

*Town Council: Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald
Mayor: Fletcher Fosque | Town Manager: Matt Spuck*

RFP: 2022-02

Services for Town Planning

Contact Person: Matt Spuck, Town Manager

Submittals must be received in the Town Hall no later than August 19, 2022, at noon.

Deliver to:

Matt Spuck, Town Manager
Town of Onancock
15 North Street
Onancock, VA 23417

Matt.Spuck@Onancock.com (preferred delivery method)

Purpose/Background

The Town of Onancock Planning Commission prepared a Comprehensive Plan that the Onancock Town Council recently adopted. Onancock Main Street, a separate legal entity, has invested in visioning for our Downtown and retained a designer that created a new town logo, which was also adopted by Town Council. This Planning project is the culmination of many completed projects, extensive neighborhood conversations, and the scope and the tangible and narrowly defined deliverables are detailed herein.

The Onancock Town Council is the group spearheading this planning project and the organization selected will work directly with Council or a subset thereof.

Proposals submitted through the public procurement process are subject to public inspection in accordance with the Virginia Freedom of Information Act.

Scope of Services:

The Town of Onancock is interested in actionable plans and product specifications in the following areas:

- Lighting Plan
 - The Comprehensive Plan requires the Town to move toward becoming Dark Sky Compliant.
 - The actionable plan for lighting would create a town-wide lighting plan, varying lumens for use and location, and provide product specifications for street lighting that aligns with the character of each neighborhood and continuity throughout Town.
- Signage
 - The professional selected for this project would work with Town Council, and the design firm that created the new Town Logo, to develop designs and bid-ready specifications for five distinct purposes:
 - Town main entrance sign
 - Display options for community organizations to advertise events
 - Way-Finding signs that direct visitors throughout Town
 - Design of street signs, parking signs, and other signs and postings.
 - Town Wharf and Marina sign
- Parking
 - As the vibrancy in our Downtown increases, and spaces above retail are allowed to have residential and Homestay use, we want to protect parking during business hours for businesses and allow for adequate parking for new community members.
 - The deliverable for this aspect of the project would be a traffic and parking analysis providing current inventory and specific recommendations for maximizing our parking and achieving the objective mentioned.
- Strategic Recommendations
 - The firm selected would be required to have substantial time on-site, in town, touring and familiarizing with the Onancock's Character and land use.
 - The request is the consultant, after spending time, provide strategic feedback on items such as land use, park and open space, community wellness, and other matters that given the expertise of the firm, may help Onancock in its future planning. This report would not be more than 5-written pages.

Qualifications:

This project requires the following qualifications:

- Five or more years related experience in Master Planning, Land Use, or urban planning
- Significant experience working with municipalities
- Familiarity with the Town of Onancock, and its current Comprehensive Plan
- Extensive experience with group work and collaborative decision making
- Experience with creating Executive Summary reports on Master Planning
- Experience in creating cohesiveness in a diverse small community

Proposal Requirements:

Proposals should address the Scope of Services and should include the following information:

- Professional qualifications of project team
- Profile and history of the Firm
- Description of previous projects, including the Scope of Work, name of client, status of the project, and the year the work was completed.
- A statement of availability for all team members
- A list of current or upcoming projects your team is engaged
- Proposals including all attachments, brochures, covers, dividers, and all bid forms shall not exceed 20 pages.

Evaluation Criteria:

Proposals will be evaluated and scored based on the following criteria:

- Professional qualifications of project team (30 points possible)
- Quality of work experience on similar projects (30 points possible)
- Adequacy of availability of all team members (30 points possible)
- Expertise in sign and lighting design plans (15 points possible)
- Expertise in parking study and design (15 points possible)

Selection Process:

An evaluation team selected by Town Council will review all proposals received and score them using the Criteria provided in the RFP. The firms will be ranked and the firms with highest points will be interviewed via telephone or remote conferencing service. Negotiations will be conducted with the firm ranked highest by the evaluation team. If a contract that is satisfactory and advantageous to the Town of Onancock can be negotiated at a price considered fair and reasonable, the evaluation team shall recommend award to that firm to the Town Council. Otherwise, negotiations with the firm ranked first will be formally terminated and negotiations will be initiated with the firm ranked second, and so on until such a contract can be negotiated for a fair and reasonable price.

