



## TOWN OF TAZEWELL, VIRGINIA

### REQUEST FOR PROPOSALS

#### CONSTRUCTION OF CLINCH RIVER PAVILION

ISSUE DATE: August 19, 2025  
MANDATORY PRE-BID MEETING: August 26, 2025, at 2:00 p.m. EST at  
211 Central Avenue Tazewell, Virginia 24651  
RFP DUE DATE AND TIME: September 19, 2025, at 2:00 p.m. EST

RFP ID: CONSTRUCTION OF CLINCH RIVER PAVILION 2025

CONTACT: Leeanne Regon  
Town Manager, Town of Tazewell  
(276)988-2501  
tazmanager@taztown.org

*Mailing Address*

PO Box 608  
Tazewell, VA 24651

*Physical Address*

211 Central Ave  
Tazewell, VA 24651

## **I. Purpose and Scope of Services**

Notice is hereby given that the Town of Tazewell & the Industrial/Economic Development Authority of Town of Tazewell (“Town”) is issuing this Request for Proposals (“RFP”) for preparation of a Cost Estimate and Construction Services for the Clinch River Pavilion and Farmers Market.

### ***Introduction***

The Town of Tazewell and the Industrial/Economic Development Authority of Town of Tazewell, Tazewell, Virginia (herein described as “Town”) are accepting proposals for a qualified professional to supply and construct the Clinch River Pavilion & Farmers’ Market. The Tazewell Farmers’ Market seeks to provide access to fresh, locally grown produce and is actively working to improve access to healthy, nutritious food options. The organization provides fresh fruits and vegetables from nearby farms, baked goods, and prepared foods for its customers at the Tazewell Farmers Market every Saturday from May through October. The Town of Tazewell wishes to provide support to the organization to assist in its continued operation. The pavilion will provide the Tazewell Farmers Market with a permanent location and also provide an additional community space when not being utilized by the Farmers Market.

### ***Local Setting***

Situated in the North Tazewell district of the Town of Tazewell, with an address of 1615 Riverside Drive, sits a newly vacant lot of approximately 1.5 acres. The location is the home of the former Cardinal Lanes Bowling Alley. In 2024, the difficult decision was made to demolish the historic bowling alley and has now given the possibility of new life at the site.

At the site there currently remains a concrete slab which will be the foundation for the Clinch River Pavilion & Farmers Market. Useable slab measurements for the foundation are 86 x 96, approximately 8,256 square feet. The desired structure would utilize the slab in its entirety. The pavilion would be designed to be open-air with adjacent parking.

### ***Scope of Services***

The overall project will consist of five phases.

Phase One: (a) Site preparation and (b) construction of the pavilion.

Phase Two: Installation of restrooms and prep kitchen.

Phase Three: Site work and development of a riverwalk.

Phase Four: Installation of sectional doors.

Phase Five: Asphalt parking lot.

Phase One site preparation (a) will be completed by the Town of Tazewell and should not be included in the submitted proposal. This will include removing part of the concrete slab that is not feasible for use, clearing the site of brush and trees and leveling the site. The construction of

the pavilion (b) to be completed by the awardee and the proposal must include the full costs of its materials and construction costs. We can provide conceptual drawings received from design firm Dialogue and Design, upon request.

### ***Add Alternate***

Phase Two of the project includes installation of restrooms and prep kitchen. Respondents must include materials and construction costs for Phase two in their proposal separately. The Town of Tazewell will perform required work to furnish water and sewer taps and install corresponding service lines. All other work related to Phase Two would be completed by the respondent.

Two restrooms will be needed. Each of the two restrooms should be comprised of two separate stalls and must meet ADA requirements. The prep kitchen will consist of countertops, sink, and electrical outlets. We anticipate the size of the two restrooms and prep kitchen to be approximately 20 x 40.

Phase Three, Phase Four, and Phase Five are not to be included in the proposal and are provided for informational purposes only.

### ***Mandatory Pre-Bid Meeting***

Pre-Bid meeting attendance is required. Pre-Bid meeting will be held on Tuesday, August 26, 2025, at 2:00pm at Town Hall located at 211 Central Avenue Tazewell, VA 24651. The purpose of the meeting will be to review the RFP and conceptual drawings prepared by Dialogue and Design. We will then travel to the site of the future pavilion at 1615 Riverside Drive North Tazewell, Virginia 24630 where interested parties will be able to survey the site and we will receive any questions concerning the RFP process or project.

### ***Licenses & Insurance***

The Respondent must provide copies of their Commonwealth of Virginia Contractor's License and proof of insurance with the RFP response.

