “Original” and one named “Redacted”.** The redacted version should be void of all confidential and proprietary material.

Goodwill reserves the right to cancel this RFP and/or reject any or all proposals, to waive informalities in any proposal, to award any whole or part of a proposal, and to award to the Offeror whose proposal is, at the sole discretion of Goodwill, determined to be in the best interest of Goodwill.

Project evaluation and award will be accomplished in accordance with this RFP and Goodwill’s procurement policies. If an award of a contract is made, notification of such award will be communicated via email to all submitting Offerors as well as being posted on Goodwill’s website.

Unless a proposal is withdrawn, the Offeror agrees that any prices or terms for such proposal shall remain valid for sixty (60) days after opening. Notices of proposal withdrawal must be submitted via email to jgreen@goodwillvalleys.com.

Funding from the Coronavirus State and Local Fiscal Recovery Funds is subject to the requirements specified in the Final Rule released by the Department of Treasury on January 6, 2022. A copy of the Final Rule may be viewed at <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

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

If you download this RFP from the Goodwill website and intend to submit a proposal, you should notify Jackson Green at jgreen@goodwillvalleys.com that you have done so. However, each Offeror is solely responsible for ensuring that such Offeror has the current, complete version of the RFP documents, including the addenda, before submitting a proposal. Goodwill is not responsible for any

RFP obtained from any source other than Goodwill. Contact Jackson Green by phone at (540) 354-4314 or by email at jgreen@goodwillvalleys.com.

Respectfully,

Jackson G. Green

Jackson G. Green
Chief Financial Officer and Chief Compliance Officer
January 18, 2023

Goodwill Industries of the Valleys, Inc.
Request for Proposal No. 23-02

A&E SERVICES FOR MELROSE PLAZA

SECTION 1: PURPOSE

The purpose of this Request for Proposal (RFP) is the procurement of a qualified Offeror to provide complete professional services to plan, design, and oversee the interior demolition and renovation of the Melrose Plaza located at 2502 Melrose Avenue, Roanoke, Virginia 24017.

Goodwill invites any qualified Offeror to respond to this RFP by submitting a proposal for architectural and engineering services for Melrose Plaza consistent with the terms and conditions herein set forth. **Final scope of services will be negotiated with the successful Offeror.**

SECTION 2: BACKGROUND

Goodwill is proud to be part of the Northwest Roanoke community, and we are committed to addressing health and educational disparities in this community that has been disproportionately impacted for decades by poverty and more recently by the COVID-19 pandemic disaster. We are excited to collaborate with area partners to honor the rich legacy of the community and to help restore vibrant neighborhoods in Northwest Roanoke.

Originally named “Gainesborough”, the Northwest community traces its origins to 1835 making it the oldest town in the Roanoke Valley. By the 1920’s, Gainesboro had many thriving businesses, beautiful residential streets, and remarkable arts and music venues. Henry Street was known as the “Black Wall Street” of Roanoke with over 50 businesses including the Dumas Hotel, doctors, dentists, restaurants, and other establishments. Beginning in the 1950’s, urban renewal in Northeast Roanoke displaced many of its residents with the destruction of 1,600 homes, 250 businesses, and at least 25 churches. Northwest Roanoke became the repository for these uprooted residents. In 1966, the construction of Interstate 581 further disrupted the community.

In 1971, Gainsboro and Northwest redevelopment efforts began and continue to this day. In 2008, the Martin Luther King, Jr. Memorial Bridge and Statue were dedicated near Henry Street. These memorials serve as powerful symbols of the rich African American legacy of the area and stand at a spot that previously represented the segregation of Gainsboro from Downtown Roanoke. The Melrose Plaza Hub will continue the restoration of Northwest Roanoke with vital resources for families in the community.

Goodwill owns and operates the current Plaza building for delivery of various mission services, light industrial business activities, administrative offices, and the lease to Roanoke City of the Melrose Branch Library (see ATTACHMENT B). Except for the Library, these activities will be relocated to allow for interior demolition and renovation.

