

TO: Prospective Proposers

FROM: New River/Mount Rogers Workforce Investment Area Consortium Board

DATE: December 19, 2011

SUBJECT: Request for Proposal (RFP) Package – Update and Expansion of the 2008 Feasibility Study of an Advanced Manufacturing Workforce Training Center for SWVA Alliance for Manufacturing, Inc.

The New River/Mount Rogers Workforce Investment Area Consortium Board (representing the SWVA Workforce Training Center Steering Committee) is soliciting proposals from qualified sources to update and expand upon the 2008 Feasibility Study of an Advanced Manufacturing Workforce Training Center for SWVA Alliance for Manufacturing, Inc. This study is being funded by the Virginia Tobacco Indemnification & Community Revitalization Commission.

The documents attached to this memo constitute the official New River/Mount Rogers Workforce Investment Area Consortium Board Request for Proposal format and will become part of the contract if chosen after evaluation and approval by the Consortium Board.

Proposals are to be submitted in seven (7) copies with original signatures to be received **no later than 4:30 p.m. on January 20, 2012.** Proposals will be received at the following location:

**New River/Mount Rogers Workforce Investment Area Consortium Board
6580 Valley Center Drive, Suite 119
Radford, Va. 24141**

Proposals received after the deadline will not be considered.

Technical assistance concerning the Request for Proposal and its submission is available by calling Marty Holliday at (540) 633-6764.

**UPDATE AND EXPANSION OF THE 2008 FEASIBILITY STUDY OF AN
ADVANCED MANUFACTURING WORKFORCE TRAINING CENTER
FOR SWVA ALLIANCE FOR MANUFACTURING, INC.**

REQUEST FOR PROPOSALS

Issue Date: December 19, 2011

Title: Update and Expansion of the 2008 Feasibility Study of an Advanced Manufacturing Workforce Training Center for SWVA Alliance for Manufacturing, Inc.

Issuing Agency & Address:

New River/Mount Rogers Workforce Investment Area Consortium Board
SWVA Workforce Training Center Steering Committee
c/o Ronnie Martin
6580 Valley Center Drive, Suite 119
Radford, VA 24141

Location of Work: Smyth and Washington Counties and the City of Bristol, Virginia (and surrounding jurisdictions)

Period of Contract: Single Project Services

All inquiries for information should be directed to: Marty Holliday (540) 633-6764 or mholliday@nrvc.org

Proposals for providing the services described herein will be received no later than 4:30 p.m. local time on January 20, 2012. Proposals must reach the issuing address shown above by the deadline stated.

In compliance with this Request for Proposals, which includes all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to provide the services in accordance with the attached, signed proposal. It is understood that this proposal may be modified by mutual agreement in subsequent negotiations.

Name and Address of Proposer:

| | |
|------------------|--|
| | Date: _____ |
| | By: _____ <small>(Signature in Ink)</small> |
| | Typed Name: _____ |
| Zip: _____ | Title: _____ |
| FEIN/SSN # _____ | Telephone #: _____ |

PART I

GENERAL INFORMATION

1. Purpose

The purpose of the Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive negotiations for the purchase of services to develop and implement a three phase study:

- The initial phase will be to update the 2008 Feasibility Study of an Advanced Manufacturing Workforce Training Center for SWVA Alliance for Manufacturing, Inc.
- The second phase will consist of a comprehensive site analysis to determine where the Center should be located and whether the renovation of an existing available structure or the construction of a new facility would best serve the project.
- The third phase of the project will be for the development of a Business and Operational Plan to ensure that the facility can be operated successfully once it has been completed.

2. Duration

The feasibility study must be completed with required reports provided to the New River/Mount Rogers Workforce Investment Area Consortium Board and the SWVA Workforce Training Center Steering Committee no later than June 30, 2012. A draft report will be required by June 15, 2012.

3. Type of Contract

The type of contract will be a fixed price contract negotiated with the successful proposer. Negotiated fixed price will be based on a required itemized listing of project costs to perform the requested work. The selection process and contract award will be in compliance with the Virginia Public Procurement Act, Code of Virginia Title 2.2, chapter 43.

