

**Request for Proposals  
For  
Industrial Site Development**

**Introduction:**

Through this Request for Proposals (RFP), Grayson County Board of Supervisors are seeking proposals from qualified Grading Contractors to assist with the necessary site improvements to develop a new industrial site in the Grayson County Industrial Park. On the site approximately 3.69 acres will be disturbed during the construction period. The total site consists of a parcel of land containing 12.28 acres. The property is located on the north side of U.S. Route 58 just east of Independence. The project includes the proposed site grading and anticipated temporary and permanent stabilization. The project represents the initial development of the site to construct access roads and create level building pads for future development.

**Instructions:**

RFP responses must be submitted to the office of James Moss, the Grayson County Building Official. [jmoss@graysoncountyva.gov](mailto:jmoss@graysoncountyva.gov) . Please mail or deliver copies of your proposal to:

- Deliver:  
James Moss  
129 Davis Street  
Independence, VA 24348
- Mail:  
James Moss  
P.O. Box 217  
Independence, VA 24348

Proposals must be presented on business letterhead. Proposals must be received no later than **3:00 p.m. Wednesday, January 30, 2019**

Respondents are advised that all submissions may be made available to the public on request upon completion of the process and award of a contract. Accordingly, any information included in proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

**On-Site Inspection:**

A pre-bid on site inspection will be available at **3:00 p.m. January 22, 2019**. Prospective bidders are encouraged to attend to view conditions.

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## **Request for Proposal-Demolition Contractors Introduction**

### **A. Overview:**

This Request for proposals is being issued by Grayson County to solicit qualifications from grading contractors for the development of an industrial site in preparation for building construction.

Site Development means the grading of the proposed site to meet the elevations and stabilization requirements provided in the Site Development and Erosion and Sediment Control/Stormwater Plan . (See Site Development Specifications – Appendix A)

Companies with demonstrated experience in site development and site stabilization and with an interest in making their services available to Grayson County are invited to respond to this RFP. “Respondents” means the company or individual, that is properly licensed and insured, that submit proposals in response to this RFP. The selected Respondent acting as an individual, partnership, corporation, or legal entity must be state licensed and certified and capable of providing the specified services. The Respondent shall be financially solvent, and each of its members, if a joint venture, it’s employees, agents, or sub-consultants of any tier shall be competent to preform the services required under this RFP document.

Grayson County is seeking to encourage participation by respondents who are Minority Business Enterprises or Women’s Business Enterprises. Nothing in this RFP shall be construed to create any legal obligation on the part of Grayson County or any respondents. Grayson County in its sole discretion, reserves the right to amend, suspend, terminate, or reissue this RFP at any point in time.

Grayson County’s Procurement is consistent with Virginia State Law. For further information on these requirements, Leesa Gayheart  
[lgayheart@graysoncountyva.gov](mailto:lgayheart@graysoncountyva.gov), phone 276-773-2471.

**B. Term of Contract:**

Any contract awarded pursuant to this RFP solicitation shall be for a contract period, with the possibility of an extension. The contract will be made based upon the proposal for site development and stabilization.

**C. Federal Regulations:**

Respondents are encouraged to read all Federal Regulations prior to submitting their response to this RFP.

**Professional Service Requirements:**

**A. Scope of Work:**

Grayson County seeks sealed proposals from qualified respondents to provide grading and stabilization services.

This project must comply with all codes, standards, regulations, and workers safety rules that are administered by federal agencies, state agencies, and any other local regulations and standards that may apply.

The detailed site development and stabilization requirements are laid out in Appendix A.

**Evaluation Criteria and Scoring:**

In evaluating responses to this RFP, Grayson County will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following evaluation criteria will be considered in reviewing submissions.

- Respondents will be awarded up to 20 points for experience in Industrial Site Development services. Consideration will be given to applicants who have familiarity with the area, including knowledge working with Grayson County.
- Respondents will be awarded up to 20 points for their capacity to meet timelines.
- Respondents will be awarded up to 20 points based on pricing.
- Respondents will be awarded up to 20 points based on their experience meeting all federal and state requirements.
- Respondents will be awarded up to 20 points for their experience and innovation of proposed practices regarding the following:
  1. Community haring
  2. Engaging Community Stakeholders and building effective community partnerships and collaborations.
  3. Utilizing local suppliers.
  4. Sustainability/green practices
  5. Effective schedule and budget management throughout the demolition process.

**Submission Requirements:**

RFP response must be submitted to the office of the Grayson County Building Official or emailed to [jmoss@graysoncountyva.gov](mailto:jmoss@graysoncountyva.gov).

The respondents are advised to adhere to the submission requirements. Failure to comply with the submission requirements will be cause for rejection of the noncomplying submission. Grayson County reserves the right to seek additional information to clarify responses to this RFP.

Each Response must include the following:

- A. Threshold Requirements:** These documents must be submitted and acceptable before AHC will review the proposal.
  - **Class A Virginia Contractors License and Responsible Land Disturber Number**
  - **Evidence of Insurance** Commercial General Liability with limits not less than \$1,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$500,000 pre-occurrence.
  - **Evidence of Financial Stability:** All respondents shall include their most recent financial statements.
  - **Conflict of Interest Statement:** Respondent shall disclose any professional or personal financial interest that may be a conflict of interest in contracting with Grayson County. In addition, all Respondents shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts. The Conflict of Interest Statement attached as Appendix C.
  - **Certification:** The Certification attached as Appendix D must be signed by Respondent and included with the RFP.
  - **Debarment:** Contracts shall not be awarded to disbarred, suspended, or ineligible contractors.
  - **Checklist:** The Respondent should use the checklist in Appendix B to make sure all documents necessary to respond are complete.

