

REQUEST FOR PROPOSALS
NUMBER 2011-11-04
PROFESSIONAL ARCHITECTURAL, ENGINEERING, PLANNING AND
CONSTRUCTION SERVICES
FOR
BRUNSWICK COUNTY HISTORIC COURTHOUSE RENOVATION PROJECT
NOVEMBER 4, 2011



Offered By:
Brunswick County Government
100 Tobacco Street, Suite 102
Lawrenceville, Virginia 23868
434-848-3107

Contact: Charlette T. Woolridge
County Administrator

RFP Responses Due: **December 22, 2011**

INSTRUCTIONS

1. Submit six (6) signed copies of the proposal.
2. Proposals, amendments thereto or withdrawal requests received after the time advertised for proposed receipt will be void regardless of when they were mailed.
3. Address and mark proposal as indicated in the notice.

CONDITIONS

1. The County reserves the right to reject any and all proposals, and to waive all technicalities.
2. The right is reserved to make award as considered to be the most advantageous to Brunswick County.
3. The successful Offeror shall indemnify or save harmless Brunswick County and all County officials, agents, and employees from all suits or claims of any character brought by reason of infringing on any patent trade mark or copyright.

PROPOSALS

In compliance with the request for proposal, and subject to all conditions thereof, the undersigned confirms that all information contained in the proposal is true to the best of their knowledge.

COMPANY NAME

DATE

COMPANY ADDRESS

COMPANY E-MAIL ADDRESS

CITY, STATE, ZIP CODE

FEDERAL ID#

COMPANY TELEPHONE NUMBER

AUTHORIZED SIGNATURE

COMPANY FAX NUMBER

PRINT OR TYPE NAME

I. INTRODUCTION AND SCOPE OF SERVICE

Brunswick County (County) seeks proposals from qualified architectural, engineering and planning firms (Offerer) to provide professional services to assist the County in performing a courthouse renovation/construction project (Project) for the Brunswick County Historic Courthouse. The Brunswick County Historic Courthouse will be used for various County Government offices. Brunswick County intends to select one firm to provide these services using the competitive negotiation procedure for professional services as defined in Section 2.2-4301 of the Virginia Procurement Act.

Offerers may refer to the following documents below regarding the overview of the history of Brunswick County Historic Courthouse and current conditions via www.brunswickco.com:

- Brunswick County Courthouse: Physical Assessment
- Scope of Work: Rehabilitation of the Old Brunswick County Courthouse.

The general scope of services will include:

- A. Review the Scope of Work: Rehabilitation of the Old Brunswick County Courthouse document regarding the proposed uses of the Courthouse spaces, including offices, the courtrooms, the common areas, the entrances and exits;
- B. Review and make recommendations regarding the current division of space in the Courthouse, potential alterations in the divisions of space in the Courthouse, and various possible uses of the various spaces in the Courthouse;
- C. Review historic significance of Courthouse and preservation of structure to include Historic Tax Credits.
- D. Review ingress and egress at the Courthouse and make any related recommendations on how to develop and/or improve;
- E. Provide all necessary engineering, architectural, environmental, surveying, impact analyses, and other services related to the redevelopment of the property. The Architect/Engineer will be responsible for developing all contract specifications, project designs, and contract administration to include bidding document processes and construction administration/management and support/inspection and testing services. The selected team will be required to perform daily inspection and maintain all daily records and reports performed during construction.

This is a general listing of the scope of services and should not be construed as being the full and complete list of all services that might be required for the Project. A comprehensive list of services shall be developed through discussion and negotiation between the Offeror and County.

II. TERM OF CONTRACT

The term of any resulting contract will be dependent on negotiations with the selected Offeror.

III. PROPOSALS

A. In order to be considered for selection, Offeror must submit a complete response to this RFP. Six (6) copies of the proposal must be submitted to the County Administrator, 100 Tobacco Street, Suite 102, Lawrenceville, Virginia 23868, on or before December 22, 2011, at 3:00 p.m.

