**BUCHANAN COUNTY PUBLIC SERVICE AUTHORITY**

**NEW OFFICE BUILDING**

**REQUEST FOR PROPOSALS**

The Buchanan County Public Service Authority (BCPSA) is seeking proposals from qualified firms to provide architectural and engineering services for the new construction of an approximately 9,000 square foot office building.

Services to be provided will include:

1. Architectural, structural, civil engineering, mechanical, and electrical design;
2. Bid construction documents (plans and specifications);
3. Project typical AE construction contract administration services.

The following information should be included in the submission materials:

1. Provide a profile of the principals’ and staff’s professional qualifications for performance of required services.
2. Description of specialized experience and technical competence in the type of work required;
3. Description of the capability to complete project in the required time;
4. Provide three references for similar contracts in the past;
5. Provide information regarding location of applicant in the general geographic area of the project and knowledge of the locality of the project;
6. Provide evidence that the A/E is currently registered in the Commonwealth of Virginia
7. Provide certified statement that the A/E firm is not debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
8. The BCPSA will afford full opportunity for MBE/WBE firms to submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the contract award.
9. Attention is directed to the fact that the proposed project may be undertaken through federal and local funding sources including, but not limited to the United States Department of Agriculture (USDA) and local funds.

BCPSA will evaluate all submissions and reserves the right to accept or reject any or all submissions, or to select qualified firms which appear to be in the best interest of BCPSA.

A/E firms shall provide five (5) copies of the proposal and submit by 2:00 p.m. on December 14, 2023 to Mr. Bob Anderson, Executive Director, Buchanan County Public Service Authority, 1023 Old Bens Branch Road, Oakwood, VA 24631. Any questions should also be directed to Mr. Bob Anderson, Executive Director, 276-935-5857.