



# ROANOKE COUNTY

## FINANCE & MANAGEMENT SERVICES DEPARTMENT PURCHASING DIVISION

### REQUEST FOR PROPOSAL Conceptual Phase PPEA Proposals

#### RFP # 2023-020 **SOLICITED PPEA PROPOSALS FOR CONSTRUCTION OF BONSACK FIRE STATION** for County of Roanoke, Virginia

**OPENING DATE: September 15, 2022**  
**OPENING TIME: 2:00 P.M.**

The Request for Proposal and related documents may be obtained during normal business hours from the Purchasing Division, at the Roanoke County Administration Building, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's website at <https://www.roanokecountyva.gov/bids.aspx>. If you have any problems accessing the documents, you may contact Purchasing at (540) 772-2061.

A non-mandatory pre-proposal conference will be held at **2:00 P.M. on August 15, 2022** in the 4th Floor Training Center - Room 438 at the Roanoke County Administration Building 5204 Bernard Drive SW Roanoke VA 24018. **Attendance at the meeting is not mandatory, but is highly recommended.**

THIS PUBLIC BODY DOES NOT DISCRIMINATE  
AGAINST FAITH-BASED ORGANIZATIONS

DATE of RFP: Monday August 1, 2022

**COUNTY OF ROANOKE**  
**REQUEST FOR PROPOSALS (RFP 2023-020)**  
**For**  
**SOLICITED PPEA PROPOSALS FOR**  
**CONSTRUCTION OF BONSAK FIRE STATION**

**1. GENERAL INFORMATION**

1.1. The County of Roanoke ("Owner" or "County") is soliciting Conceptual Phase PPEA Proposals that follow the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) Guidelines adopted by the County Board of Supervisors on May 13, 2003, and last amended and re-adopted on January 12, 2021. This solicitation is for interested teams that have experience in the design and construction of fire stations and/or similar public safety facilities. From the responses received, the Owner intends to select a qualified Proposer to provide turn-key design and construction services for the Construction of the Bonsack Fire Station. The RFP and related documents may be obtained during normal business hours from the Purchasing Division, (540) 772.2020. This document may be viewed and/or downloaded from the County of Roanoke Purchasing Division's Current Bid Opportunities website at <https://www.roanokecountyva.gov/bids.aspx>. If you have any problems accessing the documents, you may contact Purchasing at (540) 772.2020 or [honaker@roanokecountyva.gov](mailto:honaker@roanokecountyva.gov).

1.2. Background Information: The County of Roanoke is seeking a new Fire Station within the Bonsack Community to sustain and enhance emergency response services within this area of Roanoke County. Currently, this area is served by the Botetourt County Read Mountain Fire and Rescue Station, located at 43 Eastpark Drive, Roanoke, VA. The Read Mountain station has served Roanoke County and Botetourt County for the past 30 years through a joint ownership agreement between Roanoke County and Botetourt County. As of May 2020, this agreement expired, reverting sole ownership of property, building, and equipment to Botetourt County. The new fire station property, previously owned by Parkway Wesleyan Church, Inc., was approved for rezoning by Roanoke City Council on April 18, 2022. The new parcel was subdivided (Exhibit C) and purchased by the County in July 2022.

Unrestricted cash was approved in FY 2022 for land acquisition and initial architectural and engineering work. The Board of Supervisors approved bond funding for the new fire station for FY 2023.

1.3. Project Description: The new fire station will be a one-story construction with approximately 12,000 s.f. of floor space and identified as Public Service Center #12 with building-mounted signage conforming to the City of Roanoke Zoning Ordinance. The floor plan will be segregated into different uses, including a 3-bay apparatus area, administration/operations, kitchen, dining, fitness, housing, locker room, showers/laundry area, etc. The building must accommodate current and projected apparatus and staff requirements. The apparatus bays accommodate multiple vehicles, including the largest vehicle in the fleet, Tower 9. A Preliminary Space Program is provided as Exhibit G and shall be confirmed with the County by the Proposer before producing a geometric configuration of the space layout.