B. Proposals should conform to the following requirements:

1. Proposals must be signed by an authorized representative of the Offeror.
2. All requested information must be submitted. Proposals which are substantially incomplete or lack key information will be rejected by the County. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
3. Proposals must include:
 - a. Resumes of individuals to be assigned to the project (See subparagraph 6 below);
 - b. Recent history of the firm, including recent projects of similar nature (See subparagraph 4 below);
 - c. Names of references from similar projects (See subparagraph 5 below);
 - d. A state of the capacity of the firm to perform the work based upon current and planned work load; and
 - e. Proposed project schedule for carrying out the Project.
4. Offeror must furnish evidence of its qualifications, expertise and experience in the preparation of similar assessments. Proposals should highlight similar work performed by the Offeror, included but not limited to other assessments prepared by the Offeror for similar properties. Offeror is encouraged to elaborate on its qualifications to carry out the scope of

services considered herein and its experience providing deliverables and services similar to those requested in this RFP.

5. Offeror must provide the name, address, contact person and phone number of at least three clients for whom Offeror has provided similar deliverables or services. Offeror should include a brief description of each similar project. The County reserves the right to contact any client listed.
 6. The proposal must identify the proposed project team including the project manager. Include detailed background information for each key team member, including the following:
 - a. Job classification;
 - b. Years of service with Offeror;
 - c. Professional registrations and certifications by the Offeror and/or individuals identified as being a part of Offeror's project team that are relevant to the project, listing applicable state(s);
 - d. Roles and responsibilities on team;
 7. The proposal must identify the Offeror's State Corporation Commission identification number or contain any explanation why the Offeror is not required to obtain an SCC identification number under title 13.1 or Title 50 of the Virginia Code.
 8. The proposal must provide a project approach/strategy and proposed schedule for the Project, including starting and completion dates for all major services;
 9. Offeror must submit a signed copy of the Brunswick County Historic Courthouse Terms and Conditions.
- C. Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror's proposal and capabilities to satisfy the requirements of the RFP.
- D. Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of*

Information Act; however, the Offeror must invoke the protection of 2.2-4342.F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only 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 will result in rejection of the proposal.

- E. No information regarding the proposal records or the contents of responses will be released except in accordance with Virginia Code §2.2-4342. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- F. Offerors shall NOT provide any estimated project costs in their proposals. During discussions with Offerors, as permitted during competitive negotiation under Virginia Code §2.2-4301, County may discuss nonbinding estimates of total project costs with Offerors. A final price shall be determined during negotiations.
- G. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be sent or delivered to the County in an envelope or package that is sealed and clearly marked on the lower left-hand corner of the envelope or package with:

From: _____
(Name of Offeror)

Due Date: December 22, 2011

Address: _____

RFP Number: 2011-11-04

The envelope should be addressed to the County Administrator, 100 Tobacco Street, Suite 102, P. O. Box 399, Lawrenceville, Virginia 23868.

IV. EVALUATION OF PROPOSAL

The proposal will be evaluated by the County's Facility Committee (Committee). The Committee will rank the proposals based on the factors listed below.

After interviews and/or discussions, the Committee will make recommendations to the Board of Supervisors. The Board of Supervisors will rank the proposals and negotiations will begin with the top-ranked Offeror(s) in accordance with the Virginia Public Procurement Act.

Factors to be considered by the County in determining with Offeror(s) will be selected for discussions and/or negotiations will include, but not limited to:

- A. Professional competence.
- B. The ability, capacity and skill of the Offeror to perform the contract or provide the deliverables and/or services required;
- C. The quality of performance of the Offeror in performing prior projects similar in terms of size, scope, scale, duration, and otherwise to the contract to be awarded;
- D. Proposals shall be evaluated on the following criteria: the Offeror's experience with similar projects, and the ability in the past to (1) provide timely and responsive deliverables, (2) work with clients and understand their constraints and needs, (3) provide realistic projections of future space needs and develop a plan that incorporated these changing needs; (4) involve key stakeholders, (6) degree of professional competence in projects similar to this project, and (7) completeness and comprehensiveness of proposal;
- E. The County will engage in a two-step selection process. If the County finds one or more Offerors deemed fully qualified, responsible, and suitable on the basis of initial information in the proposal, the County will begin the interview process with each. The interview process may consist of repetitive interviews where in Offerors will be allowed to elaborate on their qualifications, performance data, pertinent staff expertise, alternative concepts, as well as budget estimates of total project costs. At the end of the interview process, the County may select two or more Offerors whose professional qualifications and proposed services are deemed most meritorious; negotiations will then be conducted beginning with the Offeror deemed most suitable. If a contract satisfactory to the County can be negotiated at a price and time schedule considered fair and reasonable, the

award will be made to that Offeror. If a contract cannot be successfully negotiated, further negotiations with the Offeror shall be terminated and negotiations will begin with the next ranked Offeror. Terms that the County will be seeking in addition to concept, approach, and cost will be terms relating to handling accessibility requirements, the inclusion of stakeholders, project phasing, and adverse impact mitigation;