At Goodwill, our mission is “Empowering Individuals, Strengthening Families, Inspiring Communities” as we pursue our vision of “Eliminating Poverty”. The Melrose Plaza will be a community center for healthy and affordable foods and access to medical and dental services, financial services, career opportunities, and other resources. These resources and the approximate square footage required will include:

- A 21,500 square foot **Grocery Store** will anchor the project and provide access to healthy and fresh foods at affordable prices as well as nutritional education in a safe, clean, well-maintained facility. An additional 3,500 square feet will be reserved for future expansion opportunities for the store. Goodwill will operate the grocery with support from MDI, a leading wholesale food distributor that services independent grocers across the East Coast. MDI will provide store interior layout design, equipment selection and sourcing, market analysis, and staff training as part of their turnkey support for new grocery operators (see ATTACHMENT D). We also intend for the grocery to be a partner in the Virginia Fresh Match program which allows shoppers using SNAP EBT cards to save 50% on fresh fruits and vegetables. Fresh and affordable produce is always at the top of the list of needs in identified food deserts and low-income communities like Northwest Roanoke.

- A 5,000 square foot **Wellness Center** will function as a holistic community center allowing residents to connect to physical and mental health, dental, and fitness offerings in the community. Specific partners and services are still being determined, but Goodwill anticipates the Wellness Center will provide basic health screening and consultation with referral to appropriate providers for delivery of medical and dental care.
- A 2,000 square foot **Financial Center** will provide banking services. The specific financial partner and services is still being determined, and anticipated services include checking and savings, loans and financing, financial literacy, individual coaching, and credit counseling for both personal and business needs.
- A 25,000 square foot **Excel Center** will provide free education to adults to earn a state-recognized high school diploma as well as earning industry-recognized certificates or college credits at no cost. Resources to support these students will include no-cost childcare, flexible class schedules, transportation support, life coaching, connection to college and career choices, and job placement services. Excel Centers are a model used successfully by Goodwill organizations with outcomes including a 40% increase in employment for graduates, an 8-month return on investment to the state after an Excel Center student graduates, a 39% increase in earnings for graduates with a full diploma, and 100% equitable employment and wage outcomes. Excel Centers provide a unique experience to learn with adults of all ages to achieve the educational goals – many mentoring and supportive relationships develop that give the students confidence and a sense of inclusion. Goodwill is partnering with The Excel Center National Office to develop this adult school model. See ATTACHMENT E for a sample Excel Center floorplan.
- A 5,000 square foot **Training Center** for Occupational Skills Training is anticipated to meet specific training and certification needs of the neighboring community. The specific partner(s) for this training are still being determined.

- Approximately 11,000 square feet will be available for future use. This space will be included in the overall design of the Plaza but the extent of finished construction will need to be determined over the next few months.
- Approximately 6,000 square feet are anticipated for common entry areas, kiosks, and building support functions. The square footage available for Plaza renovation totals 79,000.
- The **Melrose Branch of the Roanoke Public Libraries** already serves as a vibrant anchor on the western end of the Plaza. The grocery will be located on the eastern end of the building, and the exterior will incorporate the Library design elements for a unified look as well as elements from community input to give each entrance (grocery, center entrance, and Library) a distinctive and recognizable look. No modifications to the Library are anticipated in this project.

