

**Request for Proposals
RFP RCIDA- 0010**

**Russell County Industrial Development Authority
Large Animal Veterinary Planning Project**



**Proposal Due Date:
August 8, 2025**

**Issued by:
Russell County IDA
Administrative Office
133 Highland Drive, Suite B
Lebanon, VA 24266**

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SECTION I

GENERAL INFORMATION

A. OBJECTIVE

The purpose of this Request for Proposal (“RFP”) is to solicit sealed proposals and statements of qualifications for the purpose of selecting a firm (Offeror) for preliminary layout and cost estimate for a Large Animal Veterinary facility from Offerors interested in contracting to serve as the primary for the Large Animal Veterinary Planning Project in Lebanon, VA. The purpose for this RFP is to determine which Offeror will be awarded the Large Animal Veterinary Planning contract (“Agreement” or “Contract”). This project is titled: Large Animal Veterinary Planning Project (“Project”).

B. PRE-PROPOSAL MEETING

There will not be a pre-bid meeting for this RFP.

C. PROPOSAL PREPARATION

To be considered, each respondent must submit a response to the RFP (“Proposal”) using the provisions. Each Proposal must remain valid for at least 90 days from the due date of this RFP.

An authorized representative of the Offeror shall sign the proposal. All information requested should be submitted. Failure to submit all information requested may result in RCIDA requiring prompt submission of missing information and/or giving lowered evaluation of the proposal. Proposals which are substantially incomplete or lacking key information may be rejected by RCIDA. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a Table of Contents, information which the offeror desires to present that does not fall within any of the requirements of the RFP should be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner will not be considered a complete application. The offeror’s proposal should provide all the information that it considers pertinent to its qualifications for the project, and which responds to the Scope of Services described.

Ownership of all data, materials and documentation originated and prepared for Russell County IDA pursuant to this RFP will belong exclusively to Russell County IDA and be subject to public inspection in accordance with the Virginia Freedom of Information ACT (vaFOIA). Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia FOIA; however, the Offeror must invoke the protections of Section 2.2-4342 (D) of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. Offerors must specifically identify the data or materials to be protected and state the reasons why protection is necessary. Russell County IDA reserves the right to ask for additional clarification prior to establishing protection.

D. RFP SCHEDULE

RFP Release	July 22, 2025
Deadline for Proposal Submission	August 08, 2025 @ 2:00 pm
Bids to be opened	August 08, 2025 @ 2:15 pm
Notice of Intent to Award	August 15, 2025
Commencement of Contract	August 25, 2025

SECTION II

BACKGROUND AND DELIVERABLES

BACKGROUND

Project Name

Large Animal Veterinary Planning Project

Project Description

The RCIDA is issuing this RFP to engage a primary to prepare a preliminary layout and cost estimate for a Large Animal Veterinary facility located on Joe Gillespie Drive, Lebanon VA.

SCOPE OF WORK

The scope of work is as defined in this RFP. All Offerors submitting a proposal must quote on all the work required to prepare a preliminary layout and cost estimate for a Large Animal Veterinary facility located on Joe Gillespie Drive, Lebanon VA.

SECTION III

MINIMUM INFORMATION REQUIRED AND PROPOSAL EVALUATION

PROPOSAL RESPONSE FORMAT

Offerors shall submit a written proposal that presents the offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Proposals should provide all the information considered pertinent to the qualifications for the project. The proposal formats should be in the format outlined below.

- I. **Completed Russell County IDA RFP Cover Sheet (Appendix A)**
- II. **Completed Russell County IDA RFP Submission Form (Appendix B)**

- III. **Firm Overview:** Provide a brief overview of your firm, including size of organization, types of services provided, and a description of organizational structure. State the location of the office(s) from which the work is to be performed and list pertinent information regarding the office(s), such as the number of personnel available to provide services for this project.
- IV. **Additional Resources:** If your firm is unable to perform all requested services in this RFP, please identify the secondary firm that you will be partnering with and their qualifications to perform the additional services. If a secondary firm is utilized for this project, it is the sole responsibility of the successful offeror to ensure that all services requested by this RFP will be performed in accordance with the project agreement.
- V. **Proposed Draft Project Budget:** The offeror shall submit a draft proposed budget that will include all work, personnel and goods expected for this project. A final project budget will be provided by the offeror awarded the project contract. ***The proposed draft project budget should not and will not be construed as an award or contract by either RCIDA or the applicant offeror.***
- VI. **Appendices:**
 - a. **Completed Russell County RFP Cover Sheet**
 - b. **Completed Russell County IDA RFP Submission Form**
 - c. **Firm Overview**
 - d. **Additional Resources (OPTIONAL)**
 - e. **Proposed Draft Project Budget**

PROPOSAL SUBMISSION

All Proposals must be hand-delivered or mailed to the Russell County IDA Administrative Office and **received** on or before Friday, **August 8, 2025, by 2:00 PM Eastern Daylight Time (“DUE DATE”)**. Late submissions or submissions that are not in a sealed envelope (e.g. oral, emailed, or faxed submissions) **will not** be accepted or considered.

Each offeror must submit in a sealed envelope **ONE (1)** original Proposal. Proposals submitted must be clearly marked: “RCIDA-0010-Large Animal Veterinary Planning Project.”

If mailed, Proposals must be addressed/mailed:

Russell County IDA Administrative Office
133 Highland Drive, Suite B
Lebanon, VA 24266

Or hand delivered to:

Russell County IDA Administrative Office
133 Highland Drive, Suite B
Lebanon, VA 24266

All Proposals received by the Due Date will be publicly opened and recorded on the **Due Date (August 8, 2025)**, at 2:15 PM. No immediate decision will be made.

