



REQUEST FOR PROPOSALS (RFP) #TSSPEA-2023-01

CONCEPTUAL PHASE

TRANSPORTATION OFFICE AND STUDENT SERVICES FACILITY

DESIGN-BUILD SERVICES

**UNDER THE VIRGINIA PUBLIC PRIVATE EDUCATION FACILITIES AND INFRASTRUCTURE
ACT (PPEA)**

RFP ISSUANCE DATE: July 14, 2023

SOLICITATION TITLE: Design-Build of Transportation Office and Student Services Facility

PROPOSAL DUE DATE: August 10, 2023 no later than 2:00 pm Local Time.

SUBMIT: Six (6) Complete copies and one (1) electronic copy (PDF) on a USB drive to:

Dr. Scott Worner, Division Superintendent
Mecklenburg County Public Schools
175 Mayfield Drive
Boydton, Virginia VA 23917

FAX OR EMAIL SUBMISSIONS ARE NOT ALLOWED.

LOCATION WHERE WORK WILL BE PERFORMED:

464 Skipwith Rd.
Boydton, VA 23917

MANDATORY PRE-PROPOSAL CONFERENCE: July 25, 2023 at 10:00 am at 464 Skipwith Rd. in Boydton, VA.

DEADLINE FOR QUESTIONS: August 4, 2023 at 5:00 pm Local Time. All questions should be submitted in writing by the deadline to the contact noted below.

The Request for Proposals (RFP) can be downloaded at: <https://mcpsweb.org/>

NOTE: ALL ADDENDA CAN BE ACCESSED AT THE WEBSITE ADDRESS ABOVE. It is the responsibility of interested parties to obtain any addenda via the website. For inquiries contact:

Curtis Elswick, Skanska USA Building Inc. (Owner's Representative)

Phone: 540-423-2860

Email: curtis.elswick@skanska.com

In compliance with this Request for Proposal and subject to all the conditions thereof, the undersigned offers to furnish the goods/services requested and certifies that he/she has read, understands, and agrees to all terms, conditions and requirements of this RFP and is authorized to contract on behalf of the firm named below.

My signature on this solicited proposal constitutes certification that I or my designated representative have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by MCPS. By my signature on this solicited proposal, I certify that this firm/individual is properly licensed for providing the goods/services specified.

The Undersigned certifies that they are the only person(s) interested in said Project and that it is made without connection with other persons submitting a proposal on the same scope of services; that the proposal is made without collusion, fraud, or reservation; that no official or employee of the Owner is directly or indirectly interested in said proposal, or any portion thereof.

PROPRIETARY INFORMATION

YES () NO ()

Trade secrets or proprietary information is hereby submitted and identified. Reasons for protection and exclusion from the Virginia Freedom of Information Act (2.2-3700 et seq.) are set forth below. (Additional sheet may be added if necessary.)

Proposers should indicate on the Cover Sheet the portions of their proposal that are proprietary. Please list the page numbers and the reason(s). **Do not mark the whole proposal proprietary. If Proprietary Information is stated, Proposers shall submit One (1) Original and One (1) Redacted copy (removing any proprietary data of material).** Clearly identify on the Cover Sheet the "Original" and "Redacted" copy as "*Redacted Copy of Original Proposal*" RFP# TSSPPEA-2023-01.

This form must be signed in ink and all signatures must be original.

Company Name:

Street Address:

City, State, Zip:

Telephone:

Fax:

Email Address:

Individual Partnership

Check One: Corporation, State in which Incorporated

Federal Tax ID:

Federal Social Security No. (Sole Proprietor):

Minority Owned Women Owned

Business Classification (check all that apply): Small Business

Print Name:

Title:

Signature:

Date:

ACKNOWLEDGE RECEIPT OF ADDENDUM:

Number _____ Dated _____ Initial _____

Number _____ Dated _____ Initial _____

Number _____ Dated _____ Initial _____

Number _____ Dated _____ Initial _____

*SCC Requirement per the Virginia Public Procurement Act, VPPA:

§ 2.2-4311.2. Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth.

A. All public bodies shall include in every written contract a provision that a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.

B. Pursuant to competitive sealed bidding or competitive negotiation, all public bodies shall include in the solicitation a provision that requires a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror 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 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

C. Any bidder or offeror described in subsection B 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 Director of the Department of General Services or his designee or by the chief executive of a local governing body.

D. Any business entity described in subsection A that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

E. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

***Virginia State Corporation Commission ("SCC") registration information: The undersigned Proposer:**

is a corporation or other business entity with the following SCC identification number:

_____ -OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**>>** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for a certificate of authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

RETURN ALL ABOVE PAGES WITH YOUR PROPOSAL

**REQUEST FOR PROPOSALS (RFP) UNDER PPEA FOR CONCEPTUAL PHASE
TRANSPORTATION OFFICE AND STUDENT SERVICES FACILITY
DESIGN-BUILD SERVICES**

1. INTRODUCTION/SUMMARY

1.1. Background:

The School Board of Mecklenburg County, Virginia (herein described as "Owner" or "Mecklenburg County Public Schools" or "MCPS") desires to contract with an experienced Private Entity under the Public Private Education Facilities and Infrastructure Act (herein referred to as "PPEA") for the design and construction of a new stand-alone 3,000 SF Transportation Office and Student Services Facility (herein referred to as "Project"). The proposed facility will include offices, classroom/training room, break room, file room, restrooms and associated spaces with the option of a mezzanine for storage or other uses. A proposed layout and location of the facility is included herein as Appendix C. It is envisioned that the facility will be a pre-engineered metal building with sealed concrete floors. Town water is available to the site, however, sewer is not so a septic tank drain field application is anticipated.

MCPS would like to proceed expeditiously with the design and construction of the project with a goal for completion Summer 2024.

The Project is described in this Request for Proposals document (herein referred to as "RFP"). MCPS would like to partner with a design-build team to carefully plan and implement the design and construction of the above-described project. The scope of the Project shall include all associated sitework, utilities and/or utility relocations.

The purpose of this RFP is to solicit sealed proposals for a qualifying project under the PPEA. MCPS is looking for a comprehensive team to provide a design-build approach to delivering the Project. The team is anticipated to include, but not be limited to, a contractor and design team of architect, engineers (civil, structural, mechanical, electrical, plumbing and fire protection), surveyor, and other specialty consultants as required.

Owner is anticipated to provide geotechnical engineering, construction materials testing and special inspections, loose FF&E (furniture, fixtures and equipment), technology equipment to include additional servers, racks, computers, printers and copiers, and owner's representative project management. The Project is to be funded through ESSER funds requiring compliance with the Davis-Bacon Act (prevailing wages) and potentially other funding sources.

1.2. The Mecklenburg County School Board adopted a document entitled *Guidelines for Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002* dated June 2022. The Act

grants the Mecklenburg County School Board, a responsible public entity as defined by the Act, the authority to create public-private partnerships for the deployment of a wide range of projects for public use. See Appendix A.

1.3. MCPS will consider proposals that provide conceptual phase design for a new Transportation Office and Student Services Facility. The Private Entity shall provide estimates of cost (construction and design fees) consistent with the proposed schedule to be provided by Private Entity.

1.4. Design of the proposed facility should meet the following minimum criteria:

1.4.1 Comply with the *Guidelines for School Facilities in Virginia's Public Schools, 2021 Edition*, or if amended, the guidelines which are in effect at the timing of approval of Design Development.

1.4.2 The Private Entity should target energy efficient design and selection of low maintenance materials and systems. Designing toward a particular environmental rating system such as LEED is not required.

1.5. The procurement, delivery and installation of all loose furnishings, fixtures and equipment (FF&E) will be managed by MCPS. The Private Entity should include all fixed casework, fixed shelving, audio/visual equipment, security equipment, and information technology infrastructure in their scope of work.

1.6 The *Guidelines for Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002, dated June 2022* (Appendix A) are being followed for this PPEA selection, which provide for a two-part proposal submission process consisting of an initial Conceptual Phase Request for Proposals (RFP) and subsequent Detailed Phase Proposals.

1.7. The objective of this RFP is to select a shortlist of highly qualified Private Entities deemed most suitable for this particular project. MCPS reserves the right to select a team which is felt to be the most suitable for providing design-build services as requested in this RFP and request a Detailed Phase Proposal. If multiple Conceptual Phase proposals are selected for further consideration, a short list of proposers will be requested to submit and participate in the Detailed Phase of the proposal process. MCPS may, at any time, require the proposer to provide additional information, additional copies of prior submissions, and/or clarification to any submission. Since this is a solicited proposal, there is no proposal review fee required from the Private Entity.

1.8. MCPS will not pay any fees or stipends to those Proposers selected to participate in the Detailed Phase and who submit satisfactory proposals.

1.9. MCPS may enter into an Interim Agreement and a Comprehensive Agreement with the successful Proposer that will have specific contract provisions that may include, but not limited to: an initial Contract Cost Limit for all design and construction costs including site improvements, building cost; design fees; lump sum fees; Guaranteed Maximum Price; open book contracting; design review process;

allowances and unit price items; reimbursable costs; contingencies; and may include liquidated damages.

1.10. Project Schedule - These dates are preliminary and are subject to change:

1.10.1 RFP Issuance Date: July 13, 2023

1.10.2 Mandatory Pre-Proposal Meeting: July 25, 2023 at 10:00 am Local Time

1.10.3 Last Day for Questions on RFP: August 4, 2023 by 5:00 pm Local Time

1.10.4 Conceptual Phase Proposals Due: August 10, 2023 by 2:00 pm Local Time

1.10.5 Announce Shortlist of Successful Concept Phase Proposals: By End of August 2023

1.10.6 Issue Request for Detailed Phase Proposals: By End of August 2022

1.10.7 Detailed Phase Proposals due: TBD

1.10.8 Interviews with Firms Presenting Detailed Proposals: TBD

1.10.9 Enter into negotiations with the Successful Detailed Phase Proposer: TBD

1.12. Additional information may be made available to firms selected to provide Detailed Proposals to include, but may not be limited to:

- Geotechnical reports, if any

2. CONTACTS

2.1 Contact shall be with Curtis Elswick, Sr. Vice President, Skanska USA Building Inc. (curtis.elswick@skanska.com or 540-423-2860). No contact shall be made with representatives of MCPS or Mecklenburg County without prior approval of MCPS. Any contact with MCPS or Mecklenburg County representatives other than the contact listed above may serve as grounds for rejection of proposals.