4. Background

The Smyth-Washington Industrial Facilities Authority (SWIFA) workforce deficiencies study (2004) funded by Virginia Tobacco Indemnification and Community Revitalization Commission recommended the development of a new, state of the art, regional workforce development center. In addition, a 2008 Feasibility Study also funded by the Tobacco Commission provided substantial research and data collection regarding training needs of area manufacturers through extensive interviews. (These reports will be made available to all responders upon request).

Our need is to focus on “sustainable and competitive” manufacturing that requires advanced technologies and the workplace skills to understand and use new technologies. The center should be designed to support current manufacturing processes as well as have the capability to support the region in advanced manufacturing training.

Manufacturing is still one of our largest employment category; 28% in Smyth County, 19% in Washington County, 14% in the City of Bristol. Manufacturing still has a strong future in our region (20% for the Mount Rogers Planning District).

Virginia examples of existing training centers are:

- The Peninsula Workforce Development Center on the Thomas Nelson Community College campus in Hampton.
- Institute for Advanced Learning and Research at Danville
- Botetourt Center at Greenfield.
- Commonwealth Center for Advanced Manufacturing (CCAM) in Petersburg
- An out-of-state example is the Robert C. Byrd Institute for Advanced Flexible Manufacturing in Huntington, W.Va.

The proposed SW Virginia workforce training center would address the needs of existing industry and be a tremendous asset to attracting new industry by offering training in computer numerical controlled (CNC) machinery, process control, robotics and automation, and lean manufacturing technologies.

The center would offer much needed flexible space for new industries to set up initial training before operation starts or for existing industry that are expanding and also need temporary space for training.

5. Limitation

This Request for Proposal (RFP) does not commit the New River/Mount Rogers Workforce Investment Area Consortium Board to award a contract or to pay for any costs incurred in the preparation of a proposal to this request, nor to be bound to procure or contract for these services. The New River/Mount Rogers Workforce Investment Area Consortium Board reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any or all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the New River/Mount Rogers Workforce Investment Area Consortium Board to do so. Offerors selected to participate in negotiations may be required to submit any price, technical, or other revisions to their proposals as may result from negotiations.

6. Qualifications

Specific information concerning your qualifications, experience, and related accomplishments must be provided, including knowledge in and experience with workforce and economic issues.

7. Evaluation Criteria

Prospective offerors are advised that the selection of an offeror for contract award is to be made after a careful evaluation of the proposals reviewed by a panel of specialists within the SWVA Workforce Training Center Steering Committee. Each panelist will evaluate the proposals for acceptability and score them using the weighted evaluation criteria below. The scores will then be used to rank the list of offerors and select at least the top two proposers with whom negotiations will be conducted. As allowed by the Code of Virginia referenced in Part 1, Section 3, the panel may determine that only one responder is fully qualified or clearly more highly qualified and suitable than any of the others, a contract may be negotiated and awarded to that responder.

PROPOSAL EVALUATION CRITERIA

| | | |
|----|--|-----------|
| A. | The experience and evident capability of the offeror to perform the work required, the ability to meet program specifications, and a satisfactory record of past performance. Must also have technical skills to perform work. | 25 points |
| B. | Proposal presentation and the degree to which the offeror demonstrates an understanding of the objectives of the RFP, based on the description of program design, implementation, and flow. | 25 points |
| C. | Qualifications and experience of personnel to be assigned to the project. Emphasizing their knowledge in and experience with workforce and economic issues. | 20 points |
| D. | Methodology – Offeror’s approach in accomplishing the feasibility study update and the other two project phases. | 20 points |
| E. | Ability to perform required work within time allotted and within budget constraints. | 10 points |

TOTAL 100 points

8. Signature

The proposal must be signed by an official authorized to bind the offeror and is a firm offer for a 120-day period. The proposal will also provide the following information: name, title, address, and telephone number of the individual(s) with authority to negotiate and contractually bind the offeror and who may be contacted during the period of proposal evaluation.