The 2.2469-acre site offers the ability for the improvements shown in the Development

Plan provided as Exhibit A and the proposed building elevation provided as Exhibit B, which improvements shall be constructed in substantial conformance, subject to any modification required during the comprehensive development plan review process. The site is located on the public right of way of Mexico Way, shown as Exhibit C, and has an access point to Orange Avenue with an existing traffic signal. Site access utilizes expansive concrete entrances, with on-site parking designed to accommodate a few guests/visitors, and is located to the side of the building to allow the building to be closer to the street. The remaining proposed parking spaces are located behind the building to accommodate the expected number of employees during the transitional time when staff from two overlapping shifts may be on-site.

A generator will support the building's functions in a power outage and a fueling area for Fire/EMS/Police vehicles to utilize on-site for ease of access and to remain in active service.

ECS Mid-Atlantic, LLC performed a Phase 1 Environmental Site Assessment, and subsurface exploration, laboratory testing, and geotechnical engineering analysis and are provided as Exhibit D and Exhibit E, respectively.

Balzer & Associates performed an Existing Conditions Topographic Survey and is provided as Exhibit F.

Will Serve letters were requested from local utilities, and a Stormwater Summary was developed by Balzer & Associates. These documents are provided as Exhibit H.

Site work will include the connection of water, sewer, power, stormwater management, required off-site improvements, and other utilities as necessary and installation of concrete driveways and sidewalks to provide access. The Proposer shall establish the construction schedule.

- 1.4. Proposals, to be considered and evaluated, must be sealed and received on or before 2:00 p.m. on September 15, 2022 in the Purchasing Division, County of Roanoke, 5204 Bernard Drive SW, Suite 300- F Roanoke VA 24018. Proposals appropriately received will be opened at this time. **Proposals received after 2:00 p.m. will not be accepted or considered.** The time of receipt shall be determined by the time clock stamp in the Purchasing Office, or if it is not working, such time shall be determined by the Purchasing official who is to open the proposals. Faxed or e-mailed proposals are not acceptable.
- 1.5. Inquiries regarding this RFP should be directed to Heath Honaker, County Purchasing Director, at (540) 283-8146 or via email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov). Inquiries for information regarding procurement procedures and/or proposal submission shall be directed to the Purchasing Division. All questions must be submitted before 5:00 p.m. on September 7, 2022 If necessary, an addendum will be issued and posted to the County website on the Current Bids/RFP Requests tab at <https://www.roanokecountyva.gov/bids.aspx>.
- 1.6. Any interpretation, correction, or change of the RFP will be made by an addendum. The County Purchasing Division or its designee will issue Addenda that will be posted to the County website on the Current Bids Opportunities tab at <https://www.roanokecountyva.gov/bids.aspx>.

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.

Vendors may visit <http://roanokecountyva.gov/list.aspx> to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. It is the vendor's responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories. **However, 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. The County is not responsible for any RFP obtained from any source other than the County.**

Although 'Notify Me' will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website, and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772.2020.

The County is not responsible for any RFP obtained from any source other than the County. Contact Heath Honaker by phone at 540-283-8146, or by email at [hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov).

- 1.7. The County reserves the right to reject any or all proposals, waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.
- 1.8. The design and construction services will be performed as a single agreement with one entity. Services will include all necessary activities to design and construct a turn-key project including but not limited to: project planning, permits, fees, inspections, architecture, engineering, technology, security systems and video surveillance, alerting system, signal preemption system, and construction services to provide complete, usable, and fully operational facilities.
- 1.9. The successful Proposer will be selected utilizing a two-part process consisting of an initial Conceptual Phase proposal and a supplemental Detailed Phase proposal.
  - 1.9.1. A non-mandatory pre-proposal conference will be held at **2:00 P.M. on August 15, 2022** in the 4th Floor Training Center - Room 438 at the Roanoke County Administration Building 5204 Bernard Drive SW Roanoke VA 24018. **Attendance at the meeting is not mandatory, but is highly recommended.** During the pre-proposal conference, interested proposers will meet with the County's team, which will include the Assistant County Administrator, Capital Projects Administrator, Fire Chief, and Purchasing Director to discuss the Project and staff expectations. Additional information about the County's vision for the Project will be shared during the meeting.
  - 1.9.2. The Conceptual Phase sealed proposals will be received on or before 2:00 P.M., September 15, 2022 for furnishing the services and/or items described herein. The time of receipt shall be determined by the time clock stamp in the Purchasing office.