2.2. Issuing Office:

Dr. Scott Worner, Division Superintendent
Mecklenburg County Public Schools
175 Mayfield Drive
P.O. Box 190
Boydton, Virginia VA 23917

3. GENERAL INFORMATION

3.1. A mandatory Pre-Proposal Meeting shall be held at 464 Skipwith Rd. in Boydton, VA on July 25, 2023 at 10:00 am. The purpose of the Pre-Proposal Meeting is to review the administrative requirements of the RFP and steps for completing the Conceptual Phase Design-Build proposal, to receive any questions concerning the RFP process, and to provide a visit to the proposed site. Any changes to the RFP resulting from this meeting will be issued in a written addendum to the RFP.

3.2. MCPS will announce by letter the shortlist of the selected Proposers that will be asked to respond to the Request for Detailed Proposals for the Project.

3.3. This document, and all referenced documents included on the MCPS website constitute the entire Request for Proposal package. The RFP Documents are for the purpose of obtaining Conceptual Phase Proposals as defined the PPEA Guidelines (Appendix A) and do not confer a license or grant to Proposers for any other use.

3.4. All questions shall be in written form by email to Curtis Elswick at curtis.elswick@skanska.com.

3.5. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda and posted on the MCPS website. Proposers are solely responsible for checking this website regularly for all Addenda.

3.6. Questions received after the posted deadline may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will not be binding.

3.7. Written addenda may be issued to clarify, correct, or change the Proposal Documents as deemed necessary.

4. SUBMITTAL INFORMATION - MANDATORY CRITERIA

An unsatisfactory response to any item in the category titled "Mandatory Criteria" may be considered sufficient cause to disqualify an applicant from further consideration for short-listing for this Project. Responses to the RFP shall be complete for criteria requested by MCPS as it relates to the project. Additional information, examples of work, data shall be issued in a separate binder or identified by Index Tab as supplemental information.

4.1. **Responsiveness to RFP** – Only responsive applications will be considered and evaluated. A responsive application must be completed according to the instructions, and include all required attachments and requested information.

4.2 **License** – The Proposer must provide copies of their firm’s Commonwealth of Virginia Contractor’s and Architect’s Licenses with the RFP response.

4.3 **Bonding Capacity/Statement** – Proposers must provide a signed statement from their Surety stating that, based on present circumstances, the Surety will provide, at a minimum, a \$30 million (or value of the proposal, whichever is more) performance and payment bond for the Proposer in connection with the Project.

5. **EVALUATION FACTORS**

In considering a Proposer for short listing, MCPS will be the sole judge of the Proposer’s qualifications and experience, including experience with similar projects, experience with PPEA projects, demonstration of ability to perform work; leadership structure; project manager’s experience, project team and experience working together, management approach, financial condition, project understanding and project schedule. The Project understanding shall include MCPS’s desired level of construction quality, building site improvements, and general design intent as deemed appropriate for MCPS. A numerical scoring system will not be used. Evaluation factors are listed in no order of preference:

5.1. **Qualifications and Experience**

5.1.1. Experience with similar projects/ability/PPEA methods to perform work – During the evaluation of experience and ability to perform the work, emphasis will be placed on a Proposer’s performance on recent projects of a similar size and nature to the Project, including Proposer’s ability to manage costs within an established construction budget and to develop a comprehensive agreement. Other factors include, but are not limited to, delivery of a quality product, and history of meeting scheduled completion dates. Preference will be given to firms with the following experience:

1. Construction Experience including the following:

Successful completion (on time, within budget, and per client’s specifications) of at least three (3) similar building construction projects of \$500,000 or more in the last five (5) years by the general contractor similar in scope to the Project in this RFP. Acceptable delivery methods include Design-Bid-Build, Design-Build and CM at Risk.

2. Design Experience including the following:

Successful completion (on time, within budget, and per client’s specifications) of at least three (3) similar projects of similar size and scope by the designated Design Project Manager and Project Architect within the last ten (10) years.

5.1.2. **Resources.** Provide details explaining how the firm or firms involved have current resources available to perform this Project.

5.1.3. **Leadership structure/key personnel experience** – Provide resumes demonstrating that the qualifications of the persons proposed for the following positions have relevant experience on projects of similar size and scope. Proposer must dedicate all key personnel to the project and may not make changes without written approval from MCPS. No substitutions of the key personnel represented below will be accepted without prior approval by MCPS. Request for approval to substitute may be submitted by the Proposer only for reasons beyond the Proposer’s control.

1. **Key Personnel** include the following:

A. Design/Build Project Manager – Experience on design/build projects of similar scope is required.

B. Design Project Manager and Project Architect - Experience with similar projects is required.

C. Construction Project Manager, if different than Design/Build Project Manager – Experience with projects of similar scope is preferred.

D. Construction Superintendent – Experience with projects of similar scope is preferred.

2. **Other Team Members** include the following:

A. Civil Engineer - Experience working on projects with municipalities within Southside Virginia is preferred.

B. Mechanical, Electrical, and Fire Protection Engineer(s) – Experience with similar facilities is preferred.

5.1.4. **Management Approach.** Provide a narrative explaining your approach to successfully manage the design and construction of the Project. Include a description and examples of how you will manage cost, quality and schedule. Schedule shall begin at “Notice to Proceed” and end with “Owner Occupancy” and assume an Interim Agreement may be executed.

5.1.5. **References** – MCPS reserves the right to contact any reference listed or non-listed party it deems appropriate. By submitting a response to this Request for Proposals, the Proposer releases MCPS and any references from all liability concerning this exchange of information. Include a

minimum of 5 references. Preference is given to references that represent past new elementary school or similar educational projects.

5.1.6. Financial Condition – Financial data will be reviewed and compared to industry standards. **Include on AIA Document A305.**

5.1.7. Safety Performance – Safety data will be reviewed and compared to industry standards. Safety Performance (Contractor) – Please provide the following information on a separate sheet of paper:

1. Experience Modification Factor (EMF) for past five years.
2. A list of OSHA citations levied during the past three years. Describe the infractions and indicate whether there was a warning or fine imposed and the dollar amount of each.
3. Details from your organization’s OSHA 300 “Log of Work-Related Injuries and Illnesses” indicating:
 - Number of lost workday cases
 - Number of restricted workday cases
 - Number of cases with medical attention only
 - Number of fatalities

5.1.8. Claims/Final Resolution/Judgments – Evaluation of this data will be based on the number of affirmative answers to the questions and the details provided in the explanation for each occurrence. **Include on AIA Document A305.**

5.1.9. Failure to Complete – Evaluation of the Proposer’s failure to complete projects will be based primarily on the number of failure-to-complete occurrences and the explanations for the failure-to-complete occurrences. **Include on AIA Document A305.**

5.1.10. Other Relevant Criteria – Under separate Index Tab on binder include any relevant information, deemed to be in the best interest of the proposer and for benefit of MCPS but is not identified as mandatory to the Conceptual Phase proposal.

6. PROCESS AND CRITERIA FOR REVIEW OF PROPOSALS AND SELECTION:

Only proposals complying with the requirements of the PPEA that contain sufficient information for a meaningful evaluation, and that are provided in an appropriate format, as described in this solicitation, will be considered for further review at the Detailed Phase proposal.

6.1 Review Committee - MCPS will establish a Selection Committee to review proposals received under this solicitation.

6.2 Criteria for Selection - The following items will be considered in the evaluation and selection of the Conceptual Phase proposals. MCPS however reserves and retains the right to reject any request or proposal at any time for any reason whatsoever.

6.2.1 Qualifications and Experience: Conceptual Phase proposal factors to be considered in MCPS's review to determine whether the proposer possessed the requisite qualifications and experience may include but shall not be limited to:

- a. Experience with similar projects;
- b. Demonstration of ability to perform work;
- c. Leadership structure;
- d. Project manager's experience;
- e. Management approach;
- f. Financial condition; and
- g. Project ownership.

6.2.2 Project Characteristics: Design Phase proposal factors to be considered in determining the project characteristics may include but shall not be limited to:

- a. Project definition;
- b. Proposed project schedule;
- c. Operation of the project;
- d. Technology; technical feasibility;
- e. Conformity to laws, regulations, and standards;
- f. Environmental impacts;
- g. State and local permits;

- h. Maintenance of the project.

6.2.3 Project Costs: Design Phase proposal factors to be considered in determining whether the proposed project costs are adequate for funding available may include but shall not be limited to:

Estimated costs for design fees, all renovation and new building construction costs, and fixed furnishings and equipment.

7. SUBMITTAL OF PROPOSALS

7.1. **Six (6) copies of the Proposal, and an electronic copy on USB drive**, shall be submitted to MCPS on or before the due date and time listed in order to be considered. Late proposals will not be accepted. Proposals shall be clearly identified with *Request for Proposals for the Transportation Office and Student Services Facility - Design-Build Services Conceptual Phase*.

7.2. Identification of Proposal Envelope: The signed proposal and requested copies should be returned in a separate envelope or package, sealed and identified with the following information:

Addressed as Indicated on Page 1

RFP Number

Title

Proposal Due Date and Time

Vendor Name and Complete Mailing Address (Return Address)

If a proposal is not addressed with the information as shown above, the Proposer takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

7.3. All Proposers should be available to give a presentation to MCPS with Key Staff present if required.

8. MODIFICATION AND WITHDRAWAL OF PROPOSAL

A proposal may be modified or withdrawn by an appropriate document duly executed in the same manner that a Proposal must be executed and shall be delivered to MCPS prior to the date and time for the opening of the Proposals.

9. OPENING OF PROPOSALS

MCPS will establish a Selection Committee to review proposals received under this solicitation. Proposals will be opened privately.

10. OWNER'S RIGHTS AND LIABILITIES

As set forth in MCPS's PPEA Guidelines (Appendix A), MCPS reserves all rights available to it by law in administering these Guidelines including, without limitation, the right in its sole discretion to:

- 10.1. Reject any and all proposals at any time;
- 10.2. Terminate consideration or evaluation of any and all proposals at any time;
- 10.3. Suspend, discontinue and/or terminate discussions regarding confidentiality agreements, interim agreements and comprehensive agreements at any time prior to the authorized execution of such agreements by all parties;
- 10.4. Suspend or eliminate conceptual phase review and proceed directly to detailed phase review;
- 10.5. Negotiate with a proposer without being bound by any provision in its proposal;
- 10.6. Negotiate with fewer than all proposers at any given time;
- 10.7. Request and/or receive additional information regarding any proposal;
- 10.8. Issue addenda to and/or cancel RFP;
- 10.9. Revise, supplement or withdraw all or any part of these Guidelines;
- 10.10. Request revisions to conceptual or detailed phase proposals.
- 10.11. A Proposer who submits a proposal agrees to hold MCPS, its officers, employees, agents and volunteers harmless and free from all liability, loss, injury, and/or cost and expense which might be incurred by such Proposer in responding to, or as a consequence of the RFP.

