



INVITATION FOR PROPOSALS
RFP# 25-0818
ARCHITECTURAL &
ENGINEERING SERVICES

ISSUE DATE: August 18, 2025

ISSUING AGENCY: Blue Ridge Behavioral Healthcare
301 Elm Avenue SW
Roanoke, VA 24016-4001

PRE-PROPOSAL MEETING: Wednesday, September 10, 2025 at 10:00 A.M.
held at 2708 Liberty Rd NW, Roanoke VA 24012

PROPOSAL DUE DATE: Friday, October 3, 2025 at 5:00pm.

The pre-proposal meeting on Wednesday, September 10, 2025 at 10:00am will be followed by a facility tour for the purpose of allowing potential respondents an opportunity to obtain clarification relative to any facet of this solicitation. Responders who intend to submit a proposal are encouraged to attend.

Sealed Proposals, for providing the services as described herein, will be received until the designated time and date stated above at Blue Ridge Behavioral Healthcare, 301 Elm Avenue SW, Roanoke, VA 24016. Proposals will be accepted electronically via email to (dpauley@brbh.org). It is the responsibility of the Respondent to ensure that proposals are received by the date and time stated. All proposals received after the set date and time may not be considered.

FAX RESPONSES ARE NOT ACCEPTABLE FOR THIS SOLICITATION.

In compliance with this Request for Proposals and to all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services at the price indicated on the proposal-pricing sheet.

Company Name

Authorized Signature

Date

Address

City

State

Zip

Telephone Number

FEIN Number (required)

VA Contractor License No.

Class

Specialty Codes

All inquiries for information pertaining to this RFP should be directed to:

David Pauley
dpauley@brbh.org
Office: 540-266-9200

Blue Ridge Behavioral Healthcare
301 Elm Ave SW
Roanoke, VA 24016

Questions will be accepted until 4:00 p.m. on September 12, 2025. All registered Respondents will receive responses by 4:00 p.m. on September 18, 2025.

I. PURPOSE

The purpose of this Request for Proposal (RFP) is the procurement of professional services to assist in conducting a feasibility study for the renovation or demolition and rebuild of 2708 Liberty Rd. NW, Roanoke, VA 24012. This facility consists of 5,625 square feet of space, with 4,410 square feet on the first floor, and 1,241 square feet on the second. The maximum budget for this project is \$10,000.

II. SCOPE OF SERVICES

It is the intention of this Request for Proposal (RFP) to obtain Architectural and Engineering Services for the agency's 2708 Liberty Rd facility. Such services shall encompass the furnishing of adequate and appropriate labor, materials, supplies, equipment, and supervision for the performance of the projected work.

- A. Conduct a feasibility study on the 2708 Liberty Rd facility and determine how many single occupancy housing units could be renovated in this facility. Proposals involving demolition and rebuilding of facility are acceptable.
- B. Each housing unit should have a separate secure entrance.
- C. Each housing unit should include:
 - a. Space for a bed for an adult to sleep.
 - b. Storage for clothing, etc.
 - c. Sink, toilet and shower.
 - d. Kitchenette area to include storage for food, a sink, and microwave.
- D. Options may include any of the following:
 - a. Include 2-4 standard office spaces for BRBH staff to work separate from the housing units.
 - b. Create separate kitchen and eating area for residents.
 - c. Create separate laundry facility for residents.
- E. Prepare drawings sufficient to present the proposed concept for the space.
- F. Prepare high level cost estimates for the renovation of the space. These estimates will be used to discuss funding opportunities.
- G. Project Schedule: Final report is due by January 31, 2026 and should include drawings for the proposed concept(s) for the space, high level cost estimates for the project and context regarding the various decisions made by the Vendor.

III. CONTRACTORS MINIMUM QUALIFICATIONS

Respondents must demonstrate that they have the available resources and capabilities to provide services. BRBH is looking for vendors local to the Roanoke Valley with demonstrated experience in the Cities of Roanoke, or Salem, or Counties of Botetourt, Craig, or Roanoke. Those respondents that are not local to the described area may not be considered.