- F. The experience of firm working with historic structures and state historic preservation offices;
- G. The quality of performance of the Offeror's project team in performing prior projects similar in terms of size, scope, scale, duration, and otherwise to the contract to be awarded;
- H. The character, integrity, reputation, judgment, experience and efficiency of the Offeror and its project team;
- I. Offeror's familiarity with the Brunswick County Historic Courthouse;
- J. The quality of the professional or business references supplied by the Offeror;
- K. The ability, capacity or willingness of the Offeror to commence and complete the contract within time frames fixed by the County;
- L. The results of interviews and/or discussions with Offerors;
- M. Overall quality and value of the Offeror's proposal, as determined by County; and;
- N. Best interests of the County.

V. REJECTION OF PROPOSALS

Brunswick County reserves the right to cancel this Request for Proposals or reject any or all proposals received. The County also reserves the right to waive informalities in the proposal.

VI. TERMS AND CONDITIONS

All proposals submitted in response to this Request for Proposal and any resulting contract awarded by the County will be subject to the Terms and Conditions attached hereto and incorporated by reference herein.

VII. DEADLINE/ADDRESS

All proposals must be sealed and must be received by 3:00 p.m. on December 22, 2011. Proposals must be mailed or hand delivered to:

Charlette T. Woolridge
County Administrator
100 Tobacco Street, Suite 102
P. O. Box 399
Lawrenceville, Virginia 23868

VIII. AWARD

The award of any contract will be made in accordance with the rules of competitive negotiation for professional contracts contained in Virginia Code §2.2-4301. If the County determines 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. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the County will post such notice on the County's webpage at www.brunswickco.com.

**BRUNSWICK COUNTY HISTORIC COURTHOUSE
NUMBER 2011-11-04**

TERMS AND CONDITIONS

These terms and conditions shall be and hereby are incorporated by reference into the Request for Proposal (RFP No. 2011-11-04) ("RFP"). By submitting a proposal in response to the RFP, each Offeror submitting a proposal offers and agrees to furnish Proposals requested therein in accordance with these Brunswick County Historic Courthouse Terms and Conditions.

- A. The Courthouse will remain open and operational throughout all phases of the project. The Offeror must develop the proposal in such a manner that will avoid interfering with the Courthouse's ongoing operations.
- B. **ANTI-DISCRIMINATION:** By submitting their proposal, Offeror certifies to the County that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans With Disabilities Act, Section 2.2-4311 of the *Virginia Public Procurement Act*, and all other applicable federal, state and local anti-discrimination laws, rules and regulations. Without limiting the foregoing, during the performance of this contract, the Offeror agrees as follows:
1. The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Offeror. The Offeror agrees to post in conspicuous places, available to employees, notices setting forth the provisions of this nondiscrimination clause.
 2. The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, will state that such Offeror is an equal opportunity employer.
 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 4. The Offeror will include the provisions of the above 1, 2 and 3 in every subcontractor or purchase order over \$10,000 in connection with this RFP, so that the provisions will be binding upon each subcontractor or vendor.
- C. **DRUG-FREE WORKPLACE:** During the performance of this contract, the Offeror agrees to (i) comply with the drug-free workplace provisions of Virginia Code § 2.2-4312; (ii) provide a drug-free workplace for the Offeror's employees; (iii) post in conspicuous places, available to employees, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Offeror's workplace and specifying the

actions that will be taken against employees for violations of such prohibition; (iv) state in all advertisements or solicitations for employees that the Offeror maintains a drug-free workplace; and (v) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000 in connection with this RFP, so that the provisions will be binding upon each subcontractor or vendor.