11. PROPOSAL CONTENT

11.1 Proposal documents are generally subject to the Virginia Freedom of Information Act (FOIA) except for specific exemptions of certain documents from public disclosure. Clearly mark any information that is considered confidential and proprietary.

11.2 The Proposals submitted shall be structured in an orderly manner addressing all requested information and requirements. Contents for Information shall be satisfactory for posting and publication, unless expressly waived by MCPS.

12. INFORMATION TO BE PROVIDED IN RESPONSE TO THIS REQUEST FOR PROPOSAL:

Conceptual Proposals should follow the format specified in Appendix A - *Guidelines for Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002* as adopted by MCPS on June 28, 2022, to include, at a minimum:

- A. Mandatory Criteria (see Section 4 of RFP).
- B. Information requested in Section 5 of this RFP including past project and team experience and Qualifications and Experience Forms (AIA Document A305 and B305).
- C. Other relevant information as required per Appendix A - *Guidelines for Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002* dated June 2022 and Section 5 and 6 of this RFP.
- D. Other relevant materials as desired by Proposer but not mandatory by RFP (Separate Tab).

13. GENERAL TERMS AND CONDITIONS

- A. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, including, but not limited to, the Code of Virginia, Virginia Public Procurement Act (VPPA), and any litigation with respect thereto shall be brought to the personal jurisdiction of, and venue in, the General District or Circuit Court of Mecklenburg County, Virginia. The Contractor shall comply with all applicable federal, state and local laws and regulations, and be legally authorized to do business in the Commonwealth of Virginia.
- B. Anti-Discrimination: By submitting its proposal, Proposer certifies to the Owner that the Contractor 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, and § 2.2-4311 of the Virginia Public Procurement Act (VPPA), which provides:

- C. Contracts above \$10,000: In every contract above \$10,000, the provisions of 1. below apply:
1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service-disabled veteran or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor;
 - b. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause;
 - c. The Contractor will state that the Contractor is an equal opportunity employer in all solicitations or advertisements for employees placed by or on behalf of the Contractor to perform under the Contract Documents. All 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. The Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations and advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace.
 - i. For the purposes of this subsection, a "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to the Contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract; and,
 - e. The Contractor will include the provisions of the foregoing subparagraphs in every subcontract or purchase order exceeding \$10,000 issued by Contractor in order to fulfill its obligations, so that the provisions will be binding upon each subcontractor or vendor.
 - D. In accordance with § 2.2-4343.1 of the Code of Virginia, Owner shall not (i) discriminate against a faith-based organization as defined in Code of Virginia § 2.2-4343.1(B) on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except as provided in subsection F of § 2.2-4343.1 of the Code of Virginia, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursements.

- E. Ethics in Public Contracting: By submitting their proposals, Proposers certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Proposer, supplier, manufacturer or subcontractor in connection with their proposal, 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.

- F. Conflict of Interest: The Proposer certifies by signing the proposal submitted in response to this solicitation that no conflict of interest exists between the Proposer and the School Board that interferes with fair competition and no conflicts exist between the Proposer and any other person or organization that constitutes a conflict of interest with respect to the contract and the School Board.

- G. Immigration Reform and Control Act of 1986: By submitting its proposal, the Proposer 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 employment of illegal aliens.

- H. Debarment Status: By submitting their proposals, Proposers certify that they are not currently debarred by the Commonwealth of Virginia or any government entity from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

- I. Antitrust: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to MCPS all rights, title and interest in and to all causes of 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 or services purchased or acquired by MCPS under said contract.

- J. Clarification of Terms/Addenda: If any prospective Proposer has questions about the specifications or other solicitation documents, the prospective Proposer should contact the contract officer whose name appears on the face of the solicitation no later than seven (7) working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the contract officer and posted on the public posting board in the School Board Office. It is the Proposers' sole responsibility to ensure they have obtained any and all addenda prior to submittal of their offers. (§ 2.2-4316, Code of Virginia).

- K. Tax Exemption: MCPS, as a political subdivision of the Commonwealth of Virginia, is exempt from any Federal excise tax and Virginia sales and use tax. The price bid must be net, exclusive of taxes, where applicable. Tax exemption certificates will be furnished if requested by the Proposer.

- L. Invoices: The Contractor shall bill for negotiated services at the contract price. The Contractor should invoice MCPS within 30 days after completion of the work and its acceptance by MCPS. Invoices shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. Invoices must show the contract number and/or purchase order number; location work covered, and work order number of the job being billed, date and name and job title of employee for each segment of work being invoiced.

If, in verifying the Contractor's invoices, it is found that MCPS is being overcharged, MCPS will notify the Contractor of the error and, unless the Contractor disputes the rejection of the overcharge for payment, the Contractor shall issue MCPS a corrected invoice. Disputed charges shall be handled in accordance with Paragraph X of the General Terms and Conditions.

If, in auditing the Contractor's paid invoices, it is found that the Contractor has overcharged MCPS, the Contractor shall promptly be notified by MCPS. The Contractor shall pay MCPS the amount of the overcharge or credit MCPS on the next invoice for the overcharge, reflecting the credit on the invoice and referencing the original work order and invoice. If a credit balance remains after the expiration or termination of the contract, the Contractor shall pay the amount of the credit balance within 30 days following the end of the contract.

- M. Payment: Payment terms shall be Net 30 days unless otherwise stated by the Proposer on this solicitation. The payment terms stated herein must appear on the vendor's invoice. Failure to comply with this requirement may result in the invoice being returned to the vendor for correction. Late payment charges shall not exceed the allowable rate specified by the Virginia Prompt Payment Act (1% per month). (§ 2.2-4352, Code of Virginia)
- N. Availability of Funds: It is understood and agreed between the parties herein that MCPS shall be bound hereunder only to the extent of the funds available or which may hereafter become available "subject to appropriation" by the School Board and local governing body for the purpose of this agreement.
- O. Precedence of Terms: Paragraphs A-K of these General Terms and Conditions shall apply in all instances. In the event of a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions, the Special Terms and Conditions shall apply.
- P. Late Proposals: To be considered for selection, proposals must be received by the School Board office by the designated date and hour, as determined by the clock in the School Board office reception area. Proposals received in the School Board office after date and hour designated are automatically non-responsive and will not be considered. MCPS is not

responsible for delays in the delivery of mail by the U.S. Postal Service, private courier, or the Inter-Departmental Mail System. It is the sole responsibility of the Proposer to ensure that its proposal reaches the School Board office by the designated date and hour. If the School Board office is closed for business at the time scheduled for the receipt of proposals, the proposals will be accepted on the next business day of the School Division, at the originally scheduled hour.

- R. Qualification of Proposers: MCPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the Proposer to perform the services/furnish the goods and the Proposer shall furnish to MCPS all such information and data for this purpose as may be requested. MCPS reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications. MCPS reserves the right to inspect Proposer's physical facilities prior to award to satisfy questions regarding the Proposer's capabilities. MCPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Proposer fails to satisfy MCPS that such Proposer is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- S. Additional Information: MCPS reserves the right to ask any Proposer to submit information missing from its proposal, to clarify its proposal, and to submit additional information which MCPS deems desirable. By submitting their proposals, Proposers certify they understand these prohibitions, and if awarded a contract as a result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action being taken by MCPS.

- T. Assignment of Contract: The resulting contract shall not be assignable in whole or in part without the prior written consent of MCPS.

- U. Default: In case of failure to deliver goods or services in accordance with the contract terms and conditions, MCPS, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the MCPS may have.

- V. Cancellation of Contract: MCPS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon thirty (30) days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- W. Changes to the Contract: Changes can be made to the contract in any of the following ways:

1. 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.

2. MCPS may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give MCPS a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or

 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to MCPS's right to audit the contractor's records and/or to determine the correct number of units independently; or

 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present MCPS with all vouchers and records of expenses incurred and savings realized. MCPS shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to MCPS within thirty (30) days from the date of receipt of the written order from MCPS. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of Mecklenburg County Public Schools Purchasing Procedures. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by MCPS or with the performance of the contract generally.

- X. Contractual Disputes: In accordance with § 2.2-4363 of the Code of Virginia, the Division Superintendent shall review and decide disputes and claims arising during the performance of the contract, in writing, within thirty (30) days of receipt of the dispute or claim. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence of beginning of the work upon which the claim is based. The Contractor may not institute legal action

prior to receipt of the decision on the claim by the Division Superintendent, unless that office fails to render such decision within thirty (30) days. The decision of the Division Superintendent shall be final and conclusive unless the Contractor, within six months of the date of the final decision on the claim, institutes legal action as provided in the Code of Virginia, § 2.2-4364.

- Y. Indemnification: Contractor and all subcontractors shall bear all loss, expense (including reasonable attorney's fees) and damage in connection with, and shall indemnify the Owner, its officers, employees and agents against and save them harmless from all claims, demands, and judgments made or recovered against them because of bodily injuries, including death at any time resulting therefrom, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the work, whether or not due to any act of his or their employees, servants or agents and whether or not due to any act of omission or commission, including negligence but excluding sole negligence, of the Owner, its officers, employees or agents. Compliance by the Contractor with the insurance provisions hereof shall not relieve Contractor from liability under this provision.

The Contractor guarantees to save the Owner, its agents, officers and employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, or articles or appliances furnished or used in the performance of the contract, or which the Contractor is not the patentee, assignee or licensee.

Should Contractor or subcontractors use any of Owner's equipment, tools, employees, or facilities, such will be gratuitous and Contractor shall release the Owner, its officers, employees or agents from and indemnify and save them harmless from and against any claims or personal injuries, including death, arising out of the use of any such equipment, tools, employees, or facilities, whether or not based upon the condition thereof or any alleged negligence in permitting the use thereof.