Hand delivered Proposals will be date/time stamped/signed at the address above in order to be considered. Proposal drops off hours are 9:00 am to 5:00 pm, Monday through Friday, excluding County, State, and Federal Holidays. RCIDA will not be liable to any respondent for any unforeseen circumstances, delivery, or postal delays. Postmarking to the Due Date will not meet **Due Date** requirement. Proposal must be received in hand by the requested **Due Date** and **Time** in order to be considered for the RFP.

Additional time will not be granted to a single respondent; however, additional time may be granted to all respondents if RCIDA determines that circumstances warrant it.

SELECTION CRITERIA

This contract will be awarded utilizing the process of competitive negotiation as prescribed in §2.2-4302.2 (A) (4), Code of Virginia.

A proposal evaluation committee shall engage in individual discussions with two or more offerors deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews may be utilized. At the conclusion of these discussions, based on evaluation factors published in the Request of Proposal and all information developed in the selection process to this point, the proposal evaluation committee shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the evaluation committee, an award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

PROPOSAL EVALUATION CRITERIA AND SCORING

Factors to be considered by the proposal evaluation committee in determining which Offeror(s) will be selected for interviews/discussions will include, but are not necessarily limited to:

- a) Qualifications and experience of staff assigned to this contract; **(0-20 Points Maximum)**
- b) Availability and time commitment of staff assigned to this contract this includes methods for ensuring accountability and responsiveness to the RCIDA; **(0-15 Points Maximum)**
- c) Understanding of the scope of work for this project and the scope of services requested in this RFP; **(0-20 Points Maximum)**
- d) Non-Binding Estimate of Cost; **(0-15 Points Maximum)**

REJECTION OF PROPOSALS

The Russell County Industrial Development Authority reserves the right to cancel this Request for Proposal or reject any or all proposals received.

PROPOSAL ACCEPTANCE PERIOD

Any proposal in response to this RFP shall be valid for 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.

CONTRACT AWARD

The award of any contract will be made in accordance with the statutes for competitive negotiation for professional contracts contained in Virginia Code §2.2-4301. It is RCIDA's intent to enter into a contract with the successful Offeror. If the RCIDA 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 the Offeror. Upon the award or the announcement of the decision to award a contract as a result of the solicitation, RCIDA will provide email notification to all Offerors.

NOTICE OF AWARD/PROTEST

All offerors shall be provided with a written Notice of Award via email. Any Offeror who desires to protest the decision to award the contract shall submit such protest in writing to Ernie McFaddin, Executive Director of RCIDA, 133 Highland Drive, Suite B, Lebanon VA 24266: no later than five days after the announcement of the decision to award. The written protest shall include the basis for the protest and the relief sought. The RCIDA Executive Director shall issue a decision in writing within two days stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within five days of receipt of such written decision by invoking administrative procedures meeting the standards of §2.2-4365, Code of Virginia, if available, or in the alternative by instituting legal action as provide in §2.2-4364. Nothing in this subsection shall be construed to permit an Offeror to challenge the validity of the terms or conditions of the Request of Proposal.

Pending final determination of any protest or appeal, the validity of a contract awarded and accepted in good faith in accordance with this RFP shall not be affected by the fact that a protest or appeal has been filed.

ETHIC 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 their procurement transaction any payment, loan, subscription, advance, or deposit of money, services or anything of more than normal 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.

QUALIFICATIONS OF OFFEROR

The RCIDA may make such reasonable investigations as deemed proper and necessary to the determine the ability of the Offeror to perform/provide the services/deliverables and the Offeror shall furnish to the RCIDA all such information and data for this purpose as may be requested. The RCIDA

reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The RCIDA further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the RCIDA 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.

SECTION IV
APPENDICES

Appendix A-Russell County IDA RFP Cover Sheet



REQUEST FOR PROPOSAL (RFP)

FOR

Large Animal Veterinary Planning Project

SOLICITATION NUMBER: RFP RCIDA-0010
TITLE: Large Animal Veterinary Planning Project
RFP CLOSING DATE/TIME: August 8, 2025 (Friday) 2:00 PM

In compliance with this RFP and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Company Name

Authorized Signature

Date

Name Printed

Phone Number

email address

Note: Russell County IDA does not discriminate against faith-based organizations in accordance with the Code of Virginia §2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP SUBMISSOIN FORM

Name of RFP: Large Animal Veterinary Planning Project

RFP Number: RFP RCIDA-0010

Closing Date/Time: August 8, 2025 (Friday) 2:00 PM

SECTION I: COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company: _____ Contact Person: _____

_____ Title: _____

Address: _____ Telephone #: _____

_____ Fax #: _____

Email: _____

Indicate Which: Corporation () Partnership () Sole Prop. ()

Minority Owned/Controlled Bus. Yes () No () Small Bus. Yes () No ()

Organized under the laws of the State of _____

Principal Place of business _____

FEIN: _____

Following are the names and address of all persons having an ownership interest of 3% or more in the Company (Attach additional sheets if necessary):

Name

Address

SECTION II-CONFLICT OF INTERESTS

This solicitation is subject to the provisions of Section §2.2-3100 et.seq., Virginia Code annotated and the State and Local Government Conflict of Interests Act.

The Offeror () is () **is not** aware of any information bearing on the existence of any potential organizational conflict of interest.

SECTION III-DEBARMENT STATUS

By submitting your proposal, Offerors certify that they are not currently debarred by the Commonwealth of Virginia, Russell County, Virginia, or any other locality from submitting bids or proposals on contracts for the type of services/deliverables covered by this solicitation nor are they an agent of any person or entity that is currently so debarred.

In compliance with the Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon in writing by subsequent negotiations.

Signature

Date

SECTION IV-COLLUSION

I certify that this submission is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and may result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the RFP and certify that I am authorized to sign for the Offeror.

Signature

Date

Name (Printed)

Title