The following criteria will be met in order to be eligible for this contract:

- A. Must demonstrate that the business is financially stable and has been in business, providing similar services, for a minimum of three (3) consecutive years.
- B. Provide three (3) comparable references for current work being performed. These references must be for services for similar size facilities as BRBH.
- C. Responder's proposal must be sufficient to pay all applicable Federal and State withholdings, workman's compensation, insurance and to comply with the current minimum wage rate.

IV. GENERAL TERMS AND CONDITIONS

- A. **PROCUREMENT REGULATIONS:** This solicitation is subject to the provisions of the Virginia Public Procurement Act of the Code of Virginia. These regulations are available for review on the Virginia Law website at law.lis.virginia.gov.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Respondent shall comply with applicable federal, state and local laws and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their bids, Bidders certify to Blue Ridge Behavioral Healthcare that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract the provisions below apply:

- 1. During the performance of this contract, the Respondent agrees as follows:
 - a. The Respondent will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The Respondent, in all solicitations or advertisements for employees placed by or on behalf of the Respondent, will state that such Respondent is an equal opportunity employer.
 - c. 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.
- D. IMMIGRATION REFORM AND CONTRACT ACT OF 1986: By submitting their bid, the Bidder certifies that they do not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- E. ANTITRUST: By entering into a contract, the Respondent conveys, sells, assigns, and transfers to Blue Ridge Behavioral Healthcare all rights, title and interest in and to all causes of the 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 and services purchased or acquired by the Commonwealth of Virginia under said contract.
- F. DRUG FREE WORKPLACE: The Contractor or their employees utilized to provide services herein prohibit the unlawful or unauthorized use, manufacture, distribution, dispensing, or possession of alcohol or other drugs, or in the impairment or incapacitation from the use of alcohol or other drugs in the workplace. By submitting bids, Bidders certify their compliance and understand that violation of these prohibitions is a breach of contract and can result in default action.
- G. SMOKE FREE WORKPLACE: The Contractor or their employees utilized to provide services herein are prohibited from the use of any form of tobacco while on properties owned or occupied by Blue Ridge Behavioral Healthcare. By submitting bids, Bidder certifies their compliance and understanding that violation of this prohibition is a breach of contract and can result in default action.
- H. ETHICS IN PUBLIC CONTRACTING: By submitting their bids, Respondents certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer or subcontractor in connection with their bid, 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.
- I. DEBARMENT STATUS: By submitting their bids, Bidders certify they are not currently debarred from submitting bids on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the Commonwealth of Virginia.
- J. CLARIFICATION OF TERMS: If any prospective Bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the Contract Manager no later than five (5) working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the Contract Manager.

- L. **QUALIFICATIONS OF RESPONDENTS:** Blue Ridge Behavioral Healthcare may make such reasonable investigations as deemed proper and necessary to determine the ability of the Respondent to perform the work/furnish the item(s) and the Respondent will furnish BRBH all such information and data for this purpose as may be requested. BRBH reserves the right to inspect Respondent's physical facilities prior to award to satisfy questions regarding the Respondent's capabilities. BRBH further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Respondent fails to satisfy BRBH that such Respondent is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
- M. **ADDITIONAL INFORMATION:** BRBH reserves the right to ask any Respondent to submit information missing from its proposal, to clarify its proposal, and to submit additional information which BRBH deems desirable.
- N. **ASSIGNMENT OF CONTRACT:** A contract will not be assignable by the Respondent in whole or in part without the written consent of Blue Ridge Behavioral Healthcare.
- O. **TESTING AND INSPECTION:** BRBH reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification.
- P. **BACKGROUND CHECK OF CONTRACTORS**
The U.S. Department of Health and Human Services' Office of the Inspector General (HHS-OIG) maintains a database of excluded individuals and entities who cannot participate in Medicare, Medicaid, and all other Federal healthcare programs. Blue Ridge Behavioral Healthcare is prohibited from utilizing the services of anyone appearing on the database. It is the policy of Blue Ridge Behavioral Healthcare to (1) conduct an initial database search for such individuals prior to the execution of any contract and (2) to search the database on a monthly basis.

REFERENCES FOR: _____
Respondents will provide references on this form.

1. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____

2. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____

3. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____