



TOWN OF TAZEWELL, VIRGINIA

REQUEST FOR PROPOSALS

TAZEWELL EMERGENCY SERVICES RENOVATION PROJECT

ISSUE DATE: October 13, 2025
MANDATORY PRE-BID MEETING: October 29, 2025, at 10:00 a.m. EST at
Town of Tazewell Emergency Medical Services
403 Steeles Lane Tazewell, Virginia 24651
RFP DUE DATE AND TIME: November 19, 2025, at 2:00 p.m. EST

RFP ID: TAZEWELL EMERGENCY SERVICES RENOVATION PROJECT
CONTACT: Leeanne Regon
Town Manager, Town of Tazewell
(276)988-2501
tazmanager@taztown.org
Mailing Address *Physical Address*
PO Box 608 211 Central Ave
Tazewell, VA 24651 Tazewell, VA 24651

I. Purpose and Scope of Services

Notice is hereby given that the Town of Tazewell (“Town”) is issuing this Request for Proposals (“RFP”) for preparation of a Cost Estimate and to provide Construction Services for the Tazewell Emergency Services Renovation Project.

Introduction

The Town of Tazewell, Virginia (herein described as “Town”) is accepting proposals for a qualified professional to supply construction services for a renovation and addition to the Tazewell Emergency Medical Services building located at 403 Steeles Lane in Tazewell, Virginia. The Town’s Emergency Services Department operates from the current facility located on the property, which is a 3,940 square foot facility built in 2004. The existing structure no longer meets their needs for capacity and functionality. The Town obtained a preliminary architectural feasibility report from engineering firm Thompson & Litton. Based on this report, the Town has selected to implement OPTION 2, as outlined in the document included in the Appendix of this Request for Proposals. Construction services needed for Option 2 include the renovation of the current structure and the construction of an addition to this structure.

Scope of Services

The scope of services for this project includes:

- The renovation of the current structure to meet the criteria outlined for Option 2 in the preliminary architectural feasibility report
- The construction of an addition to the existing structure to meet the criteria outlined for Option 2 in the preliminary architectural feasibility report

Mandatory Pre-Bid Meeting

Pre-Bid meeting attendance is required. Pre-Bid meeting will be held on Wednesday, October 29, 2025, at 10:00 a.m. at the Tazewell Emergency Medical Services office located at 403 Steeles Lane, Tazewell, Virginia. The purpose of the meeting will be to review the RFP and preliminary architectural feasibility report. 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, if conducted (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. Wednesday, November 19, 2025, to be considered. Submissions must be clearly labeled, and be addressed and delivered to:

Leeanne Regon, Town of Tazewell Town Manager
TAZEWELL EMERGENCY SERVICES RENOVATION PROJECT

Mailing Address: P.O. Box 608
Tazewell, Virginia 24651

Physical Address: 211 Central Avenue
Tazewell, Virginia 24651

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

The renovation and addition must be started within 6 months of award, unless an alternative date is agreed upon by the Town of Tazewell. Completion of the renovation and addition must be completed within 18 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 terms are negotiable and must be clearly outlined in your response to this RFP. Upon award, an alternative payment term may be agreed upon by the Town of Tazewell and the bidder, if the bidder's proposed term does not meet our fiscal or procurement policies.

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 _____