

SOLICITATION OF PUBLIC PRIVATE PROCUREMENT PROPOSAL

The Tazewell County Recreational Development Authority (RDA) is soliciting proposals, pursuant to the Public Private Procurement Process set forth in Section 56-575.1 et seq. of the Code of Virginia, from a private person or entity (Private Party) who would lease a portion of the Boissevain Trailhead of the Pocahontas ATV trail near Pocahontas, Virginia, for purposes of providing rustic, single room cabin lodging for persons permitted to use the Pocahontas and Hatfield McCoy ATV trails. The proposal should include that the Private Party would lease a portion of the Trailhead premises from the RDA for a sum no less than \$ 5,000.00 per year, for a term no less than ten years and no more than twenty years; The Private Party would construct or install cabins, including restrooms, and a public restroom bath house building which the Private Party would rent to the Public. The Private Party also would agree to operate the facility during the term of the lease. The Private Party would keep any net proceeds from the cabin rentals. The proposal submission also must include the experience and qualifications of the Private Party and the proposed financing of the construction and operation of the facility by the Private Party. All interested proposers must submit a brief letter of intent, stating the proposers experience and qualifications, to Matt Anderson, County Engineer for Tazewell County, by no later than 4:00 PM, December 6th, 2013, at 108 East Main Street, Tazewell, Virginia 24651. There will be a mandatory pre-proposal meeting open only to those persons submitting a letter of intent prior to the deadline above mentioned held on December 18th, 2013, at 1:00 PM, at the Tazewell County Board of Supervisors Executive Meeting Room located at 108 East Main Street, Tazewell, Virginia. Additional information regarding the project and the premises where the cabins are to be built will be provided at that time. This solicitation is for the conceptual phase only. The details of a proposal may be negotiated between the RDA and the successful conceptual proposer. The RDA may reject all proposals. The RDA may accept a proposal for the concept phase and reject the proposal in the detail phase of Public Private procurement. Small Businesses and Businesses owned by women or minorities are encouraged to apply. The Recreational Development Authority reserves the right to reject all proposals and may or may not proceed with the project.

January 15, 2014

Bid Opening Date:

As of this time, the RDA has not set a date for receipt of proposals. As soon as such date has been set, you will be notified via writing.

Additional Proposal Information

In addition to the information in your agenda from the pre-proposal meeting (see attached), the Tazewell County RDA also requests that each proposing firm provide the following:

- Estimated Lease Prince Range based on your business model
- Estimated Lease Term (in years) based on your business model

The following items are informational toward the construction and necessary permitting to the proposed facilities.

Erosion and Sediment Control Permitting

Should the project require the disturbance (i.e. grading, excavation, etc.) of 10,000 square feet of soil, it will be necessary to apply for an erosion and sediment control permit from the county. This will require the services of a Professional Engineer or Licensed Land Surveyor licensed in the State of Virginia. The consultant shall produce an erosion and sediment control plan with a narrative as per the Virginia Erosion and Sediment Control Laws and the Virginia Erosion and Sediment Control Handbook. These shall be sent in no later than ten days prior to a Planning Commission Meeting (currently the second Thursday of each month). After receipt of these documents, the Engineering Department will review and attempt to work out any issues with the consultant prior to the meeting. A representative of the Leasee (either the leasee or their consultant) must then be present at the Planning Commission Meeting, where the permit will receive approval or be disapproved. If disapproved, the owner will receive notice in writing of the deficiencies and will have an opportunity to resubmit. If approved, the owner will be required to post the bond calculated by the Engineering Department (by certified check or actual bond) and as stated at the PC meeting. Permit fees are waived. Prior to issuing the permit, we must have the bond and copies of any other outstanding permits required by the project, including, but not limited to : VDOT, US Army Corps of Engineers, and DEQ).