## **B. Main Proposal**

Please provide the following information, which is the main substance for the selection criteria:

1. Experience and qualifications: Respondents shall have successfully completed site development work like that indicated for this project. Respondents should provide detailed qualifications in experience in performing grading and site development services.
2. References: Respondents shall provide three narrative examples of projects similar in nature to the project described in this RFP. Include dates of the three projects and contact information for the referenced projects.
3. Independent Contractors: Indicate if you engage independent contractors. Do you intend to cover them on your workers compensation? All independent contractors will be required to have workers compensation insurance.
4. Capacity: Each respondent must demonstrate the capacity and ability to complete the project within the prescribed schedule.
5. Pricing Proposal: Respondents shall provide their fee structure. This shall include mobilization and cost for demolition and disposal.  
The Respondent should detail any and all additional cost to Grayson County. The Respondent shall include a final fixed price that combines all cost, materials and labor needed to complete the work.
6. Minority, Women's, Businesses: Respondents should identify whether they are an MBE/WBE business enterprise.
7. Timeline: Each Respondent shall include a schedule and timeline for site development activities indicating with states start and end dates.

**Selection Process:**

The Selection Committee, comprised of Grayson County Staff, will review all proposals in accordance with evaluation criteria set forth herein. Proposals review will occur on **February 8<sup>th</sup>, 2019**, thereafter we will contact all bidders. Any contract resulting from this RFP will not necessarily be awarded to the Respondent with the lowest price. Instead, a contract will be awarded to the Respondent with the highest points in accordance with the evaluation criteria set forth in the RFP.

**Questions:**

Questions regarding this RFP should be submitted to James Moss, Grayson County Building Official, at [jmoss@graysoncountyva.gov](mailto:jmoss@graysoncountyva.gov)

**Submission Due Date:**

Responses to RFP are due by **January 30<sup>th</sup> 2019 by 3:00 p.m.**

*Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal name, submission date and time, and your company name.*

**Appendix A.**  
**Site Development Requirements and specifications**

**Part 1 General**

1.1 Site Development and Stabilization:

- A. The Respondent who is selected for this project will be responsible for the Site Development and Stabilization. The site grading and development must follow the specification found in the approved Erosion and Sediment Control/Stormwater Plan.
- B. Plan means the approved Erosion and Sediment Control and Stormwater Plan.
- C. The respondent must meet all regulatory requirements. The respondent must comply with governing EPA, DEQ, state and local notification regulations of the authorities having jurisdiction.
- D. Respondent is required to obtain all required permits.
- E. The Respondent shall be prepared to perform surveys as the work progresses to detect hazardous conditions as a result of the site development process.

**Part 2 Execution**

2.1 Preparation:

- A. Install Construction Entrance and first step LDA
- B. Conduct grading operations and remove debris.
- C. Conduct site development operations in such a manner to prevent injury to people and damage to adjacent property and facilities.
- D. Level property, matching elevations provided in the plan, prepare for temporary/permanent seeding and mulching.

**2.2 Project Description:** The intent of this project is to development a new industrial site in the Grayson County Industrial Park.

Approximately 3.69 acres will be disturbed during the construction period. The total site consists of a parcel of land containing 12.28 acres. The property is located on the north side of US 58 just East of the Town of Independence. As indicated by the plans, the project includes the proposed site grading and temporary and permanent stabilization controls to be implemented during and throughout the site development process. The grading and excavation shall be limited to the area as indicated by the approved plan. This project represents the enitial development of the site to construct access roads and create building pads for future impervious surface development. The project is scheduled to be completed within 12 months. Only the area shown and addressed on the plan will be disturbed during the construction period. The area also includes 5.88 acres forest area reserve that shall remain undisturbed to address a portion of the water quality impacts from the project.

**Appendix B**  
**RFP Submission Requirements Checklist**

Please provide this Checklist with the RFP response.

- Certification (Appendix D)
- Evidence of Insurance
- State License and or Certification
- Evidence of Financial Stability
- References
- Conflict of Interest Statement (Appendix C)
- Discription of Company\*
- Capacity of Company\*
- Pricing Proposal\*
- MBE/WEB if applicable
- RFP Submission Checklist (Appendix B)

\*This information is the main substance for the selection and evaluation criteria.

**Appendix C**  
**Conflict of Interest Statement**

**Company Name:** \_\_\_\_\_

**Conflict of Interest Statement**

The owner(s), corporate members, or employees of said company shall not derive any personal profit or gain, directly or indirectly, by any reason of his or her participation with Grayson County. Each individual shall disclose to Grayson County any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member, or employee of said company who is an officer, board member, a committee member, or staff member of a related origination shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with Grayson County, he/she shall not participate in the decision affecting that entity.

At this time, I am a Board Member, a committee member, or an employee of the following organizations/companies.

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I hereby certify that, except as described below, I am not now nor at anytime during the past year have I been:

- A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Grayson County that could result in personal benefit to me.
- A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any fee service or discounts or other fee from or on behalf of any person or organization engaged in any transaction with Grayson County.

Any exceptions to the above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with Grayson County.

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**Signature:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix D**

**Certification Form**

**This Page must be completed and included with the proposal.**

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submission to Grayson County is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

Name of Respondent: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_