- D. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, the Offeror certifies that it does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- E. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in a court of appropriate jurisdiction in the Brunswick County, Virginia. The Offeror shall comply with all applicable federal, state and local laws, codes, rules and regulations.
- F. ETHICS IN PUBLIC CONTRACTING: By submitting a proposal, Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, or subcontractor in connection with their proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Furthermore, the provisions, requirements, and prohibitions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Code, pertaining to bidders, offerors, contracts, and subcontractors, are applicable to this RFP, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Virginia Code.
- G. QUALIFICATIONS OF OFFEROR: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the deliverables/services and the Offeror shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- H. DEBARMENT STATUS: By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia, Brunswick County, Virginia, or any other locality from submitting bids or proposals on contracts for the type of deliverables and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

- I. **NONDISCRIMINATION TOWARDS OFFERORS:** A bidder, offeror or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the County has made a written determination that employing ex-offenders on the specific contract is not in its best interest. COUNTY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.
- J. **LICENSES; TAXES:** Offeror shall procure at its own expense, all necessary licenses and/or permits and shall conform to all laws, regulations and ordinances applicable to the performance of the contract, and will pay all applicable federal and state taxes.
- K. **PROPOSAL ACCEPTANCE PERIOD:** Any offer in response to this RFP shall be valid for ninety (90) days. At the end of the ninety days, the offer may be withdrawn at the written request of the Offeror. If the offer is not promptly withdrawn (within 5 business days) at that time, it remains in effect until an award is made or the solicitation is canceled.
- L. **SUBCONTRACTS:** Before any portion of the deliverable or services shall be subcontracted, the Offeror shall furnish the County with the names, qualifications and experience of their proposed subcontractor(s). The County must be afforded the right to refuse any subcontractor that the Offeror has selected. The Offeror shall remain fully liable and responsible for all acts and omissions of subcontractors and for the goods or services supplied by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- M. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure them from other sources and hold the Offeror responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have under the contract, at law, or in equity.
- N. **CONTRACTUAL CLAIMS:** The procedure for reviewing and resolving contractual claims and resolving contractual disputes shall be the procedure set forth in Virginia Code § 2.2-4363.C.
- O. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Offeror in whole or in part without the written consent of the County.
- P. **AVAILABILITY OF FUNDS:** It is understood and agreed by the Offeror that the County shall be bound only to the extent of the funds available or which may hereafter become available for the purpose of the Contract.

- Q. **INDEPENDENT CONTRACTOR:** The Offeror shall not be an employee of the County but shall be an independent contractor. Nothing in the Contract shall be construed as authority for the Offeror to make commitments which shall bind the County or to otherwise act on behalf of the County, except as the County may expressly authorize in writing.
- R. **CHANGES TO THE CONTRACT:** No change shall be made to the Contract except by written amendment executed by the authorized agents of each party.
- S. **CANCELLATION OF CONTRACT:** The County reserves the right to cancel and terminate any resulting contract(s), in part or in whole, without penalty, upon sixty (60) days written notice to the Offeror. Any contract cancellation notice shall not relieve the Offeror of the obligation to deliver and/or perform on all outstanding items prior to the effective date of cancellation.
- T. **CONTRACTOR'S AND SUBCONTRACTOR'S PERSONNEL:** (a)It shall be the Offeror's responsibility to see that its employees use any equipment, materials and supplies in a safe and orderly manner and in accordance with the manufacturer's instructions and guidelines and within all local, state and federal regulations. It shall be the Offeror's responsibility to ensure its employees and its subcontractor's employees know and obey all OSHA, VOSA, EPA and other regulatory requirements. Compliance with all regulatory requirements is the sole responsibility of the Offeror and/or subcontractors. The safety of the Offeror's and subcontractor's employees is the sole responsibility of the Offeror and subcontractors. The safety of the construction site is the sole responsibility of the Offeror. The Offeror is expected to engage the general contractor and subcontractors to ensure a safe work environment that conforms to safe practices adopted by professional organizations, trade societies, and regulatory bodies.(b)County reserves the right to request the removal of any of the Offeror's employees or any subcontractor's employees from the construction site at any time for reasonable cause. The Offeror or the subcontractor shall have such employee leave the premises upon receipt of such request.
- U. **HAZARDOUS MATERIALS:** Offeror shall not, during the term of the Contract, transport, dispose of, or release, on the County's property, including without limitation the Courthouse grounds, any hazardous substance, material, or waste. Offeror shall comply with all federal, state, and local laws, rules, and regulations relating to the storage, transportation, use and disposal of hazardous materials, substance or waste.
- V. **FORCE MAJEURE:** Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under the contract due to an event outside the reasonable control and not the fault of the affected party (a "Force Majeure Event"). Examples of a Force Majeure Event include, but are not limited to, natural disasters, acts of God, terrorism, war, civil disorder, fire, flood, explosion, riot,