If proposals are hand delivered or mailed, send directly to the Purchasing

Division at the address listed above. If the Roanoke County Administration Building is closed for business at the time scheduled for the proposal opening, the sealed proposal will be accepted and opened on the next business day of the County, at the originally scheduled hour.

THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

1.9.3. After receipt of the Conceptual Phase proposals, a shortlist will be established using the County's Evaluation Criteria and communicated via the County purchasing website. Proposers may be requested to present their Conceptual Phase proposals to the Board of Supervisors. Shortlisted proposers will be invited to submit Detailed Phase proposals.

1.9.4. The selection of the Proposer will be based upon those responsive and responsible proposals during the Conceptual Phase and Detailed Phase of the procurement process. Proposals received will be evaluated and measured by the County's Evaluation Criteria. The County intends to make a best-value selection and enter into an Interim and/or Comprehensive Agreement. The Owner anticipates entering into this agreement with the selected Proposer in December 2022. It shall be noted that time and dates written within this RFP are tentative and can be changed or altered depending on the progress of this RFP and scheduling of the parties involved in the procurement process.

1.10. The Proposer assumes design and construction risk and has direct authority over the subconsultants and subcontractors and will be responsible for construction means and methods.

## **2. ANTICIPATED SCOPE OF WORK**

2.1. After being selected, the Proposer will execute an Interim and/or Comprehensive Agreement with the County to provide design and construction services for the Project including, but not limited to:

2.1.1. Project Management and Administration through Project leadership and overall team coordination.

2.1.2. Interdisciplinary Coordination.

2.1.3. Codes and Standard review and compliance to secure final approval of site plans and building construction documents with Roanoke City.

2.1.4. Cost Savings suggestions and Best Value recommendations.

2.1.5. Project planning and scheduling, maintaining project schedules, and attending weekly progress meetings.

2.1.6. Cash Flow development and analysis.

2.1.7. Contract and Construction Documents coordination and providing design documents and specifications to the Owner for approval.

2.1.8. Public and Private Utility providers coordination and to bring all necessary and required services to the Project.

- 2.1.9. As-built Drawings submission of the completed Project, and provision of operations and maintenance manuals, owner training, and attic stock materials.

### **3. FORMAT FOR SUBMISSIONS AT CONCEPTUAL STAGE**

The County requires that proposals at the conceptual stage contain information in the following areas: (i) qualifications and experience, (ii) project characteristics, (iii) project financing, (iv) anticipated public support or opposition, or both, (v) project benefit and compatibility and (vi) such additional information as may seem prudent which is not inconsistent with the requirements of the PPEA. Information to be included in proposals at the Conceptual Stage include:

#### **3.1. Qualification and Experience**

3.1.1. Identify the legal structure of the firm or consortium of firms making the proposal. Identify the organizational structure for the Project, the management approach and how each partner and major subcontractor (\$100,000 or more) in the structure fits into the overall team. All members of the private entity/offeree's team, including major subcontractors known to the proposer must be identified at the time a proposal is submitted for the Conceptual Stage. Identified team members, including major subcontractors (over \$500,000), may not be substituted or replaced once a project is approved and comprehensive agreement entered into, without the written approval of the County. Include the status of the Virginia license of each partner, proposer, contractor, and major subcontractor.

3.1.2. Describe the experience of the firm or consortium of firms making the proposal and the key principals involved in the proposed Project including experience with projects of comparable size and complexity. Describe the length of time in business, business experience, public sector experience and other engagements of the firm or consortium of firms. Describe the past safety performance record and current safety capabilities of the firm or consortium of firms. Describe the past technical performance history on recent projects of comparable size and complexity, including disclosure of any legal claims and litigation, of the firm or consortium of firms. Include the identity of any firms that will provide design, construction and completion guarantees and warranties and a description of such guarantees and warranties.

3.1.2.1. Experience: The Proposer must demonstrate and provide evidence of appropriate experience for this Project for both the design and construction entities and their key personnel to be assigned to this Project. Each Project used as evidence of relevant experience shall be presented on a separate sheet to include, but not be limited to, a photograph of the completed Project, size of the facility, construction cost, date completed, major features, general contractor, the architect of record, and Owner of the facility with current contact information for a reference check.