II. SPECIAL TERMS AND CONDITIONS

- A. Advertising: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to MCPS will be used in product literature or advertising.
- B. Audit: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment or after all other pending matters are closed, whichever is longer. MCPS, its authorized agents, state auditors, the grantor of the funds to the Board, the Comptroller of Virginia or of the United States, or any of their duly authorized representatives shall have access to any such books, documents, papers and records of the Contractor for the purpose of making audits, examinations, excerpts or transcriptions.

- C. Best and Final Offer: At the conclusion of negotiations, the Proposer(s) may be asked to submit in writing a Best and Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Proposer(s). The Proposer's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

- D. Proposal Acceptance Period: Any proposal in response to this solicitation shall be valid for ninety (90) days. At the end of ninety days, the proposal may be withdrawn at the written request of the Proposer. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

- E. Independent Contractor: The Contractor shall not be an employee of the Mecklenburg County Public Schools, but shall be legally considered as an Independent Contractor. Nothing in this agreement shall be construed as authority for the Contractor to make commitments, which shall bind MCPS or to otherwise act on behalf of MCPS, except as MCPS may expressly authorize in writing.

- F. Supremacy Clause: Notwithstanding any provision in the Proposer's response to the contrary, the Proposer agrees that the terms and conditions contained in the MCPS RFP shall prevail over contrary terms and/or conditions contained in the Proposer's proposal.

- G. Final Decision: The Proposer agrees that the decisions of MCPS are final, and Proposer shall hold the division, its directors, employees, consultants and those involved in this solicitation and selection, and the successful vendor(s) harmless. The submission of a proposal indicates adherence to these conditions.

- H. Silence of Specifications: The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices and professional standards are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

- I. Insurance: By signing and submitting a proposal under this solicitation, the Proposer certifies that if awarded the contract, it will have the following minimum insurance coverage(s) at the time the contract is awarded. The Proposer further certifies that the Contractor and any subcontractors will maintain these insurance coverage(s) during the entire term of the contract and that all insurance coverage(s) will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Note: Coverages and actual limits and aggregates may be increased or decreased for specific projects during negotiation or as MCPS assesses the amount of risk. It is anticipated that the Proposer will also provide professional liability insurance as well as "all risk" builders risk insurance coverage.

1. The Contractor shall maintain the following insurance to protect it from claims that could arise from performance of the Obligations, including claims (i) under the Workmen's Compensation Act (ii) for personal injury, including death, and (iii) for damage to property, regardless of whether such claims arise out of Contractor's actions or inactions, or those of Contractor's subcontractor or other persons directly or indirectly employed by either of them:
 - a. Workers' Compensation and Employer's Liability: Contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance covering all of its employees in conformance with the laws of any state, district or territory of the United States of America in which work towards meeting Contractor's Obligations are to be performed. Such insurance shall not have a limit of liability less than the following:
 - (i) Bodily Injury by accident, \$500,000 for each accident;
 - (ii) Bodily Injury by disease, \$500,000 policy limit;
 - (iii) Bodily Injury by disease, \$500,000 for each employee.
 - b. Commercial General Liability: This coverage shall include contractual liability, underground hazard, explosion and collapse, hazard, property damage, independent contractor, and personal injury insurance in support of Section XI-X of this agreement entitled "Indemnification". This policy shall be endorsed to include MCPS as an additional insured during the Contract Period and shall state that this insurance is primary insurance as regards to any other insurance carried by MCPS. Contractor shall procure and maintain General Liability Insurance in an amount not less than:
 - (i) \$1,000,000 for each occurrence involving bodily injury;
 - (ii) \$1,000,000 for each occurrence involving property damage;
 - (iii) \$2,000,000 aggregate limits.
 - c. Comprehensive Automobile Liability: Contractor shall procure and maintain Comprehensive Automobile Liability Insurance covering all automobiles, trucks, tractors, trailers, or other automobile equipment, whether owned, not owned, or hired by the Contractor, with the following limits:
 - (i) \$1,000,000 for each occurrence involving personal injury;
 - (ii) \$1,000,000 for each occurrence involving property damage;
 - (iii) \$2,000,000 aggregate limits.
- J. No Crimes Against Children: By submitting its proposal, and as a condition of contract award, the Contractor certifies compliance with Code of Virginia § 22.1-296.1 and the following applies:
 1. The Contractor shall complete a criminal records background check, for all states, with the Central Criminal Records Exchange through the Virginia State Police, on the

Contractor, Contractor's employees or other persons that will provide services under this contract. Contractor shall provide the Owner with this information.

2. The Contractor shall complete an abuse and neglect of children background check, for all states, through the Oasis System with Child Protective Services, on the Contractor, Contractor's employees or other persons that will provide services under this contract. Contractor shall provide the Owner with this information. No person shall be assigned by Contractor to perform work related to this contract who has a record indicating any history of child abuse or neglect.
 3. The Contractor must have staff bonded against theft, in accordance with Virginia license requirements. The bonds shall be acceptable to the Owner in all respects.
 4. The Contractor acknowledges that the contract requires the Contractor, Contractor's employees or other persons that will provide services under this contract to have direct contact with MCPS students. Therefore, Contractor hereby certifies that neither Contractor, Contractor's employees nor any person that will provide services during the contract who will have direct contact with students on school property during regular school hours or during school-sponsored activities have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.
 5. The Contractor understands that, pursuant to Code of Virginia § 22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class I misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Mecklenburg County Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract. The Contractor is responsible for ensuring that each of its employees, subcontractors, partners, representatives or any other persons who will be in direct contact with students have and shall maintain such certifications on file for the duration of the contract period.
 6. The Contractor shall execute and deliver to MCPS the Certification of No Crimes Against Children, attached hereto as Attachment C, with their proposal and upon execution of a contract.
- K. Tobacco and Tobacco Products: The Mecklenburg County School Board has designated all of its buildings and grounds tobacco free areas. Smoking or use of tobacco products is forbidden at all times.

III. ATTACHMENTS

The following list of attachments must be completed and submitted along with all pages of the Cover Sheet and Proposer's Proposal:

Attachment A: Anti-Collusion Statement

Attachment B: Debarment Statement

Attachment C: Certification of No Crimes Against Children

Attachment D: Vendor Information Form

Attachment A

ANTI-COLLUSION STATEMENT

In the preparation and submission of this bid on behalf of _____ (Contractor's Name), we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Anti-Trust Act, 15 USCS Sections 1 et seq., or the Conspiracy to Rig Bids to Government Statutes, Virginia Code Sections 59.1-69.6 through 59.1.69.9. The undersigned vendor hereby certifies that this agreement, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the County of Mecklenburg has an interest in, or is concerned with, this proposal; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this bid.

"...or otherwise take any action in the restraint of free competition in violation of the Sherman Antitrust Act, 15 USCS Sections 1 et seq.; the Virginia Antitrust Act, Virginia Code Sections 59.1-9.1 through 59.1-9.19; or the Conspiracy to Rig Bids to Government Statutes, Virginia Code Sections 59.1-69.6 through 59.1-69.9."

Contractor's Authorized Officer Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Business Address: _____

Date: _____

DEBARMENT STATEMENT

I certify that the applicant firm is not currently debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services. I further certify that no principal, officer or director of the applicant firm has been employed by or associated with any firm which is currently debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services.

I certify that the applicant firm has never been debarred, or otherwise declared ineligible by any public agency from bidding or furnishing materials, supplies or services. I further certify that no principal, officer or director of the applicant firm has ever been employed by or associated with any firm which has ever been debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services.

Contractor's Authorized Officer Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Business Address: _____

Date: _____

CERTIFICATION OF NO CRIMES AGAINST CHILDREN

I, _____, a duly authorized representative and officer of _____ (Contractor's Name), in accordance with § 22.1-296.1 of the Code of Virginia, hereby certifies that the Contractor, Contractor's employees, subcontractors, partners, representatives or any other persons that will provide services under this Contract to have direct contact with students (i) have not been convicted of a violent felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) have not been convicted of a crime of moral turpitude. For the purposes of this certification, "direct contact with students" is defined as "being in the presence of students during regular school hours or during school sponsored activities."

Contractor understands that, pursuant to Code of Virginia § 22.1-296.1, making a materially false statement regarding offenses which are required to be included in the certification referenced above is a Class I misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Mecklenburg County Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract. The Contractor is responsible for ensuring that each of its employees, subcontractors, partners, representatives or any other persons who will be in direct contact with students have and shall maintain such certifications on file for the duration of the contract period.

I do understand the above information and certify that the above statements are true.

Contractor's Authorized Officer Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Business Address: _____

Date: _____

MECKLENBURG COUNTY PUBLIC SCHOOLS

VENDOR INFORMATION FORM

The following vendor information is required with all RFP responses along with a completed and signed W-9 form (this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>):

Ordering Address:

Legal Business Name: _____

D/B/A: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Tax ID#: _____ SCC#: _____

Remittance Address: Check box if same as above

Legal Business Name: _____

Address: _____

City, State, Zip: _____

Contact Information:

Name: _____

Title: _____

Phone: _____ Fax: _____

Email Address: _____

14. APPENDIX

- A. PPEA Guidelines: *Guidelines for Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002* dated June 2022
- B. Sample Qualifications and Experience Forms (AIA Document A305 and B305 – attached by reference).
- C. Proposed Floor Plan and location of project.

END OF DOCUMENT

GUIDELINES FOR
IMPLEMENTATION
OF THE
PUBLIC-PRIVATE
EDUCATIONAL
FACILITIES AND
INFRASTRUCTURE ACT
OF 2002

Mecklenburg County School Board

June 2022

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I. Introduction

The Public-Private Education Facilities and Infrastructure Act of 2002 (the “PPEA”) grants the Mecklenburg County School Board (“School Board” or “MCSB”), a responsible public entity as defined by the Act, the authority to create public-private partnerships for the development of a wide range of projects for public use if the School Board determines there is a need for the project and that private involvement may provide the project to the public in a timely or cost-effective fashion. Individually negotiated interim or comprehensive agreements between a private entity and the School Board will define the respective rights and obligations of the School Board and the private entity. Although guidance with regard to the application of the PPEA is provided herein, it will be incumbent upon the School Board and all private entities to comply with the provisions of the PPEA as applicable. A copy of the PPEA is annexed as Appendix I.