To summarize the currently anticipated use of the 83,400 square feet of the Melrose Plaza:

Description of Use	Est. Sq. Ft.
Grocery Store – 13,660 sales floor, 7,820 processing areas and receiving / storage; 3,520 reserved for future expansion	25,000
Financial Center – space for one financial services provider	2,000
Wellness Center – space for multiple service providers – expected use is screening and referral only (no direct care)	5,000
Excel Center – free adult education to earn full high-school diploma as well as industry-recognized credential	25,000
Occupational Skills Training Center	5,000
Common Entry Areas, Atrium, Center Manager Office – up to	6,000
Future Use – space requiring all systems and infrastructure but extent of buildout completion to be determined	11,000
Subtotal – square footage requiring demolition / renovation	79,000
Maintenance Facilities and Storage (area at rear of building) – no significant renovation is anticipated within these areas	4,400
Melrose Branch Library – sq. ft. excluded from this project	16,600
Approximate Square Footage of Entire Building	100,000

In 2021, the United States Government passed the American Rescue Plan Act (ARPA) which provides relief federal funds for state and local governments impacted by the Coronavirus pandemic. These funds can be used for public health, economic emergency, infrastructure, and to address economic harms to workers, households, small businesses, impacted industries, and the public sector.

In Summer of 2021, the City of Roanoke formed a public advisory committee led by City Manager Bob Cowell to help establish which priorities the City should undertake with ARPA funds. After research and stakeholder input, the City awarded \$10 million in ARPA funding for this Melrose Plaza project.

Funding from the Coronavirus State and Local Fiscal Recovery Funds is subject to the requirements specified in the Final Rule released by the Department of Treasury on January 6, 2022. A copy of the Final Rule may be viewed at <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

Goodwill estimates the resources available for construction costs (A-E services, demolition, and renovation) to be approximately \$17 million (this estimate excludes anticipated grocery equipment and fixtures of \$1.6 million and Excel Center furniture and equipment of \$350K).

From Goodwill's perspective, phases of the project will include:

1. **Conceptual Design Phase** – selection of architectural and engineering firms, review of existing building systems, obtaining community input, and developing the project timeline.
2. **Relocation of Goodwill Services and Administrative Offices** – concurrent with Phase 1, Goodwill will need to relocate all onsite services, offices, information technology resources, and meeting rooms to free the building for renovation. This phase is anticipated to be completed in mid-2023.
3. **Construction of the Grocery Store** – selection of general contractor, permitting, sourcing of equipment, construction of the store, hiring of General Manager and Assistant Manager, hiring of staff, training of all staff, initial setup and stocking of the store, and any other actions needed up to

opening day of the store. This phase can proceed as soon as offices on the eastern side of the building are vacated.

4. **Exterior Renovation** – design and construction of a new unified front for the building; assess needed parking lot, lighting, and security improvements; and renovation of the dock area at the grocery store.
5. **Construction of Wellness Center, Financial Center, and adjoining common and support areas** – with input from all partners, the spaces for these community services will be constructed. This phase can run concurrent with Phases 3 & 4.
6. **Construction of the Excel Center / Training Center** – this final construction phase may need to be timed to match funding sources although construction concurrent with Phase 5 will likely be most efficient. This Phase will also be timed to match sustaining funding for the educational services and required licensing. This Phase includes classrooms, a computer lab, study areas, reception, offices, restrooms, a small library, and a childcare area. Specific phasing will be addressed during negotiation with the selected Offeror.

Specific project considerations –

- A. **Time is of the Essence** – all spending for the \$10 million ARPA funding must be encumbered by **November 30, 2024**, and Goodwill desires to open the grocery store for operation by that date. Project timelines should be planned around this key date.
- B. **Phasing** – from a design perspective, Goodwill desires to design the entire project in a typical, single, cohesive process (no phasing). Approval to operate an Excel Center and related funding is currently under consideration by the Virginia General Assembly. Should that approval and funding not be received for 2023, the construction of the Excel Center and possibly the Occupational Skills Training Center may be deferred at least one year.