9. Contract Award

The New River/Mount Rogers Workforce Investment Area Consortium Board may award a contract based on offers received without discussion of such offers with the offerors. Therefore, each offer should be submitted in the most favorable terms from a price and technical standpoint, which the offeror can make. However, the New River/Mount Rogers Workforce Investment Area Consortium Board reserves the right to request additional data or oral discussion or presentation in support of written proposals. No additional information will be accepted unless specifically requested by the Workforce Investment Area Consortium Board. A contract will be awarded only if in the of the best interest of the Workforce Investment Area Consortium Board and the SWVA Workforce Training Center Steering Committee, price, and other factors being considered. Execution of a contract is contingent upon successful negotiation of the offer and the signing of the contract by all designated parties.

10. Performance

The Workforce Investment Area Consortium Board, in conjunction with the SWVA Workforce Training Center Steering Committee may monitor and evaluate the contractor's performance under the contract through required written reports and/or verbal updates, or expenditure statements. Should it be determined that the contractor is not meeting contract requirements the New River/Mount Rogers Workforce Investment Area Consortium Board reserves the right to end the contract at the end of any of the three phases stated in the contract or may negotiate a modification without a rebid of the project.

PART II

SPECIFICATIONS

1. Scope of Work

The New River/Mount Rogers Workforce Investment Area Consortium Board (representing the SWVA Workforce Training Center Steering Committee) is soliciting proposals from qualified sources to update and expand upon the 2008 Feasibility Study of an Advanced Manufacturing Workforce Training Center for SWVA Alliance for Manufacturing, Inc. Which has three phases:

- The initial phase will be to update the 2008 Feasibility Study of an Advanced Manufacturing Workforce Training Center for SWVA Alliance for Manufacturing, Inc.
- The second phase will consist of a comprehensive site analysis to determine where the Center should be located and whether the renovation of an existing available structure or the construction of a new facility would best serve the project.
- The third phase of the project will be for the development of a Business and Operational Plan to ensure that the facility can be operated successfully once it has been completed.

We propose to contract with an independent, outside consultant with experience in workforce development that can provide the following work tasks:

Phase I – Update 2008 Feasibility Study

1. Use existing workforce development and skills gap studies as a basis for determining the need for an advanced technology skills training facility in southwest Virginia. The project will involve interviewing of existing, regional industries and local economic development agencies and what they need for the proposed project in the way of trained workers (quantity and quality) and their time frame.
2. Analyze the current and potential training programs in Smyth and Washington Counties, the City of Bristol and immediate surrounding jurisdictions that relate to training needs of the region's industries (especially advanced manufacturing), including facility and equipment needs, programming needs, and any current duplication of effort. The assessment involves all relevant workforce training providers, including the Washington and Smyth County School Systems (Career and Technical Schools), the Washington County Skills Center, the Virginia

Highlands Community College, the Manufacturing Technology Center and the Southwest Virginia Higher Education Center.

3. Analyze the needs of manufacturers in areas of southwest Virginia outside of Smyth and Washington Counties and the City of Bristol to determine the area to be served by a new advanced training center as well as a recommended size and location of such a center.

Phase II – Potential Site Evaluation

1. Complete a comprehensive site analysis to determine where the Center should be located (within the core region of the project area study)
2. Determine whether a renovation of an existing available structure or the construction of a new facility would best serve the project.
3. Recommend a site (new or remodel)
4. Prepare a detailed cost analysis of the recommendation
5. Recommend possible funding sources for proceeding with the site select.

Phase II – Business and Operational Plan

Develop a Business and Operational Plan to show financial feasibility and sustainability, including (but not limited to) the following:

1. Operational structure
2. Recommended training programs
3. Equipment required for training and operational purposes
4. Potential training and operational partners
5. Potential revenue streams

2. Project Deliverables

The report shall contain the results of the study in the following areas:

1. Need for a regional workforce training facility
2. Potential location of training facility, size and contents;

3. Suggested expanse of region(s) to be served and their expected population of students and trainees;
4. Identify potential training program offerings;
5. Suggested partners in owning/operating/staffing said facility;
6. Potential cost(s) involved with creating new facility or renovating existing structures;
7. Potential funding sources to cover all of the study recommendations;
8. Cost of operating the training facility.

3. Payments

Specific payment points will be negotiated as a part of contract negotiations.

Final payment will not be made until such time as the entire project report has been accepted by the New River/Mount Rogers Workforce Investment Area Consortium Board and the SWVA Workforce Training Center Steering Committee.