Virginia Stormwater Permit

This permitting is still handled by the state until July 1, 2014. The consultant that is completing the erosion and sediment control permit and design can provide guidance for this process as well. Should the disturbance be less than one acre, no permit is required. Should it be greater than one acre, but less than five, the owner must submit a permit application to the DEQ (through June 30, 2014) along with a fee of \$450.00. The consultant will also have to prepare a Stormwater Pollution Prevention Plan (SWPPP) and if necessary, design any permanent structures required by Virginia Stormwater Design Guidelines. Should it be greater than five acres, the fee is \$750.00 and the consultant will have to submit the SWPPP and design to the state.

All of that information will be subject to change after July 1 as the County will be taking over the Stormwater Management program from the state after that date.

Floodplain

This property is not in the floodplain.

Building Codes

Our Building Safety Department is currently enforcing the 2009 IBC and IRC Building Codes. All future cabins must meet one of the following:

1. All pre-constructed cabins shall be approved and stamped as meeting one of the referenced standards found within the International Building Code (IBC); or
2. All cabins constructed on-site shall meet the minimum requirements of the 2009 International Residential Code (IRC)

For layout purposes, the Building Code requires each of the cabins to be a minimum of 10' apart from eave to eave without requiring additional rating of walls.

Building permit fees are waived for this project..

ADA Requirements

One out of every five cabins must be Americans with Disabilities Act (ADA) Compliant.

Appalachian Power Contact

For design and loading contact information, please contact James "Steve" Browning with AEP. He can lead you to the individuals with AEP that you need to speak with.

James " Steve" Browning
Appalachian Power Technician
(276) 988 - 1360
jsbrowning@aep.com
245 Crab Orchard Road
Tazewell, VA 24651

Natural Gas

At this time, there is natural gas to the nearby Pocahontas State Correctional Center, but there are no other commercial branches adjacent to the cabin area. It may be possible to extend lines to the facilities, but Tazewell County RDA cannot provide this as it is too costly an infrastructure project.

Tourism Zone Incentives

Attached to this document, you will also find the Section of the Tazewell County Code of Ordinances relating to Tourism Zones. This project will be located within the Northern District Tourism Zone, qualifying it for the incentives as shown in the ordinance.

Review Matrix

Please find attached the proposed review matrix for the project. This will be what each member of the selection committee will be utilizing to develop scores. These scores will be tallied among committee members and the final scores will be used to determine the winner of the contract.

January 15, 2014

DRAFT EVALUATION FORM

Project Team Name _____

Narrative	Yes	No	Points
Statement of Experience and Qualifications	_____	_____	_____
Proposed Financial - Construction	_____	_____	_____
Proposed Financing - Operations	_____	_____	_____
Legal Structure of Business Entity	_____	_____	_____
Minimum Insurance of \$2,000,000 provided in proposal	_____	_____	_____
Estimated Lease Range - financial	_____	_____	_____
Estimated Lease Range - Number of years	_____	_____	_____
Security Provisions for Operations	_____	_____	_____
Proposing firm can meet timeframe requirements	_____	_____	_____
Proposing firm has adequate master plan	_____	_____	_____
<i>Each yes shall have a maximum of 10 points each for the above evaluation.</i>		Total Points	_____ Max 100 pts

Aesthetic/Technical Evaluation	Yes	No	Points
Number of Cabins Included in Project	_____	_____	_____ Max 20
Cabin Conceptual Plan	_____	_____	_____ Max 20 (40 with bath)
Bath House Conceptual Plan (if applicable)	_____	_____	_____ Max 20
Master Plan / Layout of Cabins and Facilities	_____	_____	_____ Max 20
Project Scope/Design Philosophy Acceptable?	_____	_____	_____ Max 10
Pleasing Aesthetically	_____	_____	_____ Max 10
		Total Points	_____ Max 100 pts

Narrative Score	x 60%	_____	
Aesthetic/Technical Evaluation	x 40%	_____	
Total Score		_____	FINAL RANK _____