



Request for Proposal

Roanoke Valley-Alleghany Regional Commission Elevator Modernization

Date of Issue: 03/27/24

Due Date: 04/15/2024, 5:00 PM EST

Direct all inquiries regarding this RFP to: Jeremy Holmes, Executive Director
Roanoke Valley-Alleghany Regional Commission | jholmes@rvarc.org | 540-343-4417

Welcome

The Roanoke Valley-Alleghany Regional Commission (RVARC) is issuing this Request for Proposal (RFP) to solicit proposals for an elevator modernization in the Commission building located at 313 Luck Ave., SW, Roanoke, VA 24016. The Regional Commission provides planning, community development, and technical support to Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; the Cities of Covington, Roanoke, and Salem; and the Towns of Clifton Forge, Rocky Mount, and Vinton.

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I. Purpose

The Roanoke Valley-Alleghany Regional Commission (RVARC) is issuing this Request for Proposal (RFP) to solicit proposals for an elevator modernization in the Commission building located at 313 Luck Ave., SW, Roanoke, VA 24016. The RVARC is seeking the services of a qualified business to perform the modernization of one elevator in the Commission's office building. The current elevator is nonoperational.

II. Background

The Roanoke Valley-Alleghany Regional Commission is a Planning District Commission in the western portion of Virginia, consisting of the Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; the Cities of Covington, Roanoke, and Salem; and the Towns of Clifton Forge, Rocky Mount, and Vinton. As one of Virginia's Planning District Commissions RVARC provides a space for collaboration at both the local and state level.

RVARC's single elevator was deactivated in approximately October of 2023 due to an oil leak identified in the hydraulic lift system. Due to the age of the elevator and the growing cost of repairs, it was determined a full modernization of the elevator was likely a more cost-effective investment than continued repairs of failing systems. The elevator has been out of use since that time while RVARC has explored modernization options and RFP formats.

III. Goals

The RVARC and selected contractor will enter into a contractual agreement to modernize a 1961 vertical service elevator that serves three floors in the Commission's building. The expected work will include the mechanical and electrical components being replaced, refurbished or retained, the removal and disposal of elevator components not being used in the modernization, the supply and installation of new components, a list of updates required in the elevator mechanical room per the Code as mandated by the State of Virginia, a minimum one-year warranty, a value engineering review, IT requirements, and all other work necessary to provide a fully functional and safe State of Virginia certified elevator.

IV. Scope of Work

To the extent possible, RVARC wishes to retain any equipment not in immediate need of repair or replacement. If such retention does not compromise adherence to code or risk additional future expenses.

As a small public service agency with no internal building maintenance staff, RVARC seeks proposals that identify the full range of work that will need to be done to modernize the elevator and bring it up to code, including upgrades to tertiary services or functions that might not be

directly related to the functioning of the elevator itself. To the best of our ability, such services and features have been identified in the Scope of Work below.

Vendor will be responsible for pulling all necessary permits as required, including City of Roanoke Building Permit and Elevator Inspection Permit.

RVARC has provided as comprehensive as possible list of existing facilities and equipment and expected upgrades/replacements for our equipment but site visits and questions from potential vendors are encouraged.

Elevator Operational Characteristics:	Existing Conditions	Upgrade Scope
Capacity	3000#	Retain existing
Contract Speed	75 fpm	Retain existing
Travel	20' Field Verify	Retain existing
Stops & Openings	G-3 front	Retain existing
Floors Served	3 inline	Retain existing
Power Supply	208 Volts, 3 phase, 60 HZ, Field Verify	Retain existing
Machine Room	Existing Conditions	Upgrade Scope
Elevator Control System	Relay Logic	New Non-Proprietary Hydraulic Control System
Starter	Wye-Delta Magnetic Motor Starters	New Solid-State Starter - reduces large spikes on the building's electrical system. An additional solid-state overload relay protects the motor from damage.
Hydraulic Power Unit	Original	New submersible design including motor, pump valve and reservoir assembly. New AW32 Hydraulic oil, piping, and valves as required
Elevator Entrances & Door Equipment:	Existing Conditions	Upgrade Scope
Door Controller	GAL	New GAL MOVFR11
Hoistway Door Hardware	Passenger Single Speed	New, GAL Complete, Retain Doors
Car Door Hardware	Same Style as Hoistway	New GAL Complete
Cab Interior	Original	Retain if possible
Cab Ceiling		Retain if possible
Car Flooring		Retain if possible
Car Guides	Guides	New, Inserts or Rollers as needed
Car Fan		As needed
Car Top Inspection Station		New, as needed
Hoistway Equipment:	Existing Conditions	Upgrade Scope