For a project to come under the PPEA, it must meet the definition of a “qualifying project.” The PPEA contains a broad definition of qualifying projects that includes, but is not limited to, public buildings and facilities of all types, for example:

- An education facility, including but not limited to, a school building (including any stadium or other facility primarily used for school events), and functionally related and subordinate facility and land to a school building and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education;
- A building or facility that meets a public purpose and is developed or operated by or for any public entity;
- Improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity;
- Utility and telecommunications and other communications infrastructure;
- A recreational facility;
- Technology infrastructure, including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services;
- Technology, equipment, or infrastructure designed to deploy wireless broadband services to schools, businesses, or residential areas;
- Services designed to increase the productivity or efficiency through the use of technology or other means; or

- Any improvements necessary or desirable to any unimproved locally- or state-owned real estate.

The PPEA establishes requirements that the School Board must adhere to when reviewing and approving proposals received pursuant to the PPEA. In addition, the PPEA specifies the criteria that must be used to select a proposal and the contents of the interim or comprehensive agreement detailing the relationship between the School Board and the private entity.

The School Board adopted these guidelines to implement the PPEA. Therefore, the School Board will follow these guidelines to receive and evaluate any proposal submitted to the School Board under the provisions of the PPEA. The procedures provided in this policy may be amended only by act of the School Board; however, the Division Superintendent of Schools (“Superintendent”) is authorized to the fullest extent permitted by law to implement these guidelines and take action on behalf of the School Board as to any PPEA matter or transaction in any instance when these guidelines make reference to the “School Board.”

These Guidelines shall govern all Mecklenburg County School Board PPEA projects. The Superintendent shall evaluate any and all proposals and negotiate any Interim Agreement or Comprehensive Agreement. The Superintendent is authorized to designate a Selection Committee (the “Selection Committee”) to be responsible for evaluating proposals and negotiating any Interim Agreement and/or Comprehensive Agreement. The Superintendent shall serve as the point of contact for implementation of these Guidelines, to receive proposals submitted under the PPEA, and to respond to inquiries regarding the PPEA or these Guidelines.

In the event that the PPEA is amended in a manner that either conflicts with these Guidelines or concerns material matters not addressed by these Guidelines, the School Board shall appropriately amend the Guidelines. If the Guidelines are not amended prior to the effective date of the new law, these Guidelines nonetheless shall be interpreted in a manner to conform to the PPEA as amended.

Because the PPEA is intended to encourage innovative partnerships between responsible public entities and private entities, the School Board will maintain an open dialogue with private entities to discuss the need for infrastructure improvements.

II. General Provisions

A. Proposal Submission

A proposal may be either solicited by the School Board or delivered by a private entity on an unsolicited basis. In either case any such proposal shall be clearly identified as a PPEA proposal. Proposers may be required to follow a two-part proposal submission process consisting of an initial conceptual phase and a detailed phase. The initial phase of the proposal should contain specified information on proposer qualifications and experience, project characteristics, project financing, anticipated public support or opposition, or both, and project benefit and compatibility. The detailed proposal should contain specified deliverables.

The PPEA allows private entities to include innovative financing methods, including the imposition of user fees or service payments, in a proposal. Such financing arrangements may include the issuance of debt instruments, equity or other securities or obligations, including, if applicable the portion of the tax-exempt private activity bond limitation amount to be allocated annually by the Commonwealth of Virginia pursuant to the Economic Growth and Tax Relief Reconciliation Act of 2001 for the development of education facilities using the public-private partnerships, and to provide for carryovers for any unused limitation amount.

The PPEA is a flexible development tool that allows the use of innovative financing techniques. Depending on the School Board's authority and the circumstances of each transaction, financing options might include the use of special purpose entities, sale and lease back transactions, enhanced use leasing, property exchanges, development agreements, conduit financing and other financing techniques allowed by law.

Proposals should be prepared simply and economically, providing a concise description of the proposer's capabilities to complete the proposed qualifying project and the benefits derived from the project by the School Board. Project benefits to be considered are those occurring in the construction, renovation, expansion or improvement phase during the life cycle of a project. Proposals also should include a scope of work and a financial plan for the project, containing enough detail to allow an analysis by the School Board of the financial feasibility of the proposed project. The School Board may require the proposer to provide additional information and clarification to the submission. The cost analysis of a proposal should not be linked solely to the financing plan, as the School Board may determine to finance the project through other available means.

The School Board shall establish clearly delineated criteria for: (i) selecting among competing proposals and (ii) the use of an accelerated documentation, review and selection process for proposals involving a qualifying project that the School Board deems a priority. In addition, to facilitate the flow of critical information, the School Board may establish criteria by which the proposer may provide clarification to a submitted proposal.

The PPEA is intended to encourage proposals from the private sector that offer the provision of private financing in support of the proposed public project and the assumption of commensurate risk by the private operator, but also offer benefits to the operator through innovative approaches to project financing, development and use. However, while substantial private sector involvement is encouraged, qualifying facilities will still be devoted primarily to public use and typically involve facilities critical to the public health, safety and welfare. Accordingly, the School Board shall continue to exercise full and proper due diligence in the evaluation and selection of operators for these projects. In this regard, the qualifications, capabilities and resources, and other attributes of a prospective operator and its whole team will be carefully examined for every project. In addition, operators proposing projects shall be held strictly accountable for representations or other information provided regarding their qualifications, experience or other contents of their proposals, including all specific aspects of proposed plans to be performed by the operator.

B. Affected Jurisdiction

Any private entity requesting approval from or submitting a conceptual or detailed proposal to the School Board must provide each affected local jurisdiction with a copy of the private entity's request or proposal

by certified mail, express delivery, or hand delivery within five (5) business days of submission of the proposal to the School Board. Affected local jurisdictions that are not “responsible public entities” (“RPEs”) under the proposed qualifying project shall have sixty (60) days from the receipt of the request or proposal to submit written comments to MCPS and to indicate whether the proposed qualifying project is compatible with the (i) local comprehensive plan, (ii) local infrastructure development plans, or (iii) capital improvements budget or other government spending plan. Comments received within the sixty (60)-day period shall be given consideration by the School Board, and no negative inference shall be drawn from the absence of comment by an affected jurisdiction. However, the School Board may begin or continue its evaluation of any such proposal during the sixty (60)-day period for the receipt of comments from affected local jurisdictions.

C. Proposal Review Fee

The School Board shall receive an analysis of the proposal from appropriate internal staff or outside advisors or consultants with relevant experience in determining whether to enter into an agreement with the private entity.

Review fees shall be charged for this analysis to any applicant whose unsolicited proposal has been accepted by the School Board for conceptual stage review. The purpose of such fees shall be to cover the School Board’s costs of processing, reviewing, and evaluating the proposal, including the cost to compare it to any competing proposals. Such costs shall include, but not be limited to, School Board staff time, the cost of materials or supplies expended, and the cost of any outside advisors or consultants, including but not limited to attorneys, consultants, and financial and technical advisors used by the School Board, in its sole discretion, to assist in processing, reviewing or evaluating the proposal. Such fees generally shall be in an amount necessary to cover all of the School Board’s costs.

Such review fees shall be based on the reasonably anticipated costs of the School Board in accordance with the following schedule:

1. Initial Review Fee. The Initial Review Fee shall be Five Thousand Dollars (\$5,000) and must be submitted with the Unsolicited Proposal. Upon the School Board’s decision to proceed with a Detailed Phase Proposal, the proposer shall pay an additional review fee calculated at the rate of two and one-half percent (2.5%) of the reasonably anticipated total cost of the proposed qualifying project, but shall be no less than Two Thousand Five Hundred Dollars (\$2,500) nor more than Fifty Thousand Dollars (\$50,000), regardless of the anticipated total cost. At its discretion, the Superintendent may delay payment of as much as fifty percent (50%) of the Initial Review Fee until the School Board has decided to proceed to the detailed review phase.
2. Additional Fees. Additional fees shall be imposed on and paid by the applicant throughout the processing, review, and evaluation of the unsolicited proposal if and as the School Board reasonably anticipates incurring costs in excess of the initial fee. The School Board shall notify the applicant of the amount of such additional fees as and when it anticipates incurring such costs. Prompt payment of such additional fees is required before the School Board will continue to process, review, and evaluate the proposal.

3. Reimbursement of excess fees paid. In the event the total fees paid by the applicant exceed the School Board's total costs incurred in processing, reviewing, and evaluating the proposal, the School Board shall reimburse the difference. Otherwise, the School Board shall retain all fees paid.

Conceptual Stage: The time from which a proposal is first received until when conceptual proposals have been evaluated and either the School Board has decided not to proceed further under the PPEA or the School Board has requested a proposer or proposers to submit detailed proposals.

Detail Stage: The time from when the School Board requests submission of detailed proposals until the School Board either decides not to proceed further under the PPEA or has executed a comprehensive agreement with a proposer or proposers for the project.

D. Freedom of Information Act

1. General applicability of disclosure provisions.

Proposal documents submitted by private entities are generally subject to the Virginia Freedom of Information Act ("FOIA") except that subdivision Virginia Code § 2.2-3705.6(11) exempts certain documents from public disclosure. FOIA exemptions, however, are discretionary, and the School Board may elect to release some or all of the documents except to the extent documents are:

- (a) Trade secrets of the private entity as defined by the Uniform Trade Secrets Act (§ 59.1-336 et seq.);
- (b) Financial records of the private entity that are not generally available to the public through regulatory disclosure or otherwise, including, but not limited to, balance sheets and financial statements; or
- (c) Other information submitted by a private entity, where if the record or document were made public prior to the execution of an interim or comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected.

Additionally, to the extent access to proposal documents submitted by private entities are compelled or protected from disclosure by a court order, the School Board will comply with the provisions of such order.

2. Protection from mandatory disclosure for certain documents submitted by a private entity.

Before a document of a private entity may be withheld from disclosure, the private entity must make a written request to the School Board at the time the documents are submitted designating with specificity the documents for which the protection is being sought and a clear statement of the reasons for invoking the protection with reference to one or more of three classes of records listed in Section I.D.1 of these Guidelines.

Upon receipt of a written request for protection of documents, the School Board shall determine whether the documents contain (i) trade secrets, (ii) financial records, or (iii) other information that would adversely affect the financial interest or bargaining position of the School Board or private entity in accordance with Section I.D.1.c of these Guidelines. The School Board shall make a written determination of the nature and scope of the protection to be afforded by the School Board under this subdivision. If the written determination provides less protection than requested by the private entity, the private entity should be afforded an opportunity to withdraw its proposal. Nothing shall prohibit further negotiations of the documents to be afforded protection from release although what may be protected must be limited to the categories of records identified in Section I.D.1

Once a written determination has been made by the School Board, the documents afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of the School Board or any affected jurisdiction to which such documents are provided.

