

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { X } ACTION { } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT'S PRESENTATIONS/REPORTS

RFP BCHS Parking Lot

BACKGROUND: An RFP has been issued for a study for planning purposes and assistance in the determination of the scope of work for parking lot improvements at Bath County High School. Anticipated scope of services include engineering and geotechnical investigation, conceptual design and cost estimate.

Submission deadline is Friday, October 31, 2014 at 3:00 PM.

REQUEST FOR PROPOSALS
Bath County High School Parking Lot Improvement Study

I. PROJECT

This study will be for planning purposes and assistance in the determination of the scope of work for parking lot improvements at Bath County High School (BCHS).

II. PROJECT DESCRIPTION

The Bath County School Board is considering retaining a qualified firm to provide a study of the following facility:

- Bath County High School Parking Lot

III. OWNER

Bath County Public Schools
P.O. Box 67
12145 Sam Snead Highway
Warm Springs, VA 24484

Telephone: 540-839-2722
Facsimile: 540-839-3040

Sue Hirsh
Division Superintendent

IV. PROJECT DESCRIPTION

The project includes preliminary analysis of the structure and condition of the existing Bath County High School parking lot; a conceptual design (including at a minimum, the layout of the parking spaces, lighting, necessary storm water management upgrades) to meet current and future needs; and cost estimate. The work will be coordinated through assigned school personnel.

V. ANTICIPATED SCOPE OF SERVICES

1. Engineering and Geotechnical Investigation
2. Conceptual Design
3. Cost Estimate

VI. STATEMENT OF QUALIFICATIONS

All proposals shall concisely convey the following information by the order and headings given below:

1. Firm History and Organization

- a. Briefly describe your firm, including its legal name, location of principal and branch offices, firm ownership and length of time in business.
- b. If your firm has ever been released from a project, give the project name, owner's name, contact person and phone number.

2. Personnel

- a. Identify and provide a resume, including references, for key project personnel that will be assigned to this project and briefly describe two recent similar facility studies/projects they have completed.
- b. List any outside firms that will be used to provide services related to the completion of the study.

3. Experience

Provide the following information for all Virginia educational facility studies, including parking lot(s) that your firm has provided or is providing:

- a. Project name and address.
- b. Brief description of project, including date of completion (or estimated completion).
- c. Describe services provided, including scope and cost estimate.
- d. Owner's name, address, contact person and telephone number.

4. Project Approach

Briefly describe your firm's philosophy and its approach and methods of developing the required study.

VII. SUBMISSION

All responses will be due at the above address by 3:00 PM on Friday, October 31, 2014.

Proposals must be signed in ink by authorized personnel and enclosed in a sealed envelope clearly marked "RFP – Bath County High School – Parking Lot Study."