3.1.2.2. Proposer's overall qualifications, capabilities, and experience as it relates to this Project. Explain your understanding of, and experience with, the PPEA delivery method.

3.1.2.3. The Proposer shall provide documentation on a minimum of three

PPEA projects that best demonstrates its ability to successfully perform this Project and where the Proposer was contracted directly with the project owner. Proposer must provide copy of the its DPOR contractor license and will be required to have a County business license before the contract award.

- 3.1.2.4. The architectural firm shall provide documentation on a minimum of three projects similar in scope, as defined in the project description that best demonstrates its ability to perform this Project successfully. A copy of the firm's current DPOR professional registration shall be provided.
  - 3.1.2.5. If a fire station consultant is included as part of the Proposer's team, the fire station consultant shall provide documentation on a minimum of three projects similar in scope as defined in the Project description that best demonstrates its ability to perform this Project. A copy of the firm's current professional registration shall be provided.
  - 3.1.2.6. For previous experience working together, include any project where the Proposer and lead design professional have previously worked together as a team on a Design-Build project.
  - 3.1.2.7. Provide three referrals or references from other agencies and owners.
  - 3.1.2.8. Experience and qualifications of the structural, mechanical, electrical, plumbing, HVAC, civil, and any specialty consulting firms participating in the design effort.
  - 3.1.2.9. Identify proposed subcontractors and your method of subcontractor selection.
  - 3.1.2.10. Describe each firm's position within the team and its role in this Project.
- 3.1.3. For each firm or major subcontractor (\$100,000 or more) that will be utilized in the Project, provide a statement listing all of the firm's prior projects and clients for the past 3 years and contact information for same (names/addresses /telephone numbers). If a firm has worked on more than ten (10) projects during this period, it may limit its prior project list to ten (10), but shall first include all projects similar in scope and size to the proposed Project and, second, it shall include as many of its most recent projects as possible. Each firm or major subcontractor shall be required to submit all performance evaluation reports or other documents which are in its possession evaluating the firm's performance during the preceding three years in terms of cost, quality, schedule maintenance, safety and other matters relevant to the successful project development, operation, and completion.

Provide resumes of the key individuals who will be involved in each phase of the Project.

- 3.1.3.1. PPEA Project Manager: Qualifications, resume, and experience with PPEA or Design-Build Projects for the individual that will be responsible for the integration of the Project team and PPEA team

leadership. The Project Manager is the primary contact with the Owner.

- 3.1.3.2. Pre-Construction Services Manager: Qualifications, resume, and experience with PPEA or Design-Build projects for the individual that will perform the pre- construction services.
- 3.1.3.3. Design-Construction Coordinator (Design Manager): Qualifications, resume, and experience with PPEA or Design-Build projects for the individual on the construction site that will be responsible for coordinating design and construction efforts and the transition from the design phase to the construction phase.
- 3.1.3.4. Designer of Record: Qualifications, resume, and experience with similar projects of the individual who is responsible for the design. A copy of the individual's current professional registration shall be provided.
- 3.1.3.5. Fire Station Consultant: If included as part of the PPEA team, provide qualifications, resume, and experience with fire station projects of the individual who will provide professional consulting services. A copy of the individual's current professional registrations shall be provided.
- 3.1.3.6. Construction Project Manager: Qualifications, resume, and experience with PPEA or Design-Build projects for the individual responsible for managing the design implementation and construction execution.
- 3.1.3.7. Note: If one person is performing the role of more than one of these five key personnel functions, clearly state so.
- 3.1.4. Provide the names, addresses, and telephone numbers of persons within the firm or consortium of firms who may be contacted for further information.
- 3.1.5. Provide a current or most recently audited financial statement of the firm or firms and each partner with an equity interest of twenty percent or greater.
  - 3.1.5.1. Financial Ability: The prospective Proposer team must demonstrate sufficient financial ability to perform the contract by providing evidence (a letter from surety) of the ability to acquire performance and payment bonds from a corporation included on the United States Treasury list of acceptable surety corporations to bond 100% of the value of the Project. The Proposer submitting the response must be the same entity providing the evidence of the ability to be bonded and must be the same entity that will enter into an Interim and/or Comprehensive Agreement with the Owner.
- 3.1.6. Identify the officers and directors of the firm or firms submitting the proposals.
- 3.1.7. Identify any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the Project pursuant to The Virginia State and Local Government Conflict of Interest Act, Chapter 31 (§ 2.2-3100 et seq.) of Title