If a private entity fails to designate trade secrets, financial records, or other confidential information or proprietary information for protection from disclosure, such information, records or documents shall be subject to disclosure under FOIA.

3. Protection from mandatory disclosure for certain documents produced by the School Board.

The School Board may withhold from disclosure memoranda, staff evaluations, or other records prepared by the School Board, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals where (i) if such records were made public prior to or after the execution of an interim or comprehensive agreement, the financial interest or bargaining position of the School Board would be adversely affected, and (ii) the basis for the determination is documented in writing by the School Board.

Cost estimates relating to a proposed procurement transaction prepared by or for the School Board shall not be open to public inspection.

4. Mecklenburg County Public Schools may not withhold from public access:

- (a) procurement records other than those subject to the written determination of the School Board;
- (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the School Board and the private entity;
- (c) information concerning the terms and conditions of any financing arrangement that involves the use of public funds; or
- (d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

However, to the extent that access to any procurement record or other document or information is compelled or protected by a court order, then the School Board must comply with such order.

E. Use of Public Funds

Virginia constitutional and statutory requirements as they apply to appropriation and expenditure of public funds apply to any interim or comprehensive agreement entered into by the PPEA. Accordingly, the process and procedural requirements associated with the expenditure or obligation of public funds shall be incorporated into planning for any PPEA project or projects.

F. Applicability of Other Laws

Nothing in the PPEA shall affect the duty of the School Board to comply with all other applicable laws not in conflict with the PPEA. The applicability of the Virginia Public Procurement Act (“VPPA”) is as set forth in the PPEA.

III. Solicited Proposals

The School Board may issue Requests for Proposals (RFPs) or Invitations for Bids (IFBs) inviting proposals from private entities to develop or operate qualifying projects. The School Board may use a two-part proposal process consisting of an initial conceptual phase and a detailed phase. An RFP may invite proposers to submit proposals on individual projects identified by the School Board. In such a case the School Board should set forth in the RFP the format and supporting information that is required to be submitted, consistent with the provisions of the PPEA. The School Board may establish suggested timelines for selecting proposals for the review and selection of solicited proposals.

The RFP should specify, but not necessarily be limited to, information and documents that must accompany each proposal and the factors that will be used in evaluating the submitted proposals. The RFP will be posted in such public areas as are normally used for posting of the School Board notices, including the School Board’s website. Notices should also be published in a newspaper or other publication of general circulation, advertised in Virginia Business Opportunities, and posted on the Commonwealth's electronic procurement site. In addition, solicited proposals should be posted pursuant to Section V.B of these Guidelines. The RFP should also contain or incorporate by reference other applicable terms and conditions, including any unique capabilities or qualifications that will be required of the private entities submitting proposals. Pre-proposal conferences may be held as deemed appropriate by the School Board.

IV. Unsolicited Proposals

The PPEA permits the School Board to receive, evaluate and select for negotiations unsolicited proposals from private entities to develop or operate a qualifying project. The School Board may publicize its need and may encourage interested parties to submit unsolicited proposals subject to the terms and conditions of the PPEA. When such a proposal is received without issuance of a solicitation, the proposal shall be treated as an unsolicited proposal. The School Board may establish suggested timelines for selecting proposals and for the review and selection of unsolicited proposals.

A. Decision to Accept and Consider Unsolicited Proposals

Upon receipt of any unsolicited proposal or group of proposals and payment of any required fee by the proposer or proposers, the School Board should determine whether to accept the unsolicited proposal for the purpose of publication and conceptual-phase consideration. If the School Board determines not to accept the proposal and not proceed to publication and conceptual-phase consideration, it should return the proposal, together with all fees and accompanying documentation, to the proposer. The School Board may reject any unsolicited proposal at any time. If the School Board rejects a proposal that purports to develop specific cost-savings to the School District, the School Board shall specify the basis for the rejection.

If the School Board chooses to accept an unsolicited proposal for publication and conceptual phase consideration, it shall post a notice in a public area regularly used by the School Board for posting of public notices, including the School Board's website, for a period of not fewer than forty-five (45) days. The School Board shall also publish the same notice for a period of not fewer than forty-five (45) days in one or more newspapers or periodicals of general circulation in the jurisdiction to notify any parties that may be interested in submitting competing unsolicited proposals. In addition, the notice should be advertised in *Virginia Business Opportunities*, and on the Commonwealth's electronic procurement website. The notice shall state that the School Board (i) has received an unsolicited proposal under the PPEA, (ii) intends to evaluate the proposal, (iii) may negotiate an interim or comprehensive agreement with the proposer based on the proposal, and (iv) will receive for simultaneous consideration any competing proposals that comply with the procedures adopted by the School Board and the PPEA. The notice also shall summarize the proposed qualifying project or projects, and identify their proposed locations. Prior to posting of the notices provided for in this subsection, the School Board shall receive from the initial proposer the balance due, if any, of the required project proposal review fee.

To ensure that sufficient information is available upon which to base the development of a serious competing proposal, representatives of the School Board familiar with the unsolicited proposal and the guidelines established by the PPEA shall be made available to respond to inquiries, and to meet with private entities that are considering the submission of a competing proposal. The School Board shall conduct an analysis of the information pertaining to the proposal included in the notice to ensure that such information sufficiently encourages competing proposals. Further, the School Board shall establish criteria, including key decision points and approvals to ensure proper consideration of the extent of competition from available private entities prior to selection.

V. Posting Requirements Generally

Conceptual proposals, whether solicited or unsolicited, shall be posted by the School Board within ten (10) working days after acceptance of such proposals. Additionally, unsolicited proposals which have been accepted for publication and conceptual phase consideration shall be posted in accordance with Section IV.A of these Guidelines, and shall otherwise adhere to the following general posting requirements of all proposals:

Posting shall be on the School Board's website or by publication in a newspaper of general circulation in the area in which the contract is to be performed, and shall include a summary

of the proposals and the location where copies of the proposals are available for public inspection. Posting may also be made on the Department of General Services' centralized procurement website, in the discretion of the School Board.

Nothing shall be construed to prohibit the posting of the conceptual proposals by additional means deemed appropriate by the School Board so as to provide maximum notice to the public of the opportunity to inspect the proposals.

In addition to the posting requirements described in this section, at least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions of Virginia Code § 2.2-2705.6(11) shall not be required to be posted, except as otherwise agreed to by the School Board and the private entity. Any inspection of procurement transaction records shall be subject to reasonable restrictions to ensure the security and integrity of the records.

VI. Initial Review by the School Board at the Conceptual Stage

Only proposals complying with the requirements of the PPEA that contain sufficient information for a meaningful evaluation and that are provided in an appropriate format shall be considered by the School Board for further review at the conceptual stage. Formatting suggestions for proposals at the conceptual stage are found in Section VII(A) of these Guidelines.

The School Board should determine at this initial stage of review whether it will proceed using:

1. Standard procurement procedures consistent with the VPPA; or
2. Guidelines developed by the School Board that are consistent with procurement of "other than professional services" through "competitive negotiation" as the terms are set forth in Virginia Code §§ 2.2-4302.2 and 2.2-4310(B). The School Board may proceed using such guidelines only if it makes a written determination that doing so is likely to be advantageous to the School Board and the public based upon either (i) the probable scope, complexity or priority of need; (ii) the risk sharing including guaranteed cost or completion guarantees, added value or debt, or equity investments proposed by the private entity; or (iii) the increase in funding, dedicated revenue or other economic benefit that would otherwise not be available.

After reviewing the original proposal and any competing proposals submitted during the notice period, the School Board may determine:

1. Not to proceed further with any proposal;
2. To proceed to the detailed phase of review with the original proposal;
3. To proceed to the detailed phase with a competing proposal;

4. To proceed to the detailed phase with multiple proposals; or
5. To request modifications or amendments to any proposals.

In the event that more than one proposal will be considered in the detailed phase of review, the School Board will consider whether the unsuccessful proposer should be reimbursed for costs incurred in the detailed phase of review, and such reasonable costs may be assessed to the successful proposer in the comprehensive agreement.

Discussions between the School Board and private entities about the need for infrastructure improvements shall not limit the ability of the School Board to later determine to use standard procurement procedures to meet its infrastructure needs. The School Board retains the right to reject any proposal at any time prior to the execution of an interim or comprehensive agreement. If the School Board rejects a proposal initiated by a private entity that purports to develop specific cost savings, the School Board shall specify the basis for the rejection.

VII. Proposal Preparation and Submission

A. Format for Submissions at Conceptual Stage

Any person seeking to submit an unsolicited proposal to the School Board shall deliver six (6) complete copies and one (1) electronic copy (PDF) on a flash drive, as provided below, to the Superintendent of Schools, 175 Mayfield Drive, P.O. Box 190, Boydton, VA 23917.

A working group may be designated by the Superintendent to review and evaluate any such proposal.

The School Board requires that proposals at the conceptual stage contain information in the following areas: (i) qualifications and experience, (ii) project characteristics, (iii) project financing, (iv) anticipated public support or opposition, or both, (v) project benefit and compatibility and (vi) any additional information as the School Board may reasonably request to comply with the requirements of the PPEA. Suggestions for formatting information to be included in proposals at this stage include the items listed below, as well as any additional information or documents that the School Board may request:

1. Qualifications and Experience

- a. Identify the legal structure of the firm or consortium of firms making the proposal. Identify the organizational structure for the project, the management approach and how each partner and major subcontractor in the structure fits into the overall team.
- b. All members of the proposer's team, including major subcontractors known to the proposer must be identified at the time a proposal is submitted for the Conceptual stage. Identified team members, including major subcontractors (Five Million Dollars (\$5,000,000) or more) may not be substituted or replaced once a project is approved and a comprehensive agreement has been executed, without the prior written approval of the School Board.