Elevator Landing System		New Elevator Landing System with guaranteed leveling accuracy of ¼”
Piston/Cylinder		New Jack and PVC Liner
Elevator Wiring		New, elevator traveling cable and insulated wiring
Hoistway Access Enabling Key Switches		New Hoistway Access key switches shall be installed at the top and bottom landings to provide safe access to the elevator car top and pit by service personnel and inspectors
Hoistway Equipment: Elevator Fixtures & Signaling Devices:	Existing Conditions	Upgrade Scope
Hall Call Button Stations	Original	New, Stainless Steel Hall call button stations shall be installed. Hall Buttons shall be ADA compliant. Lobby level hall stations shall be equipped with 2019 code fire fighters service key switch. Hall button fixtures will have engraved paint filled signage, markings, and text. Utilizes low voltage LED lighting.
Position Indicator/Lantern Combination	Original	Retain if possible
“In Car” Direction Riding Lantern	Original	New, mounted in car entrance jamb, visible from corridor when car stops, and door opens
Audible Direction Signal	None	Audible signals shall sound once for the up direction and twice for the down direction
Car Operation Panel	Original	New, Stainless Steel Car Operating Panel shall be installed. Panel shall be ADA compliant and March 9, 2024 - 4 - P a g e equipped with 2019 Fire Service Cabinet. Will have engraved paint filled signage, markings, and text.
Emergency Car Lighting	Original	New, Code Compliant Emergency Car Lighting with back up battery will be provided

Emergency Phone		New ADA compliant emergency phone integral to car operation panel, self-dialing, push to call, auto dialing with recall tracking and voiceless communication features. Phone connection and monitoring by others.
Elevator Pit Equipment	Existing Conditions	Upgrade Scope
Pit Stop Switch		New, pit switch accessible for access doors
Pit Ladder		New
Hydraulic Jack	System leaking oil	Replace/repair as necessary

In addition, RVARC requests offeror to include information on how they would address the following secondary systems or services to the extent required to meet code, complete the project, and conform to the new elevator systems. Related building work would be the responsibility of offeror.

Storage and staging	Will vendor require storage or staging for equipment or supplies that is not met by the site's existing capacity? Will the use of the parking lot or other facilities be required for staging or secure storage of material?
Disposal	Per Section III above, RVARC expects Vendor to include disposal of old equipment and construction waste as part of the proposal. Please indicate whether special accommodations will need to be made for siting of a dumpster or similar equipment during the project period.
Electrical	Indicate if any special provisions or upgrades would be required for the current electrical service during or after construction.
Mechanical Room	Will upgrades to or relocation of the existing mechanical room be required as part of the project? Vendor will be asked to indicate this in proposal. Site visits are encouraged to identify sufficiency of existing mechanical room and identification of options of relocation is required.
Fire safety	RVARC building does not currently have a sprinkler or fire alarm system. The proposal should indicate if installation of a fire safety system of some scale is required or recommendation, and general guidance as to the Vendor's ability to provide or recommend a solution.

V. Procurement Schedule

The Regional Commission expects to hold to the following procurement schedule:

- Issue Date of RFP March 27, 2024

- Deadline for receipt of questions April 8, 2024
- Deadline for receipt of Proposals April 15, 2024 by 5:00 PM EST
- Negotiations Week of April 22, 2024
- Proposed Contract Award April 30, 2024

VI. Contract Term

The contract term shall be for the development and delivery of a fully refurbished or replaced, functional, safely operating elevator within a timeline agreed upon the awardee and the Roanoke Valley-Alleghany Regional Commission. Additionally see **Attachment A**.

VII. Evaluation Criteria

A selection team will review all proposals and evaluate proposals on the following weighted criteria provided in your proposal:

- Contractor's Qualifications – 20 Points
 - a. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Corporations must be licensed to operate in the Commonwealth of Virginia.
 - b. Include the name and qualifications of key personnel that will be involved in the project. Include the name of any subcontractors, their qualifications, and a description of their involvement in the project.
 - c. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
- Completion of Similar Projects – 20 points
 - a. The written proposal must include a list of specific experience in elevator modernization projects, preferably projects of similar size.
 - b. Provide three client references for similar projects recently completed, including the firm/agency name, address, telephone number, email, project title, and contact person.
- Proposed Equipment – 20 points
 - a. Include a comprehensive listing of the proposed equipment to be used in the project: Manufacturer, model and standard warranty information.
 - b. Equipment must be non-proprietary.
- Fee Proposal – 40 points
 - a. Total cost and estimated timeline.

The selection committee will evaluate each proposal by the above-described criteria and point system. The committee may contact references to verify material submitted by the contractors.

VIII. Proposal Submission Requirements

The Offeror (“Offeror”) is the firm submitting the proposal. In order to be considered for selection, Offerors must submit a complete sealed written response to this RFP. One original of each proposal and five copies, each of which are marked “Copy,” must be submitted to RVARC in addition to one electronic version on a flash drive. Proprietary information must be clearly marked as proprietary prior to submittal. If the Offeror wishes to submit a version of the proposal that has proprietary information redacted, the redacted version must be submitted in electronic format on a flash drive and must redact all proprietary information. Section numbers which are redacted must be identified as follows: Example: Section 3, paragraph B: “Redacted.” The Offeror is responsible for ensuring that the redacted version of the proposal is carefully edited, altered, and refined in order to protect and maintain complete confidentiality of protected information.