- C. Northwest Neighborhood** – the focus of this project is restoration of the Northwest Roanoke neighborhood which is both a qualified census tract due to current poverty levels as well as a food desert. The Offeror shall consider this objective during the proposal and design process as well as during the selection of subcontractors.
- D. Value Engineering and Existing Systems** – as the current Melrose building is fully functioning and well maintained, Goodwill expects the successful A-E Offeror to utilize existing systems to the extent practicable. For example, two server rooms exist which house the alarm and security systems – savings are expected if one or both of these rooms can be incorporated into the project design.
- E. Solar Array** – a solar array covers most of the roof of the Melrose Plaza building except for the front corner above the planned grocery store and above the Library space. See ATTACHMENT C.

SECTION 3: INSTRUCTIONS TO OFFERORS

- A. Proposals must be submitted, in the prescribed format, in accordance with the instructions and requirements contained in this RFP, including the Introduction. Failure to do so may result in the proposal being rejected. An Offeror must promptly notify Jackson Green, Goodwill Compliance Officer, of any ambiguity, inconsistency, or error which may be discovered upon examination of the RFP.
- B. Until such time that an award is published, direct contact with any Goodwill employee without the expressed permission of Jackson Green, Goodwill Compliance Officer, or his designated representative, on the subject of this proposal, is strictly forbidden. Violation of this Instruction may result in disqualification of Offeror's proposal.
- C. Prospective Offerors, sometimes referred to as providers, operators, contractors, consultants, or vendors, are to address the criteria above and below at a minimum part of their submitted proposal. Each proposal should include a transmittal letter and management overview of the proposal. Proposals are to include and may be evaluated on the following factors,

together with such other factors as will protect and preserve the interests of Goodwill, which may also be considered.

1. Organizational structure of firm and qualifications of management personnel.

Prospective Offerors should submit at a minimum:

- a) Length of time in the business,
- b) Corporate experience,
- c) Strengths in the industry,
- d) Business philosophy,
- e) Describe the organizational structure of the firm, and
- f) Describe the organizational structure for the management and operation of services requested and/or provision of the items referred to in this RFP, including an organizational chart denoting all positions and the number of personnel in each position.

2. Financial condition of the firm and ability to perform all obligations of any resultant contract.

The sufficiency of the financial resources and the ability of the Offeror to comply with the duties and responsibilities described in this RFP. Each Offeror shall provide a current financial report and the previous year's audited financial statements. Offeror shall provide a statement regarding any recent or foreseeable mergers or acquisitions. Financial information may be marked as "confidential" in accordance with the requirements set out in Section 4(A) of this RFP.

3. Experience in providing the services and/or items requested by this RFP.
4. The ability, capacity, and skill of the Offeror to provide the services and/or items described in this RFP and in a prompt and timely manner without delay or interference.
5. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the Offeror.
6. The quality and timeliness of performance of previous contracts or services of the nature described in this RFP.

7. Compliance by the Offeror with laws and ordinances regarding prior contracts, purchases, or services.
 8. The conditions, if any, of the proposal.
- D. Each Offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP. Each reference should include organizational name, official address, name of contact person, title of contact person, phone number, and number of years the project has been in use.
 - E. Also include any other materials you may want to submit as part of your proposal response.
 - F. Offeror shall disclose any ancillary agreements Goodwill may be required to sign as a result of any Contract with Successful Offeror.
 - G. Goodwill may request additional information, clarification, or presentations from any of the Offerors after review of the proposals received.
 - H. Goodwill has the right to use any and all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary / confidential data of Offeror.
 - I. Goodwill is not liable for any costs incurred by any Offeror in connection with this RFP or any response by any Offeror to this RFP. The expenses incurred by Offeror in the preparation, submission, and presentation of the proposal are the sole responsibility of the Offeror and may not be charged to Goodwill.
 - J. Each Offeror who is a Stock or Nonstock Corporation, Limited Liability Company, business trust, 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 proposal 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 proposal response a

statement describing why the Offeror is not required to be so authorized. (See Va. Code Section 2.2-4311.2)