- c. Describe the experience of the firm or consortium of firms making the proposal and the key principals involved in the proposed project, including experience with projects of comparable size and complexity. Describe the length of time in business, business experience, public sector experience and other engagements of the firm or consortium of firms. Include the identity of any firms that will provide design, construction, and completion guarantees and warranties, and a description of such guarantees and warranties.
- d. Describe the past safety performance record and current safety capabilities of the firm. Describe the past technical performance history on recent projects of comparable size and complexity, including disclosure of any legal claims of the firm. Provide resumes of the key individuals who will be involved in the project.
- e. For each firm or major contractor (\$1 million or more) that will be utilized in the project, provide a statement listing all of the firm's prior projects and clients for the past three (3) years with contact information for such clients (names/addresses/telephone numbers). If a firm has worked on more than ten (10) projects during this period, it may limit the prior project list to ten (10) but shall first include all projects similar in scope and size to the proposed project. Second, it shall include as many of its most recent projects as possible. Each firm or major subcontractor shall be required to submit all performance evaluation reports or other documents in its possession which evaluate the firm's performance during the preceding three (3) years in terms of cost, quality, schedule, safety and other matters relevant to the successful project development, operation, and completion.
- f. Provide the names, addresses, and telephone numbers of persons within the firm or consortium of firms who may be contacted for further information.
- g. Provide a current or most recently audited financial statement of the firm or firms, and of each partner with an equity interest of twenty percent (20%) or greater.
- h. Identify any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection with the project pursuant to the Virginia State and Local Government Conflict of Interests Act, (Virginia Code § 2.2-3100 et seq.).

2. Project Characteristics

- a. Provide a description of the project, including the conceptual design. Describe the proposed project in sufficient detail so that type and intent of the project, the location, and the communities that may be affected are clearly identified.
- b. Identify and fully describe any work to be performed by the School Board or any other public entity.
- c. Include a list of all federal, state, and local permits and approvals required for the project and a schedule for obtaining such permits and approvals.

- d. Identify any anticipated adverse social, economic, and environmental impacts of the project. Specify the strategies or actions that will be taken to mitigate known impacts of the project.
- e. Indicate if environmental and/or archaeological assessments have been completed.
- f. Identify the projected positive social, economic, environmental and transportation impacts of the project. Such social and economic impacts should include, but are not limited to, community benefits, including the economic impact the project will have on the local community in terms of the amount of additional tax revenue to be generated for the County, the number of jobs generated for County residents, the level of pay and fringe benefits of such jobs, the training opportunities for apprenticeships and other training programs for County residents generated by the project, and the number and value of subcontracts generated for County subcontractors. These impacts should be measured against the comprehensive land use plan of any affected jurisdiction, applicable ordinances and design standards.
- g. Identify the proposed schedule for the work on the project, including sufficient time for the School Board's review, and the estimated time for completion.
- h. Propose allocation of risk and liability, and assurances for timely completion of the project.
- i. State assumptions related to ownership, legal liability, law enforcement, and operation of the project and the existence of any restrictions on the School Board's use of the project.
- j. Provide information relative to phased or partial openings of the proposed project.
- k. List any other assumptions relied upon for the project to be successful.
- l. List any contingencies that must occur for the project to be successful.
- m. Identify contingency plans for meeting public needs in the event that all or some of the project is not completed according to the projected schedule.
- n. Describe any architectural, building, engineering, or other applicable standards that the proposed project will meet.

3. Project Financing

- a. Provide a preliminary estimate and estimating methodology of the cost of the work by phase, segment, or both.
- b. Submit a plan for the development, financing, and operation of the project showing the anticipated schedule on which funds will be required. Describe the anticipated costs of and proposed sources and uses for such funds including any anticipated debt service

costs. The operational plan should include appropriate staffing levels and associated costs based upon the School Board's adopted operational standards. Include supporting due diligence studies, analyses, or reports.

- c. Include a list and discussion of assumptions underlying all major elements of the plan. Assumptions should include all fees associated with financing given the recommended financing approach. In addition, complete disclosure of interest rate assumptions should be included. Any ongoing operational fees, if applicable, should also be disclosed as well as any assumptions with regard to increases in such fees.
- d. Identify all proposed risk factors and methods for dealing with these factors. Describe methods and remedies associated with any financial default.
- e. Identify any local, state, or federal resources that the proposer contemplates requesting for the project along with an anticipated schedule of resource requirements. Describe the total commitment, if any, expected from governmental sources: identify each source, and the timing of any anticipated commitment, both one-time and ongoing. Such disclosure should include any direct or indirect guarantees or pledges of the School Board's credit or revenue.
- f. Identify the amounts and the terms and conditions for any revenue sources.
- g. Identify any aspect of the project that could disqualify the project from obtaining tax-exempt financing.
- h. Identify any third parties that the private entity contemplates will provide financing for the project and describe the nature and timing of each such commitment.
- i. Identify the need, if any, for the School Board to provide either its general obligation or moral obligation backing. The underlying assumptions should address this need and/or state that the credit would be via a "Service Agreement," for example. Any debt issuance should be expected to receive an investment grade rating from a nationally recognized statistical rating agency. If the natural rating is not investment grade, the School Board may require the use of credit enhancements.
- j. Outline what impact, if any, a drop in interest rates would have on the ultimate annual project cost. Indicate if there is a method to refinance for cost savings or does the firm only receive benefit of this potential.
- k. Outline the financial penalties, if any, that would result should the School Board wish to terminate a project early or restructure the cash flows for some reason of its own choosing. The firm should be specific on this point.
- l. Provide a breakout of the fees to any underwriting firm(s) and the type of obligation the firm(s) are using with a financing component. Be specific as to tax-exempt, taxable, floating rate, fixed rate, etc.

4. Project Benefit and Compatibility

- a. Identify who will benefit from the project, how they will benefit, and how the project will benefit the overall community, region, or state.
- b. Identify any anticipated public support or opposition, as well as any anticipated government support or opposition (including that in any affected jurisdiction), for the project.
- c. Explain the strategy and plans that will be carried out to involve and inform the general public, business community, and governmental agencies in areas affected by the project.
- d. Describe the anticipated significant benefits to the School Board, community, region or state, including anticipated benefits to the economic, social, environmental, transportation and any other condition of the School Board and whether the project is critical to attracting or maintaining competitive industries and businesses to Mecklenburg County or the surrounding region. Such social and economic impacts should include but are not limited to community benefits, including the economic impact the project will have on the local community in terms of the amount of additional tax revenue to be generated for the School Board, the number of jobs generated for County residents, level of pay and fringe benefits of such jobs, the training opportunities for apprenticeships and other training programs for County residents generated by the project, and the number and value of subcontracts generated for County subcontractors.
- e. Describe the project's compatibility with the School Board's and/or affected jurisdiction's local comprehensive plan (including related environmental, land use and facility standards ordinances, where applicable), local infrastructure development plans, transportation plans, the capital improvements plan and capital budget, and/or other government spending plan. Describe the compatibility of the project with local, regional, and state economic development efforts.
- f. Provide a statement setting forth participation efforts that are intended to be undertaken in connection with this project with regard to the following types of businesses: (i) minority-owned businesses, (ii) woman-owned businesses, (iii) small businesses, and (iv) Mecklenburg County businesses.

B. Format for Submissions at Detailed Stage

If the School Board decides to proceed to the detailed phase of review with one or more proposals, the following information must be provided by the private entity unless waived by the School Board:

1. A topographical map (1:2,000 or other appropriate scale) depicting the location of the proposed project.
2. A conceptual site plan indicating proposed location and configuration of the project on the proposed site.

3. Conceptual (single line) plans and elevations depicting the general scope, appearance and configuration of the project.
4. A detailed description of the proposed participation, use and financial involvement of the School Board in the project. Include the proposed terms and conditions for the project if they differ from the School Board's standard form contract.
5. A list of public utility facilities, if any, that will be crossed by the qualifying project and a statement of the plans of the proposer to accommodate such crossings.
6. A statement and strategy setting out the plans for securing all necessary property. The statement must include the names and addresses, if known, of the current owners of the subject property as well as a list of any property the private entity intends to request the public entity to condemn.
7. A detailed listing of all firms, along with their relevant experience and abilities, that will provide specific design, construction and completion guarantees and warranties, and a brief description of such guarantees and warranties along with a record of any prior defaults for performance.
8. A total life-cycle cost, including maintenance, specifying methodology and assumptions of the project or projects including major building systems (e.g., electrical, mechanical, etc.), and the proposed project start date. Include anticipated commitment of all parties; equity, debt, and other financing mechanisms; and a schedule of project revenues and project costs. The life-cycle cost analysis should include, but not be limited to, a detailed analysis of the projected return, rate of return, or both, expected useful life of facility and estimated annual operating expenses using School Board adopted service levels and standards.
9. A detailed discussion of assumptions about user fees or rates, lease payments and other service payments, and the methodology and circumstances for changes, and usage of the projects over the useful life of the projects.
10. Identification of any known government support or opposition, or general public support or opposition for the project. Government or public support should be demonstrated through resolution of official bodies, minutes of meetings, letters, or other official communications.
11. Demonstration of consistency with appropriate School Board and/or affected jurisdiction comprehensive plans (including related environmental, land use and facility standards ordinances, where applicable), infrastructure development plans, transportation plans, the capital improvement plan and capital budget, or indication of the steps required for acceptance into such plans.
12. Explanation of how the proposed project would impact the School Board's and local development plans of each affected jurisdiction.
13. Description of an ongoing performance evaluation system or database to track key performance criteria, including but not limited to schedule, cost, cash management, quality, worker safety, change orders, and legal compliance.

14. Identification of the executive management and the officers and directors of the firm or firms submitting the proposal. In addition, identification of any known conflicts of interest or other disabilities that may impact the School Board 's consideration of the proposal, including the identification of any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interest Act, (Virginia Code Section § 2.2-3100 et seq.).
15. Detailed analysis of the financial feasibility of the proposed project, including its impact on similar facilities operated or planned by the School Board. Include a detailed description of any financing plan proposed for the project, a comparison of that plan with financing alternatives that may be available to the School Board, and all underlying data supporting any conclusions reached in the analysis or the selection by the applicant of the financing plan proposed for the project.
16. Additional material and information as the School Board may reasonably request.
17. Any additional information that the private entity finds appropriate.

VIII. Proposal Evaluation and Selection Criteria

There are several factors that the School Board may wish to consider when evaluating and selecting a proposal under the PPEA. The following are some of the factors that may be considered by the School Board in the evaluation and selection of PPEA proposals; however, the School Board reserves the right to reject any request or proposal at any time for any reason whatsoever.

