

**Fauquier County Agricultural Development Department
Fauquier County, Virginia**

INFORMAL PROPOSAL REQUEST: *Farmers Market Feasibility Study Consultant*

(This request is six (6) pages, total, in length but includes a link to and, embedded version of County Terms & Conditions)

Issue Date: October 14, 2020

To be considered, Respond by: *October 29, 2020*

Time: *4:00 p.m.* (late responses will not be accepted)

E-mail responses to: Ray.Pickering@fauquiercounty.gov

Refer questions to: Ray Pickering, Director, Fauquier County Agricultural Development Department

Phone Number: 540-422-8280 E-mail: Ray.Pickering@fauquiercounty.gov

This solicitation is issued by the Fauquier County Department of Agricultural Development, on behalf of the Fauquier County Board of Supervisors, a political subdivision of the Commonwealth of Virginia, herein referred to as “Owner” or “County”. Vendors responding to the solicitation are referred to as “Offeror” and post contract award as “Consultant”.

The awarded Consultant shall be expected to sign a contract with the Owner: the contract will incorporate this Statement of Needs, the awarded Consultant’s response and any other pertinent information by reference. The contract will be prepared, released and executed by the County Procurement Division on behalf of the Agricultural Development Department.

Embedded herein are the County General Terms and Conditions, which shall be a part of every bid submitted in response thereto and incorporated by a reference into the resulting contract. In accordance with the Fax Back Proposal Request and subject to all conditions and attachments, the undersigned offers and agrees to furnish the services as noted in their proposal response:

OFFEROR’S FULL, LEGAL NAME (PRINT)

F.I.N OR S.S. NUMBER

Street Address

City, State, Zip Code

Print Name/Title

Telephone No.

Fax No.

E-mail Address

Signature

Date

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1.0 BACKGROUND

The Fauquier County Agricultural Development Department seeking a Consultant to conduct a feasibility study to determine if there is sufficient farmer interest and commitment as well as support from citizens to develop new farmers markets in the County. Fauquier County currently has two farmers markets: one sponsored and managed by the Town of Warrenton and the other a privately run market near The Plains. Both markets have seen considerable increases in customers with the onset of COVID-19. In addition, the project will examine possible enhancements to existing markets and explore the possibility of a year-round market and virtual market platforms. This Consultant for Farmers Market Feasibility Study is funded in part, through a VDACES AFID Planning Grant.

2.0 STATEMENT OF NEEDS

2.1 The Fauquier County Farmers Market Feasibility Study: Fauquier County seeks a Farmers Market Feasibility Study to determine if there is sufficient interest in the following areas. This shall be accomplished by surveys of farmers *and* citizens. The awarded Consultant shall mail and e-mail surveys to farmers throughout the county and mail surveys, to citizens in the Bealeton, Marshall and Remington areas. The Consultant shall work with Ag Development to also post the surveys on the county website and Facebook page. In addition, the Consultant shall work with Ag Development to include announcement of the surveys in press releases.

- A. New markets- whether citizens would support such new markets in other locations such as Bealeton and Marshall. Examination of potential sites for farmers markets, day and time for markets, and market management options.
- B. Enhancements to existing and new markets.
- C. Year Round Markets.
- D. Virtual Market Platforms.

2.1.1 Project Schedule:

(Dates are subject to change) Offerors shall confirm their ability to meet this schedule in their proposal response and shall provide a deliverable schedule in addition to what is noted below.

Advertise for & Select consultant by County: Oct-Nov 2020

Develop & Distribute Surveys, summarize Survey findings by Consultant: Nov. – Dec 2020

Conduct Research by Consultant: Dec. 2020 – Feb. 2021

Prepare final report by Consultant: March – April 2021

Present Findings by Consultant including presenting to the Board of Supervisors: April 2021

2.2 Proposal Response Requirements:

- 2.2.1 Offerors shall include the signed cover page of this Informal Request, the signed Insurance Checklist, and the following elements, as part of a full proposal response to this request. E-mailed proposals are preferred, to the contact person noted on the first page, by the date and time noted; the County cannot accept late proposals.
- 2.2.2 Offerors shall include at least three (3) references for projects of similar size and scope, for Owner review and consideration, to verify their experience in this type of feasibility study. References must include the type of work provided, date provided, to whom, with a company name and contact person (phone and e-mail preferred).
- 2.2.3 Offerors shall provide their methodology/approach in conducting this feasibility study, including but not limited to how they will contact and document feedback from citizens and local farmers; how many contacts are included in their proposal; how they will summarize, report and recommend their findings to the Owner.
- 2.2.4 Offerors shall provide a Cost Proposal that includes all costs associated with this feasibility study, for Owner review and evaluation. The Cost Proposal may be broken down into segments or phases, with a total cost provided for the study.

2.2.5 Offerors shall provide a Schedule to conduct the study, using the Project Schedule provided by the Owner as the guideline, and noting clearly what deliverables the Consultant shall provide and when, within that Schedule.