Proposal Due Date and Time:

Proposals will be accepted until noon on August 19, 2022. Email is the strongly preferred method of delivery, but regardless of method, all proposals must be received in the Town Hall by this date. Postmark is not considered.

Final work product must be finalized and delivered by December 31, 2022. This is a negotiable deadline, but important to begin dependent projects.

Specific Instructions to Offerors:

- All email communication shall be marked, "RFP 2022-02, Service for Town Planning."
- Offerors shall be responsible for the delivery of submittals. Should the Town's electronic networks connectivity prevent receipt of proposals at the time of the scheduled proposal closing, the proposals will be accepted and opened on the next business day of the Town, at the original scheduled hour, or as soon as connectivity is restored during normal business hours
- The Town of Onancock reserves the right to reject any and all submittals and to request clarification of information from any offerors. The Town also reserves the right to award contracts to more than one offeror if such action is needed to ensure that all activities requested in this RFP can be met

- Offerors may be required to submit additional information that the Town may deem necessary to further evaluate the offeror's qualifications
- The Town of Onancock will not reimburse offerors for any costs associated with the preparation and submittal of any statement of qualification, or for any travel and per diem costs that are incurred
- All submittals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by offerors shall become the property of the Town of Onancock when received
- It is estimated that the size of this project will require the firm awarded to obtain a \$30 Onancock Business License
- The Town shall be the sole judge as to the merits of qualifications submitted by offerors. The decision of the Town Council shall be final
- Questions shall be emailed to Matt.Spuck@Onancock.com. Responses will be made via email and posted on the Town's website, www.Onancock.com/rfps under this project

Signature Page

Company Name: _____

Mailing Address: _____

Email: _____

Telephone: _____

Name and Title of person authorized to negotiate and sign on behalf of the Company:

It is the intention of the Town of Onancock to comply fully with relevant federal and state laws, orders, and regulations and to promote the interests of the Virginia Department of Small Business and Supplier Diversity and like agencies. The procurement practices of the Town are non-discriminatory and promote equality of opportunity for all qualified businesses.

Please Indicate the following information relevant to your Firm, if any:

Designation	Yes	No
Micro Business		
Small Business		
Woman-Owned Business		
Minority-Owned Business		
Service-Disabled Veteran Owned Business		

The above information is requested for statistical purposes.

This certifies that this person/company has neither been barred from bidding on contracts by an agency of the Commonwealth of Virginia, nor is this person/firm/company part of any organization that has been barred from bidding on contracts by any agency of the Commonwealth of Virginia.

By signing this form, bidder or offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this RFP and the General Terms, Conditions, and Instructions to bidders.

Signature: _____

Date: _____

Return this page with Proposal

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID.

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/ Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/ Bidder is not required to be so authorized. Any Offeror/ Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Town Manager as applicable.

If this quote for goods or services is accepted by the Town of Onancock, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by indicating the appropriate line that applies and providing the requested information.

- 1. Offeror/ Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is _____*

- 2. Offeror/ Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is _____*

- 3. Offeror/ Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):*

Please attach additional sheets if you need to explain why such Offeror/ Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9): _____

Legal Name of Offeror/ Bidder: _____

Date: _____

Authorized Signature: _____

Print or Type Name and Title: _____

Return this page with Proposal

General Terms and Conditions

- **Tax Exemption:** The Town of Onancock is exempt from and will not pay Federal Excise Tax, Transportation Tax, or the Commonwealth of Virginia Sales and Use Tax.
- **Business License:** It is expected that the size of this contract will require the company to obtain a \$30 Onancock Business License.
- **Taxpayer Identification Number:** The company shall provide the Town with its Federal Employer Identification Number (FEIN) or its social security number if a sole proprietor
- **W-9:** The firm awarded the contract shall provide a newly signed W-9 form
- **Conflict of Interest:** Any relationship with any employee or spouse of The Town of Onancock must be disclosed in writing prior to the award of the bid.
- **Insurance:** The firm shall carry and provide a certificate of insurance for general liability demonstrating coverage of \$1,000,000 per claim and \$2,000,000 in the aggregate. Additionally, Worker's Compensation coverage with statutory requirements and benefits, and Employer's Liability of more than \$100,000.
- **Ownership of documentation and materials:** Ownership of all materials and documentation, including all plans, work product, and specification copies, including and analysis and calculations, shall belong exclusively to the Town of Onancock.