SECTION 4. MISCELLANEOUS

- A. Ownership of Material – Ownership of all data, materials, and documentation originated and prepared for Goodwill pursuant to the RFP shall belong exclusively to Goodwill. Trade secrets or proprietary information submitted by the Offeror shall not be subject to disclosure unless otherwise required by law or a court. The proprietary or trade secret material submitted must be identified in some distinct method such as highlighting or underlining and must indicate on the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and / or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.
- B. As this is an RFP, no information regarding the proposal records or the contents of responses will be released. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- C. Any interpretation, correction, or change in the RFP will be made by an addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding and Offerors must not rely upon such interpretations, corrections, or changes. The Goodwill Compliance Officer will issue Addenda. Addenda will also be posted on the Goodwill website. **Each Offeror is solely responsible for ensuring that such Offeror has the current, complete version of the RFP documents, including any addenda, before submitting a proposal. Goodwill is not responsible for any RFP material obtained from any source other than Goodwill.**
- D. No Offeror shall confer on any Goodwill employee or Board member having official responsibility for a purchasing transaction any payment, loan, subscription, advance, deposit or money, service, or anything more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

- E. Goodwill may make investigations to determine the ability of Offeror to perform or supply the services and / or items described in this RFP. Goodwill reserves the right to reject any proposal if the Offeror fails to satisfy Goodwill that it is qualified to carry out the obligations of the proposed contract.
- 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 2.2-4311, which are incorporated herein by reference.
- H. It is the policy of Goodwill to maximize the participation by minority and women owned business enterprises in all aspects of Goodwill 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 an outside services shall be subject to the same conditions and requirements as the successful Offeror with regards to law, code, or regulation compliance. Goodwill reserves the right of approval for any subcontract work, including costs thereof.
- K. Insurance Requirements. Awarded 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 awarded Offeror, or any of its subcontractors, under any resultant Contract. All such insurance shall be primary and noncontributory to any insurance Goodwill may have.

SECTION 5. SERVICES AND / OR ITEMS REQUIRED

The following are the services and / or items that the successful Offeror will be required to provide to Goodwill and should be addressed in each Offeror's proposal.

Each Offeror should carefully read and review all such items and should address such items in its proposal. However, final description of the services and / or items to be provided to Goodwill under this RFP is subject to negotiations with the successful Offeror and final approval by Goodwill.

- A. Goodwill is seeking a properly licensed Architectural-Engineering (A-E) Consultant, or properly licensed A-E consulting team to provide complete professional services to plan, design, and oversee the construction of the Melrose Plaza project.
- B. Services being requested of the A-E Consultant (or design team) shall be those normal and customary services required for the conceptual, schematic, design development (35%), construction documents (bid-ready, 100%), bidding and construction administration phase of the Project. The A-E may also be asked to provide assistance with selection of furniture, fixtures, and equipment (FF&E) required in the renovated plaza. However, Goodwill's grocery consultant, MDI, will be providing recommendations for the selection of specialty grocery equipment and fixtures.
- C. Specifically, the services being requested of the A-E Consultant shall include, but not necessarily be limited to, the following:
 - 1. Assist Goodwill in developing, reviewing, and evaluating the programming data, concept floor and site plans, and estimate of probable construction cost.
 - 2. Provide recommendations on building type, finishes, and composition.
 - 3. Assess the site and the needs of the proposed Plaza to include pedestrian and vehicular circulation, service access to the building and parking, security, landscaping, and similar concerns.