3.0 EVALUATION OF PROPOSALS:

3.1 Agricultural Development will evaluate all proposals submitted based on the following criteria:

- 3.1.1 Offeror's ability and proposed methodology to meet the Statement of Needs: 25%
- 3.1.2 Offeror's experience and ability to provide required services: 30%
- 3.1.3 Offeror's cost proposal: 20%
- 3.1.4 Offeror's Project Schedule including a deliverable schedule: 25%

3.2 Agricultural Development reserves the right to request references and schedule oral interviews either in person or teleconference as part of their evaluation process. The County Procurement Division will prepare a contract representing award of this Informal Proposal to the successful Offeror that best meets all the requirements, once the evaluation process is complete. A County Purchase Order, will represent the Notice to Proceed and the billing address for services rendered.

4.0 ADDITIONAL REQUIREMENTS:

4.1 Fauquier County General Terms and Conditions: Offerors are required to open and read the embedded, 6-page document below, which represent the legally binding General Terms and Conditions for all Fauquier County contracts. By submitting their informal proposal response, Offerors acknowledge their acceptance of these General Terms and Conditions, which will become a part of the final awarded contract. In the event Offerors cannot open the embedded file below, these General Terms and Conditions may also be downloaded from the Fauquier County Procurement Division website: <https://www.fauquiercounty.gov/home/showdocument?id=24667>
Offerors shall direct any questions or concerns regarding the embedded document below, or this requirement, in writing to Susan R. Monaco, CPPO, CPPB, Fauquier County Procurement Manager, by e-mail: susan.monaco@fauquiercounty.gov or fax: 540-422-8355.



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4.2 Insurance Requirements: By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the insurance coverage specified on the attached Insurance Checklist at the time the work commences. Additionally, the Offeror certifies that it will maintain all required insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The Consultant shall furnish the certificate of insurance for the coverage required, endorsing Fauquier County as additional insured, within five business days of the request, and shall continue to provide compliant insurance certificates throughout the term of the contract.

4.3 Proof of Authority /SCC Form: All proposals shall include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration per the requirements in Item 45 of the General Terms and Conditions. Use the form provided, to provide your State Corporation Commission Identification Number or justification for non-registration. The SCC may be reached at (804) 371-9733 or at www.scc.virginia.gov/default.aspx. Failure to include this form with your proposal submission may result in rejection of your proposal.

4.4 Exceptions: Offerors may indicate exceptions, if any, to the County General Terms and Conditions on the form provided; the Owner realizes that not all Terms and Conditions apply to this type of work, however (i.e., shipping information).

**DIVISION OF RISK MANAGEMENT
INSURANCE CHECKLIST**

Items marked "X" are required to be provided if award is made to your firm.

<u>Required</u>	<u>Coverage Required</u>	<u>Limits</u> <u>(figures denotes minimum)</u>
<u>X</u>	1. Workers' Compensation and Employers' Liability; Admitted in Virginia Employers' Liability All States Endorsement USL & H Endorsement Voluntary Compensation Endorsement Best's Guide Rating-A-VIII or better or its equivalent	1. Statutory Limits of the Commonwealth of VA Yes \$100,000/\$500,000/\$100,000 Statutory Statutory
<u>X</u>	2. Commercial General Liability General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best's Guide Rating-A-VIII or better or its equivalent	2. \$1,000,000 (CSL) Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$50,000 Per Occurrence
<u>X</u>	3. Automobile Liability Owned, Hired, Borrowed & Non-owned Motor Carrier Act End. Best's Guide Rating-A-VIII or better, or its equivalent	3. \$1,000,000 combined Single Limit Bodily Injury and Property Damage Each Occurrence (note, symbol "1" on liability coverage)
---	4. Prof. Errors and Omissions Best's Guide Rating-A-VIII or better or its equivalent	4. \$1,000,000 (CSL) Each Claim
---	5. Garage Liability	5. \$1,000,000 CSL Each Occurrence
---	6. Garage Keeper's Legal Liability Best's Guide Rating-A-VIII or better, Or its equivalent	6. a) Maximum Value of One Vehicle b) Maximum Value of All Vehicles Held by Contractor
---	7. Umbrella Liability Best's Guide Rating-A-VIII or better, or its equivalent.	7. \$1,000,000
---	8. Other Insurance:	
<u>X</u>	9. Auto and General Liability Policies shall be endorsed to name Fauquier County as additional insured (This coverage is primary to all other coverage The County and Schools may possess and must be shown on the certificate)	
<u>X</u>	10. The Contractor shall provide 30 days written notice of any policy cancellation for policies specified on this Checklist to Fauquier County in accordance with the timelines and stipulations in Code of Virginia Section 38.2-231.	
<u>X</u>	11. The Certificate must state Bid/RFP No. and Bid/RFP Title.	
<u>X</u>	12. Contractor shall submit Certificate of Insurance within five (5) business days from notification of award, and shall provide updated Certificates for the duration of the contract.	

OFFEROR STATEMENT

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

FIRM

SIGNATURE

Revised 4/4/13, Proc/HR

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PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator or School Superintendent, as applicable.

If this quote for goods or services is accepted by the County of Fauquier, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. ____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

B. ____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____

C. ____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

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