No other distribution of the written proposal shall be made by the Offeror.

The signed proposal must be returned in an envelope or package, sealed and identified with the name of the offeror, the submission date and time, the address of the offeror, and address as:

RVARC Elevator Modernization
Attn: Jeremy Holmes, Executive Director

Proposals must be received at the following location by April 15, 2024 at 5:00 PM EST:

Roanoke Valley-Alleghany Regional Commission
313 Luck Avenue SW
Roanoke, VA 24016

Written Proposal Preparation: Partnerships with other firms/vendors are acceptable and encouraged. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in RVARC requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals, which are substantially incomplete or lack key information, may be rejected by RVARC at its discretion. Proposals must be organized in the order in which the requirements are presented in the RFP. All pages of the proposal must be numbered. Each section in the proposal must reference the corresponding need cited in the RFP. The proposal must contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP must be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

Proposals should be prepared simply and economically, providing straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal must be in a single volume where practical. Elaborate brochures and other representations beyond that sufficient to present

a complete and effective proposal are neither required nor desired. No proposal, in its entirety, should exceed 100 pages one-sided.

Specific Proposal Requirements: Proposals must be as thorough and detailed as possible so that RVARC may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following items in order for their proposal to be considered complete. Proposals shall be binding upon the Offeror for 120 days following the proposal due date. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled. Every effort will be made by RVARC to provide status information during the selection process.

State Corporation Commission (SCC) Identification Number: See **Attachment B** - Special Terms and Conditions for the SCC Identification Number reporting requirement.

Tab 1, Services Needed: The Offeror must provide a detailed description of if and how the proposed system meets each of the needs described in the Scope of Services in this RFP. It is not enough to just state that the proposed system meets a need. An explanation of how the system functions to meet each need. If a service need is not available in the current system, but can be added, an explanation of how that service will be added.

Tab 2, Experience and Qualifications: The Offeror must describe the skills and qualifications it has available to perform the various types of tasks described in the Statement of Needs. The key personnel who will be assigned to this project and tasks they will perform. The Offeror shall provide all of the following information concerning its company, subcontractor and personnel qualifications.

- A. A detailed statement indicating the organizational structure under which the firm proposes to conduct business. If more than one firm is involved in this project, state the type of arrangement between the firms and the percentage of work to be performed by each.
- B. A list of the key personnel including subcontractors who could be assigned to the various tasks identified. Give the relevant experience record of each and include resumes and any certifications.
- C. A list of references to include name, address, telephone number, email address, project, and dollar amount of project.

Tab 3, Contact Person

The primary Offeror must identify the name, telephone number and email address for the contact person who will be responsible for coordinating the efforts and personnel of all parties and subcontractors involved in the proposal.

Tab 4, Safety

Safety is important to the provision of service to the public. The Offeror shall describe the security features that will keep anyone riding in the elevator safe.

Tab 5, Pricing

Offerors shall provide separate pricing for each of the following: Refurbish Cab Interior, Machine Room, Cost of Hydraulic Plunger and Cylinder Replacement, two-year full maintenance contract. Pricing shall include details of what services and functions, updates, maintenance, etc. are included in the pricing or the price of each, if priced separately.

Pricing for building-related items as identified in Section IV should be listed and priced separately.

Offeror should include pricing for an additional 5-year maintenance option as a separate item.

Tab 6, Timeline

Offerors shall provide a detailed timeline of the set up and installation of the system and any other pertinent tasks to be completed.

Attachment A: Required General Terms and Conditions

A. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

B. ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to RVARC that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E). In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1) During the performance of this contract, the contractor agrees as follows:
 - a) The contractor 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 law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - i) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - ii) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 2) The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

C. ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have 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.

D. IMMIGRATION REFORM AND CONTROL ACT OF 1986: Applicable for all contracts over \$10,000: By entering into a written contract with RVARC, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

E. DEBARMENT STATUS: By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the nondebarred vendor will be debarred for the same time period as the debarred vendor.

F. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to RVARC all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by RVARC under said contract.

G. MANDATORY USE OF FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs:

1. (For Invitation For Bids): Failure to submit a bid on the official form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the RVARC reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the RVARC may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

2. (For Request For Proposals): Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, RVARC reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

H. CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

I. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of RVARC.

J. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, RVARC, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which RVARC may have.

K. TAXES: Sales to RVARC are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes.

L. DRUG-FREE WORKPLACE: Applicable for all contracts over \$10,000: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

M. NONDISCRIMINATION OF CONTRACTORS: 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, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

N. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the RVARC shall be bound hereunder only to the extent that funding is available or may hereafter become legally available for the purpose of this contract.

O. BID PRICE CURRENCY: Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.

P. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may

void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

Attachment B: State Corporation Commission Form

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The Offeror:

Is a corporation or other business entity with the following SCC identification number:

_____ -OR

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust business trust -OR is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location) -OR

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1- 757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Check this box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. The Commonwealth reserves the right to determine in its sole discretion whether to allow such a waiver.