4. Based on community input and programming data or refinements approved by Goodwill, the Consultant shall update and prepare conceptual floor and site plans for the proposed Plaza and furnish an estimate of probable construction cost for the project.
5. Based on comments received from Goodwill following its review of the conceptual phase documents, Consultant shall develop a schematic document package to include, as a minimum, site plan, floor plans, building elevations and building sections, and update of construction cost. The Consultant shall make its recommendations for design elements, features, and systems that can be incorporated into the project that will result in construction efficiencies and value engineering to manage costs.
6. Based on comments received from Goodwill following its review of the schematic drawing package, Consultant shall proceed with the development of design development (35% CD) documents, to include preparation of outline specifications and refining of the estimate of probable construction cost.
7. Upon receipt of written approval from Goodwill, Consultant shall proceed with development of a full and complete bid and construction document (CD) package. These documents shall conform to generally accepted architectural and engineering practices and shall comply fully with all applicable codes and regulations including, but not limited to, the Virginia Uniform Statewide Building Code and the Uniform Federal Accessibility Standards. The A/E shall exhibit experience and competency with architectural design, civil engineering, structural engineering, mechanical engineering (HVAC, plumbing, and fire protection), and electrical engineering. Design and / incorporation of existing special systems such as voice / data, security, and communications shall also be included.
8. As part of the CD phase, the Consultant shall submit to the Roanoke City Planning, Building and Development Department pre-final (95%) documents for review. These documents shall incorporate all comments which result from the Building Code compliance review and Comprehensive Site Plan Review, within the final bid (construction) set of documents. All

final construction documents issued for bidding and submitted for review by the City Building Inspections Department shall bear the professional seals and signatures of the responsible architect / engineer.

9. Provide specifications that reflect current requirements, standards, and availability for materials, products, and system components. As a minimum, specifications must allow for multiple manufacturers and / or bidders and shall list at least three acceptable manufacturers and / or product sources.
10. Submit an estimate of probable construction cost at each project phase (conceptual, schematic, design development, and construction documents). Cost estimates shall include the cost of demolition, new construction, and site development as applicable.
11. Provide services as needed to assist Goodwill in bidding the project and in making an award of the construction contract, to include attending the pre-bid conference and addressing, in writing, questions that arise during the bid phase.
12. Provide construction administration services for the construction phase as needed to properly administer a construction contract. These services will include the review and approval of shop submittals; review of contractor-generated RFIs; review of the Contractor's construction schedule; review contractor's requests for payment; make periodic visits to the site to observe the contractor's progress with the Work and to identify any discrepancies that might exist in the Work; attend progress meetings; conduct inspections of substantial and final completion; prepare record drawings (based on contractor's "as-built" drawings and A-E's own records); and coordinate and submit all project close-out documentation to include O&M manuals and warranties.
13. Provide assistance to Goodwill in attending and participating in public meetings to include the preparation of documents needed to support such meetings and making oral and / or graphic presentations to Goodwill and neighborhood associations / groups. The actual number of all such meetings will be identified during the negotiation process.

SECTION 6. EVALUATION CRITERIA

Offerors will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. Goodwill will use a **weighted scoring** system when evaluating selection criteria. 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. Experience: The background, education, and experience of the Offeror in providing similar services or items elsewhere, including level of experience in working with the unique elements of the Plaza (grocery, educational, financial, and wellness) and working with federally-funded capital projects. **40 points**
- B. Compliance: The Offeror's responsiveness and compliance with RFP requirements and conditions. Determination that the selected Offeror has no contractual relationships which would result in a conflict of interest with Goodwill's contract. **20 points**
- C. Approach and Methodology to Meet Need: The Offeror's ability, capacity, and skill to fully and satisfactorily provide the services and / or items required in this RFP. The quality of Offeror's performance in comparable and / or similar projects. Understanding that **time is of the essence to meet grant spending requirements**, whether Offeror can provide the services and / or deliver the items in a prompt and timely manner. **40 points**

SECTION 7. SELECTION PROCESS

- A. Goodwill shall engage in individual discussions with two or more Offerors, if there be that many deemed fully qualified, responsible, and suitable on the basis of initial responses with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project as well as alternative concepts. These discussions may

encompass nonbinding estimates of total project costs including, where appropriate, design, construction, life cycle cost, nonbinding estimates of price of services, and other matters. Methods to be utilized in arriving at a price for services may also be discussed. Properly designated proprietary information from competing Offerors shall not be disclosed to the public or competitors, except as may be required by law.