labor disputes or strikes (labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under the contract), any act or order of any governmental authority, lockouts or work stoppages of any kind, theft, windstorm, water, vandalism, failure of power or utilities, or other similar causes, beyond the control of the parties which delays or prevents the performance of the agreement. It is understood that both parties shall exercise due care and prudence to avoid a Force Majeure Event. A Force Majeure Event shall not constitute a breach of contract. If either party is prevented, wholly or in part, from performing its obligations under this contract as a result of a Force Majeure Event, then that party shall immediately give notice to the other party of the Force Majeure Event and take reasonable steps to mitigate the impact of Force Majeure Event on contract performance. Upon such notice, all obligations of the affected party under the contract which are reasonably related to the Force Majeure Event shall be suspended as long as the affected party takes reasonable steps to mitigate the impact of Force Majeure Event on contract performance until the Force Majeure Event no longer exists.

- W. **INSURANCE:** The Offeror shall, at its sole expense, obtain and maintain during the life of this contract insurance policies of the type, in the amount, and subject to the terms required by County, including without limitation: (i) commercial general liability insurance with minimum limits of liability of \$1,000,000 combined single limit for any one occurrence; (ii) broad form contractual liability insurance, which shall include the indemnification obligation set forth in this RFP; (iii) workers' compensation and employer's liability insurance covering the selected Offeror's statutory obligation under the laws of the Commonwealth of Virginia; (iv) automobile liability insurance with at least a \$500,000 combined single limit applicable to owned or non-owned vehicles used in the performance of any work under this contract; and (v) professional liability and errors and omissions insurance with minimum limits of \$2,000,000 per claim and \$2,000,000 policy aggregate (professional liability insurance coverage shall be maintained for five years after completion of the project). Any required insurance policies shall be effective prior to the beginning of any work under this contract. All insurance except professional liability shall be written on an occurrence basis. In addition, (i) the Offeror shall furnish County a certificate or certificates of insurance showing the type, amount, effective dates, and date of expiration of the policies; (ii) the required certificate or certificates of insurance, excluding those for workers' compensation and professional liability, shall name County and its officers, trustees, directors, volunteers, employees, and agents as additional insureds; (iii) the required certificate or certificates of insurance shall require 30 days advance, written notice to County before being cancelled; and (iv) any insurance company providing coverage under the contract shall be authorized to do business in the Commonwealth of Virginia.
- X. **INDEMNIFICATION:** The Offeror shall indemnify, defend, and hold harmless County and its officers, supervisors, volunteers, employees, and agents against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, consultant's fees, and litigation

costs, resulting from or arising out of Offeror's or its agent's, subcontractor's and/or sub-consultants' negligent or willful acts or omissions, in providing any services under this contract or any and all breaches of this contract. This indemnity provision covers and includes, without limitation, fines and penalties for violations of federal, state, or local laws or regulations; personal injury, wrongful death, or property damage claims of any type; breach of contract claims; indemnity claims; and other damages, losses and claims of any kind.

- Y. **WAIVER; REJECTION:** County reserves the right to cancel this RFP, to reject any or all proposals, to reject the proposal of an Offeror who is not in a position to perform the work or the contract, or to waive any informalities in any proposal, should rejection or cancellation be deemed in the best interest of County.

- Z. **SCC REGISTRATION:** Pursuant to Virginia Code § 2.2-4311.2, the Offeror must be registered with the State Corporation Commission if so required by Title 13.1 or Title 50 of the Virginia Code or otherwise required by law.

- AA. **MINORITY CONTRACTING:** It is the policy of County to maximize participation by minority and women owned businesses, small businesses, and service disabled veteran businesses in contracting opportunities.

- BB. **TRADE SECRETS:** This RFP and all responses are subject to Virginia Code §2.2-4342 regarding public inspection of records and the procedures an Offeror must follow to protect trade secrets and proprietary information.

- CC. **SOVEREIGN IMMUNITY; PUBLIC POLICY:** Nothing contained in the Contract is intended to waive, or shall be construed as a waiver of, the sovereign immunity of the County.

NAME AND ADDRESS OF OFFEROR:

Offeror's Fed ID No: _____

Offeror's SCC Identification Number: _____

APPLICABLE PROFESSIONAL LICENSES:

TYPE: _____

NUMBER: _____

AUTHORIZED REPRESENTATIVE OF OFFEROR

(SIGNATURE)

BY: _____

TITLE: _____

EMAIL: _____

PHONE: _____