## 2.2.

- 3.1.8. Identify proposed plan for obtaining sufficient numbers of qualified workers in all trades or crafts required for the Project.
- 3.1.9. Provide information on any training programs, including but not limited to apprenticeship programs registered with the U.S. Department of Labor or a State Apprenticeship Council, in place for employees of the firm and employees of any member of a consortium of firms.
- 3.1.10. Provide information on the level of commitment by the firm or consortium of firms to use Department of Minority Business Enterprise firms in developing and implementing the Project.
- 3.1.11. For each firm or major subcontractor that will perform construction and/or design activities, provide the following information:

- 3.1.11.1. A sworn certification by an authorized representative of the firm attesting to the fact that the firm is not currently debarred or suspended by any federal, state or local government entity.

- 3.1.11.2. A completed qualification statement that reviews all relevant information regarding technical qualifications and capabilities, firm resources and business integrity of the firm, including but not limited to, bonding capacities, insurance coverage and firm equipment. This statement shall also include a mandatory disclosure by the firm for the past three years any of the following conduct:

- A. bankruptcy filings
    - B. liquidated damages
    - C. fines, assessments or penalties
    - D. judgments or awards in contract disputes
    - E. contract defaults, contract terminations
    - F. license revocations, suspensions, other disciplinary actions
    - G. prior debarments or suspensions by a governmental entity
    - H. denials of prequalification, findings of non-responsibility
    - I. safety past performance data, including fatality incidents, "Experience Modification Rating," "Total Recordable Injury Rate" and "Total Lost Workday Incidence Rate"
    - J. violations of any federal, state or local criminal or civil law
    - K. criminal indictments or investigations
    - L. legal claims filed by or against the firm

- 3.1.12. Worker Safety Programs: Describe worker safety training programs, job-site safety programs, accident prevention programs, written safety and health plans, including incident investigation and reporting procedures.

## 3.2. Project Characteristics

- 3.2.1. Provide a description of the Project, including the conceptual design. Describe the proposed Project in sufficient detail so that type and intent of the Project, the location, and the communities that may be affected are clearly identified.

- 3.2.2. Identify and fully describe any work to be performed by the public entity.
- 3.2.3. Include a list of all federal, state and local permits and approvals required for the Project and a schedule for obtaining such permits and approvals.
- 3.2.4. Identify any anticipated adverse social, economic and environmental impacts of the Project. Specify the strategies or actions to mitigate known impacts of the Project. Indicate if an environmental and archaeological assessment have been completed.
- 3.2.5. Identify the projected positive social, economic and environmental impacts of the Project.
- 3.2.6. Identify the proposed schedule for the work on the Project, including the estimated time for completion.
- 3.2.7. Identify contingency plans for addressing public needs in the event that all or some of the Project is not completed according to projected schedule.
- 3.2.8. Propose allocation of risk and liability for work completed beyond the agreement's completion date, and assurances for timely completion of the Project.
- 3.2.9. State assumptions related to ownership, legal liability, law enforcement and operation of the Project and the existence of any restrictions on the County's use of the Project.
- 3.2.10. Provide information relative to phased or partial openings of the proposed Project prior to completion of the entire work.
- 3.2.11. Described any architectural, building engineering, or other applicable standards that the proposed Project will meet. Define applicable quality standards to be adhered to for achieving the desired project outcome(s).
- 3.2.12. List any other assumptions relied on for the Project to be successful.
- 3.2.13. List and contingencies that must occur for the Project to be successful.

### 3.3. Project Financing

- 3.3.1. Provide a preliminary estimate and estimating methodology of the cost of the work by phase, segment, or both.
- 3.3.2. Submit a plan for the development, financing and operation of the Project showing the anticipated schedule on which funds will be required. Describe the anticipated costs of and proposed sources and uses for such funds. Include any supporting due diligence studies, analyses or reports.
- 3.3.3. Include a list and discussion of assumptions underlying all major elements of the plan.
- 3.3.4. Identify the proposed risk factors and methods for dealing with these factors.

- 3.3.5. Identify any local, state or federal resources that the proposer contemplates requesting for the Project. Describe the total commitment, if any, expected from governmental sources and the timing of any anticipated commitment.