- B.** At the conclusion of discussions, outlined in the paragraph above, on the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the two (2) or more Offerors whose professional qualifications and proposed services are deemed most meritorious shall be ranked in order of preference.
- C.** Negotiations shall then be conducted beginning with the Offeror ranked first. If a contract satisfactory and advantageous to Goodwill can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should Goodwill determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
- D.** All proposals submitted in response to this RFP will be reviewed by Goodwill for responsiveness. All responsive proposals will be evaluated as indicated above. Goodwill reserves the right to reject any and all proposals, to waive any informality or irregularity in the proposals received, and to make the award to the Offeror whose proposal is deemed to be in the best interest of Goodwill and the project.
- E.** Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the selection committee or person. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Oral

presentations are strictly at the option of Goodwill and may or may not be conducted.

**ATTACHMENT A
TO RFP 23-02**

SIGNATURE PAGE

Title: **A&E SERVICES FOR MELROSE PLAZA**

Issued by: **Goodwill Industries of the Valleys, Inc.**
Jackson G. Green
Chief Financial Officer and Chief Compliance Officer
2502 Melrose Avenue, NW
Roanoke, Virginia 24017
Phone: (540)354-4314
Email: jgreen@goodwillvalleys.com

This section must be completed by the Offeror and this Attachment A must be submitted with the proposal. In compliance with this request for proposal 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.

Organization Type (Check One)

Corporation		Partnership	
Sole Proprietor (individually owned)		Other (Describe)	

Conflict of Interest

_____ Offeror, owner, officer, employees, agents, and immediate family members are not now, or have not been in the past year, an employee of Goodwill Industries of the Valleys or has not had responsibility or authority with Goodwill that might affect the procurement transaction or any claim resulting therefrom.

State below the complete name and phone number or email address of each person and their connection with Goodwill.

Name	Email and / or Phone Number

Convictions and Debarment

If you answer “Yes” to any of the following, state on **a separate attachment to the firm’s proposal** 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 ever been found guilty on charges relating to conflicts of interest?

Yes _____ No _____

2. 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 _____

3. 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 _____

Compliance

Within the last five (5) years, has your organization been terminated on a contract for cause?

Yes _____ No _____

If you answered “Yes” to the above, **on a separate attachment to the firm’s proposal** give the date of termination order, or payment, describe the project involved, and explain the circumstances relating to termination. Include the name, email address, and phone number of the person who may be contacted for additional information.

Confidential and Proprietary Information

Identify the page number and section of any information in your proposal that has been identified as confidential, proprietary, or a trade secret (see Section 4(A) of the RFP).

Page Number	Section of Proposal	Description of Confidential/Proprietary Information

Acknowledge Each Addendum Received (if applicable)

Addendum Number	Issue Date
1	
2	
3	

Legal Name and Address of Firm (according to your registration with the SCC) – **REQUIRED:**

Name: _____ Date: _____

Address: _____ Zip: _____

By: _____
(Signature in Ink) (Printed Name)

Title: _____ Email: _____

Phone: _____ FAX: _____

Business License # _____

Virginia State Corporation Commission Identification Number _____

**ATTACHMENT B
TO RFP 23-02**

CURRENT BUILDING AT 2502 MELROSE AVENUE
(view from Melrose Avenue / front of the building)



Anticipated
Grocery Store
Location

Center Entrance,
Financial Center,
Wellness Center,
Atrium/Common Area
Access to Excel Center