#### **a) Competitive Negotiation**

This procurement shall utilize competitive negotiation, pursuant to §§ 2.2-4302.2 and 2.24303.

#### **b) Communications Prior to the Response Deadline**

Any communications pertaining to the scope of work, the specifications, the preparation of submittal, and all other communications referred to in this solicitation must be made in writing to the contact person listed below. Such communications shall be made no later than seven (7) business days prior to the date set for the receipt of proposals.

Leeanne Regon  
Town Manager, Town of Tazewell  
tazmanager@taztown.org

*Mailing Address*  
PO Box 608  
Tazewell, VA 24651

## **II. Evaluation and Selection Criteria**

Proposals will be considered based on the following criteria:

Expertise, experience, and qualifications of team in providing scope of work (50 points)  
Experience in working with projects of similar size (20 points)  
Proposed budget and breakdown of fees (10 points)  
References and examples of other work and projects (10 points)  
Overall interview (10 points)

## **III. Proposal Format**

There is no strict ordering of proposal content. Emphasis should be on completeness and clarity of content. Proposals must include a statement of qualifications that includes an organizational chart, resumes and responsibilities of key personnel, and a detailed listing of completed projects that are similar to the scope of this request. Proposal must include a detailed, itemized scope of proposed services and demonstrate an understanding of the scope and services being requested.

## **IV. Submittal Instructions**

Qualified, licensed firms shall submit four (4) bound copies of the proposal by 2:00 p.m. Friday, September 19, 2025, to be considered. Submissions must be addressed to:

Mailing Address:     Leeanne Regon, Town Manager  
                              Town of Tazewell  
                              CONSTRUCTION OF CLINCH RIVER PAVILION 2025  
                              P.O. Box 608  
                              Tazewell, Virginia 24651

Physical Address:    Leeanne Regon, Town Manager  
                              Town of Tazewell  
                              211 Central Avenue

Except as otherwise provided, and in accordance with Virginia Code § 2.2-4342, all proceedings, records, contracts, and other public records relating to the Town's procurement transactions shall be open to the inspection of any citizen, or any interested person, firm, or corporation, in accordance with the Virginia Freedom of Information Act (Virginia Code § 2.23700 et seq.). Proposals shall not be available for inspection by Offerors until interviews, if scheduled, are

completed. After award, all proposals become a matter of public record and are available for inspection by the public, except those portions of the proposals that were properly and timely identified as proprietary and/or copyrighted, and thus not subject to the Virginia Freedom of Information Act.

Unless otherwise specified, all formal proposals shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance. At the end of the ninety (90) calendar days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made, or the solicitation is cancelled.

## **V. Contract Award**

### ***Contract Negotiation***

The Town intends to select one firm for construction services. The Town shall consider the qualifications of each respondent firm and rank them accordingly. The Town shall negotiate fair and reasonable rates for services with the highest ranked firm. If the Town fails to reach an agreement with the highest ranked firm regarding rates, the Town shall conclude negotiations with the highest ranked firm and proceed to negotiate with the next highest ranked firm, until an agreement has been reached.

### ***Term***

Construction of the Clinch River Pavilion must be completed within 6 months of award, unless an alternative date is agreed upon by the Town of Tazewell. No firm shall perform more than \$2.5 million worth of work per project or more than \$10 million worth of work per contract term, pursuant to Section 2.2-4303.1 of the Code of Virginia.

### ***Payment Terms***

Payment for construction of the Clinch River Pavilion shall be made upon completion of the project, unless an alternative payment term is agreed upon by the Town of Tazewell.

### ***Additional Information***

The Town of Tazewell reserves the right to accept or reject any or all proposals and to waive any formalities or technicalities it deems appropriate. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

MBE/WBE/SBE firms are encouraged to submit qualifications. Applicants must comply with the following: The President's Executive Order Number 11246 prohibiting discrimination in employment regarding race, color, creed, sex, or national origin; the President's Executive Orders Number 12138 and 11625 regarding utilization of MBE/WBE firms; and the Civil Rights Act of 1964. Bidders must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed, or national origin.

By signing this proposal, the Offeror certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits the employment of undocumented immigrants.

The Town of Tazewell is an Equal Opportunity Employer.

Failure to comply with the requirements set forth in this RFP may result in disqualification. Submitted proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing before the submittal deadline. Proposals cannot be changed or withdrawn after the submittal deadline. No handwritten notations or corrections will be allowed. The Respondent is solely responsible for all costs related to the preparation of the proposal.

Offeror Signature \_\_\_\_\_ Date \_\_\_\_\_