#### 3.4. Project Benefit and Compatibility

- 3.4.1. Identify community benefits, including the economic impact the Project will have on the County and local community in terms of amount of tax revenue to be generated for the Commonwealth and the County, the number jobs generated for Virginia residents and level of pay and fringe benefits of such jobs, the training opportunities for apprenticeships and other training programs generated by the Project and the number and value of subcontracts generated for Virginia subcontractors.
- 3.4.2. Identify any anticipated public support or opposition, as well as any anticipated government support or opposition, for the Project;
- 3.4.3. Explain the strategy and plan that will be carried out to involve and inform the general public, business community, local governments, and governmental agencies in areas affected by the Project;
- 3.4.4. Describe the compatibility of the Project with local, regional, and state economic development efforts.
- 3.4.5. Describe the compatibility with the County's comprehensive plan, zoning ordinances, local infrastructure development plans, capital improvements budget and annual budget.
- 3.4.6. Provide a statement setting forth participation efforts that are intended to be undertaken in connection with this Project regarding the following types of businesses:
  - (i) minority-owned businesses;
  - (ii) women-owned businesses;
  - (iii) small businesses.

#### 3.5. Additional Information

##### 3.5.1. Project Understanding and Approach

3.5.1.1. Describe your understanding of the Project.

3.5.1.2. Identify and discuss potential problems during design and construction.

3.5.1.3. Identify and discuss methods to mitigate those problems.

3.5.1.4. Describe the work you anticipate self-performing and the work you anticipate being performed by subcontractors.

##### 3.5.2. Approach to Project Management

3.5.2.1. Describe your approach to Change Orders.

3.5.2.2. Describe your planning, scheduling, estimating, and construction management tools.

3.5.2.3. Describe your quality control plan.

3.5.2.4. Describe your safety management.

3.5.2.5. Describe your current workload and ability to proceed promptly.

#### **4. EVALUATION CRITERIA**

Proposals will be evaluated by the Owner using the following criteria. These criteria are to be utilized in the evaluation of qualifications for development of the shortlist of those Proposers to be considered for interviews and/or negotiations.

1. Experience and qualifications
2. Financial stability
3. Proposed systems, equipment and services to be provided
4. Proposed timeline and ability to complete the Project
5. Project cost and the ability to complete Project within the budget
6. Successful completion of similar projects
7. Responsiveness and completeness of the proposal

#### **5. CONFIDENTIAL & PROPRIETARY INFORMATION**

- 5.1. Information submitted in the public procurement process is subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or proprietary information must be clearly identified to be exempt from FOIA disclosure (Virginia Code 2.2-3700, *et seq*).

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

Offeror shall provide one redacted copy of its proposal fit for public dissemination, in the event the County must respond to a Freedom of Information Act request. The redacted copy of Offeror's proposal shall be provided on USB Drive or other electronically transferable media and shall be redacted to protect any confidential and/or proprietary information and shall be labeled as such. Offeror shall not mark its entire proposal as confidential and/or redact the entire proposal; doing so may result in the disqualification of Offeror's proposal.

#### **6. SUBMITTAL REQUIREMENTS**

- 6.1. The responses shall be in a bounded document with cover letter, this RFP form, and with tabs separating the separate criteria as shown in Section 3.1 – 3.5 and all related subsections.
- 6.2. Interested companies should submit the RFP response (one original and seven [7] copies) to the County of Roanoke Purchasing Director, 5204 Bernard Drive, Roanoke, Virginia 24018, on or before 2:00 P.M., September 15, 2022
- 6.3. Below is the proposed timeline for this RFP. It shall be noted that time and dates written within this RFP are tentative, and can be changed or altered depending on the progress of this RFP and schedule of the parties involved in the procurement process:

<b>Activity</b>	<b>Date</b>
RFP Issued	<b>August 1, 2022</b>
Non-Mandatory Pre-Proposal Meeting	<b>August 15, 2022</b>

Last Day for Questions  
Conceptual Phase Proposals Due  
Request for Detail Phase Proposal  
Detailed Phase Proposal Due  
Award Date

**September 7, 2022**  
**September 15, 2022**  
**October 2022**  
**November 2022**  
**December 2022**