Library -- no
renovation
expected in
this project

**ATTACHMENT C
TO RFP 23-02
SOLAR ARRAY**



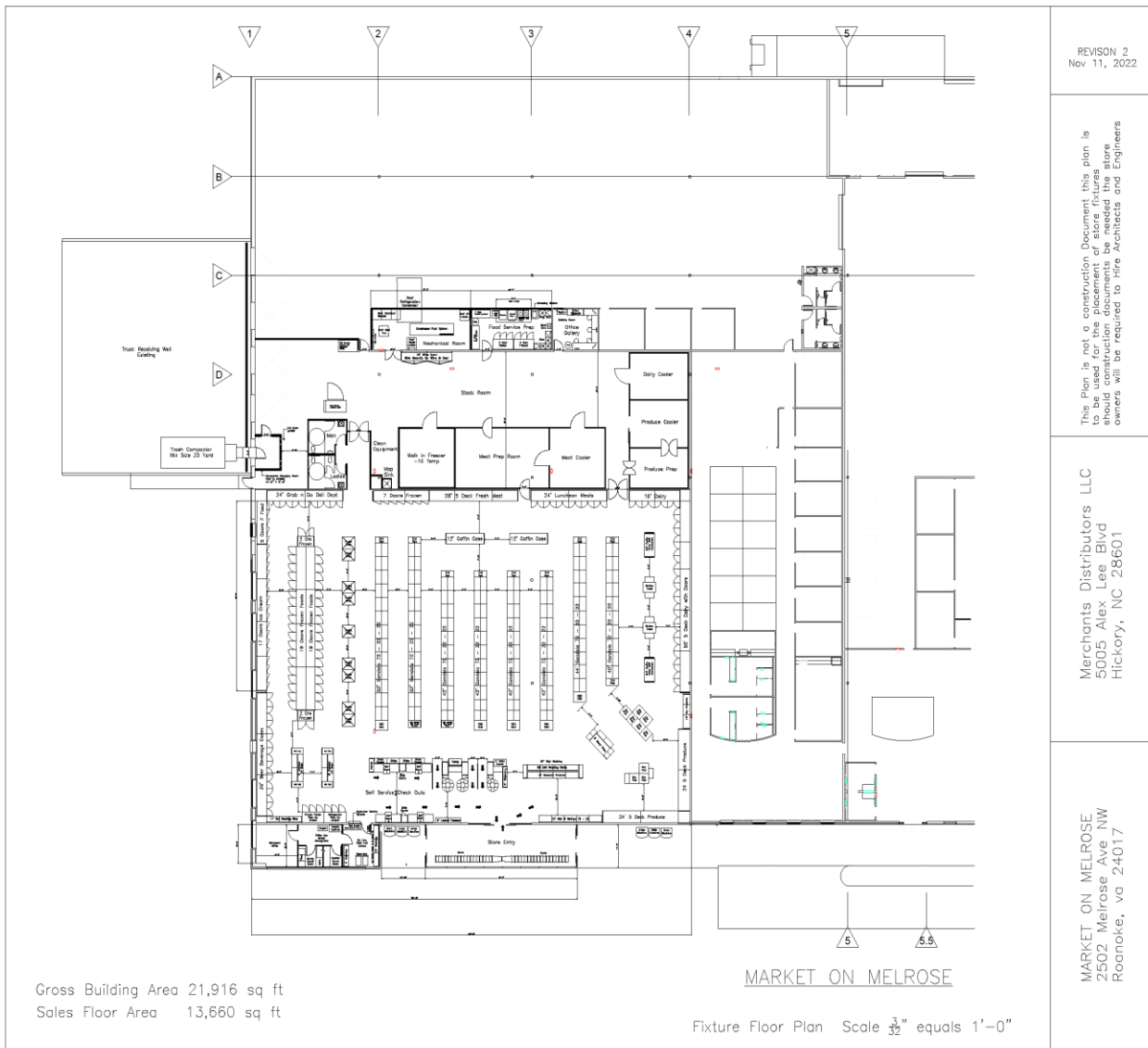
ATTACHMENT C
TO RFP 23-02
SOLAR ARRAY



ATTACHMENT D

RFP 23-02

Grocery – Proposed Layout of Equipment and Merchandising



Sample Floorplan for an Excel Center