The contractor must submit invoices (requests for reimbursement) to the following address:

New River/Mount Rogers Workforce Investment Area Consortium Board
SWVA Workforce Training Center Steering Committee
c/o Ronnie Martin
6580 Valley Center Drive, Suite 119
Radford, VA 24141

PART III

PROPOSAL REQUIREMENTS

1. Proposal Format

The proposal must be presented in the following order with each area completely addressed:

- A. Purpose
- B. Objective and Outcomes
- C. Required Feasibility Study Components
- D. Budget
- E. Projected Timeline (including period updates and reviews to the Steering Committee)
- F. Proposers Qualifications
- G. Fiscal Management
- H. Program Management and Staffing

2. Specific Proposal Requirements

Proposals should be as thorough and detailed as possible so that the SWVA Workforce Training Center Steering Committee may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

- A. The return of the RFP cover sheet and addenda, if any, signed and filled out as required.
- B. Complete Data Sheet and other specific items or data requested in the RFP.
- C. A written narrative statement to include:
 - ❖ Specific plans for providing the proposed services including what, when and how the service will be performed.
 - ❖ Experience in providing the services requested in this RFP.
 - ❖ Names, qualifications and experience or personnel to be assigned to the project.
 - ❖ Resumes of staff to be assigned to the project.

3. Proposal Submission Timelines

Seven (7) copies of the signed proposal containing original signatures must be submitted to the following address prior to 4:30 p.m. on January 20, 2012:

Mr. Ronnie Martin, Executive Director
NR/MR Workforce Investment Area Consortium Board
6580 Valley Center Drive, Suite 119
Radford, Virginia 24141

Questions should be addressed to Marty Holliday at (540) 633-6764.

Proposals received after the deadline will not be considered.

4. Proprietary Information

All information gathered and utilized to prepare the updated feasibility study as well as the report itself is considered proprietary information and may not be sold or utilized for other purposes unless specifically approved by the New River/Mount Rogers Workforce Investment Area Consortium Board.

5. Report Submission Requirements (approved service deliverer)

A. One hard copy and one electronic version on CD or jump drive of the “draft” feasibility study must be submitted to the SWVA Workforce Training Center Steering Committee for review. The submission timeline will be negotiated with the successful proposer.

B. Once the “draft” feasibility study has been approved by the SWVA Workforce Training Center Steering Committee (due no later than June 15, 2012), the final report in hard copy and electronic CD version must be submitted to the SWVA Workforce Training Center Steering Committee by June 30, 2012.

PART IV

GENERAL TERMS AND CONDITIONS

1. Qualifications of Offerors

The SWVA Workforce Training Center Steering Committee may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the service and the Offeror shall furnish to the SWVA Workforce Training Center Steering Committee all such information and data for this purpose as may be requested. The SWVA Workforce Training Center Steering Committee further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the SWVA Workforce Training Center Steering Committee that such Offeror is properly qualified to carry out the obligations of the contract and to provide the service and/or furnish the goods contemplated therein.

2. Changes to the Contract

The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

3. Cancellation of Contract

The New River/Mount Rogers Workforce Investment Area Consortium Board reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to delivery and/or perform on all outstanding order issued prior to the effective date of cancellation.

CONTRACTOR DATA SHEET

To Be Completed By Contractor

1. Qualification of Contractor

The Contractor must have the capability and capacity in all respects to satisfy all of the contractual requirements. Please elaborate on your qualifications below:

2. List full name and address of Offeror and any branch offices, which may be responsible for administering the contract.

3. Check all attachments included with your proposal.

_____ Contractor Data Sheet
_____ Narrative Statement
_____ Evidence of ability to provide required services

4. Be sure authorized signature appears on front page.

New River/Mount Rogers
Workforce Investment Area Consortium Board
STANDARD OF CONDUCT

This contract entered into this _____ day of _____ 2012, by _____ hereinafter called the “Contractor” and the New River/Mount Rogers Workforce Investment Area Consortium Board hereinafter called the “Purchasing Agency.”

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

Period of Performance:

From: _____ Through: _____

The contract documents shall consist of:

1. This signed form;
2. The Contractor’s Proposal dated _____ and the following negotiated modifications to the Proposal, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____