A. Qualifications and Experience

Factors to be considered in either phase of the School Board's review to determine whether the proposer possesses the requisite qualifications and experience include:

1. Experience, training and preparation with similar projects;
2. Demonstration of ability to perform work;
3. Demonstrated record of successful past performance, including timeliness of project delivery, compliance with plans and specifications, quality of workmanship, cost-control and project safety;
4. Demonstrated conformance with applicable laws, codes, standards, regulations, and agreements on past projects;
5. Leadership structure;
6. Project manager's experience;
7. Management approach;

8. Financial condition;
9. Project ownership; and,
10. Project staffing plans, the skill levels of the proposed workforce, apprenticeship and other training programs offered for the project, and the proposed safety plans for the project.

B. Project Characteristics

Factors to be considered in determining the project characteristics include:

1. Project definition;
2. Proposed project schedule;
3. Operation of the project;
4. Technology and/or technical feasibility;
5. Conformity to laws, regulations, codes, guidelines and standards;
6. Environmental impacts;
7. Condemnation impacts;
8. State and local permits; and
9. Maintenance of the project.

C. Project Financing

Factors to be considered in determining whether the proposed project financing allows adequate access to the necessary capital to finance the project include:

1. Cost and cost benefit to the School Board;
2. Financing and the impact on the debt burden of the School Board or appropriating body;
3. Financial plan, including default implications, overall feasibility and reliability of the plan; operator's past performance with similar plans and similar projects. The degree to which the proposer has conducted due diligence investigation and analysis of the proposed financial plan, and the results of any such inquiries or studies;
4. Opportunity costs assessment;
5. Estimated cost, including debt source, operating costs, etc.;
6. Life-cycle cost analysis;

7. The identity, credit history, and past performance of any third party that will provide financing for the project, and the nature and timing of its commitment, as applicable; and
8. Such other items as the School Board deems appropriate.

In the event that any project is financed through the issuance of obligations that are deemed to be tax-supported debt of the School Board or locality, or if financing such a project may impact the School Board or locality's debt rating or financial position, the School Board or locality may select its own finance team, source, and financing vehicle.

D. Project Benefit and Compatibility

Factors to be considered in determining the proposed project's compatibility with the appropriate local or regional comprehensive or development plans include:

1. Community benefits including the economic impact the project will have on the County in terms of amount of tax revenue generated for the County, the number of jobs generated for area residents, the level of pay and fringe benefits of such jobs, and the number and value of subcontracts generated for County subcontractors;
2. Community support or opposition, or both;
3. Public involvement strategy;
4. Compatibility with existing and planned facilities;
5. Compatibility with local, regional, and state economic development efforts;
6. Compatibility with the School Board's and affected jurisdiction's land use and transportation plans.

E. Other Factors

Other factors that may be considered by the School Board in the evaluation and selection of PPEA proposals include:

1. The proposed cost of the qualifying project;
2. The general reputation, industry experience, and financial capacity of the private entity;
3. The proposed design of the qualifying project;
4. The eligibility of the project for accelerated documentation, review, and selection;
5. Local citizen and government comments;
6. Benefits to the public, including financial and nonfinancial, and whether the project will lead to productivity or efficiency improvements in the School Board's processes or delivery of services to the public;

7. The private entity's compliance with a minority business enterprise participation plan or it's demonstrated good faith effort to comply with the goals of such plan;
8. The private entity's plans to employ local contractors and residents;
9. The recommendation of a committee of representatives of members of the School Board and the appropriating body which may be established to provide advisory oversight for the project; and
10. Other criteria that the School Board deems appropriate.

IX. Additional Review Procedures

A. Public Private Partnership Oversight Advisory Committee

The School Board may, at its discretion, invite the Board of Supervisors, or members thereof, to serve on a joint advisory committee to review the terms of a proposed interim or comprehensive agreement. Such review of terms should include, but not be limited to, the scope, total cost and duration of the proposed project, and whether the project involves or impacts multiple public entities. Timelines for such work by the joint advisory committee should be developed and made available to proposers. Appointment of a joint advisory committee shall be at the discretion of the School Board. There is no requirement that joint review committee be appointed.

B. Appropriating Body

Prior to the execution of any proposed interim or comprehensive agreement, a draft shall be forwarded to the Board of Supervisors for review.

X. Interim and Comprehensive Agreements

Prior to developing or operating the qualifying project, the selected private entity shall enter into a comprehensive agreement with the School Board. Prior to entering a comprehensive agreement, an interim agreement may be entered into that permits a private entity to perform compensable activities related to the project. The School Board may designate a working group to be responsible for negotiating any interim or comprehensive agreement. Any interim or comprehensive agreement shall define the rights and obligations of the School Board and the selected proposer with regard to the project.

A. Interim Agreement Terms

The scope of an interim agreement may include but is not limited to:

1. Project planning and development;
2. Design and engineering;

3. Environmental analysis and mitigation;
4. Survey;
5. Ascertaining the availability of financing for the proposed facility through financial and revenue analysis;
6. Establishing a process and timing of the negotiation of the comprehensive agreement; and
7. Any other provisions related to any aspect of the development or operation of a qualifying project that the parties may deem appropriate prior to the execution of a comprehensive agreement.

B. Comprehensive Agreement Terms

The scope of the comprehensive agreement shall include but not be limited to:

1. The delivery of maintenance, performance and payment bonds or letters of credit in connection with any acquisition, design, construction, improvement, renovation, expansion, equipping, maintenance, or operation of the qualifying project in the forms and amounts satisfactory to the School Board.
2. The review and approval of plans and specifications for the qualifying project by the School Board.
3. The rights of the School Board to inspect the qualifying project to ensure compliance with the comprehensive agreement and any development plans and specifications.
4. The maintenance of a policy or policies of liability insurance or self-insurance, each in form and amount satisfactory to the School Board and reasonably sufficient to ensure coverage of the project and the tort liability to the public and employees, and to enable the continued operation of the qualifying project.
5. The monitoring of the practices of the private entity by the School Board to ensure proper maintenance, safety, use and management of the qualifying project.
6. The terms under which the private entity will reimburse the School Board for services Provided.
7. The policy and procedures that will govern the rights and responsibilities of the School Board and the private entity in the event that the comprehensive agreement is terminated or there is a material default by the private entity including the conditions governing assumption of the duties and responsibilities of the private entity by the School Board and the transfer or purchase of property or other interests of the private entity by the School Board.

8. The terms under which the private entity will file appropriate financial statements on a periodic basis.
9. The mechanism by which user fees, lease payments, or service payments, if any, may be established from time to time upon agreement of the parties. Any payments or fees shall be set at a level that is the same for persons using the facility under like conditions and that will not materially discourage use for the qualifying project. The following conditions must be met, where relevant:
 - a. A copy of any service contract shall be filed with the School Board.
 - b. A schedule of the current user fees or lease payments shall be made available by the private entity to any member of the public upon request.
 - c. Classifications according to reasonable categories for assessment of user fees may be made.
10. The terms and conditions under which the School Board may contribute financial resources, if any, for the qualifying project.
11. The terms and conditions under which existing site conditions will be assessed and addressed, including identification of the responsible party for conducting the assessment and taking necessary remedial action.
12. The terms and conditions under which the School Board will be required to pay money to the private entity, and the amount of any such payments for the project.
13. Other requirements of the PPEA or other applicable law.
14. Such other terms and conditions as the School Board may deem appropriate.

The comprehensive agreement may provide for the development or operation of phases or segments of a qualifying project.

Parties submitting proposals understand that representations, information and data supplied in support of or in connection with proposals play a critical role in the competitive evaluation process and in the ultimate selection of a proposal by the School Board. Accordingly, as part of any interim or comprehensive agreement, the prospective operator and its team members shall certify that all material representations, information and data provided in support of, or in connection with a proposal is true and correct.

Any changes in the terms of the interim or comprehensive agreement as may be agreed upon by the parties from time to time shall be added to the interim or comprehensive agreement by written amendment executed by both the private entity and the School Board.

C. Notice and Posting Requirements

1. In addition to the posting requirements of Section V, the School Board shall hold a public hearing on the proposals during the proposed review process, but not later than 30 days prior to entering into an interim or comprehensive agreement.
2. Once the negotiation phase for the development of an interim or a comprehensive agreement is complete and a decision to award has been made by the School Board, the School Board shall post the proposed agreement in the following manner: on the School Board's website or by publication in a newspaper of general circulation in the area in which the contract work is to be performed, to include a summary of the proposals and the location where copies of the proposals are available for public inspection. Posting may also be on the Department of General Service's centralized procurement website, in the discretion of the School Board.
3. In addition to the posting requirements, at least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions of Virginia Code § 2.2-3705.6(11) shall not be required to be posted, except as otherwise agreed to by the School Board and the private entity.
4. Any studies and analyses considered by the School Board in its review of a proposal shall be disclosed to the appropriating body at some point prior to the execution of an interim or comprehensive agreement.
5. Once an interim agreement or a comprehensive agreement has been entered into, the School Board shall make procurement records available for public inspection, upon request.
 - a. Such procurement records shall include documents protected from disclosure during the negotiation phase on the basis that the release of such documents would have adverse effect on the financial interest or bargaining position of the School Board or private entity in accordance with Section II.D of these Guidelines.
 - b. Such procurement records shall not include (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (Virginia Code § 59.1-336 et seq.) or (ii) financial records, including balance sheets or financial statements of the private entity that are not generally available to the public through regulatory disclosure or otherwise.
6. Within thirty (30) days after entering into a comprehensive agreement, the School Board shall provide a copy of the comprehensive agreement to the Auditor of Public Accounts.

To the extent access to procurement records are compelled or protected by a court order, then the School Board must comply with such order.

XI. Governing Provisions

In the event of any conflict between these guidelines and the PPEA, the terms of the PPEA shall control. All remaining provisions and procedures shall remain in full force and effect.

XII. Terms and Definitions

"Affected jurisdiction" means any county, city, or town in which all or a portion of a qualifying project is located.

"Appropriating body" means the body responsible for appropriating or authorizing funding to pay for a qualifying project.

"Comprehensive agreement" means the comprehensive agreement between the private entity and the responsible public entity that is required prior to the development or operation of a qualifying project.

"Conceptual stage" means the initial phase of project evaluation when the public entity makes a determination whether the proposed project serves a public purpose, meets the criteria for a qualifying project, assesses the qualifications and experience of a private entity proposer, reviews the project for financial feasibility, and warrants further pursuit.

"Cost-benefit analysis" means an analysis that weighs expected costs against expected benefits in order to choose the best option. For example, a city manager may compare the costs and benefits of constructing a new office building to those of renovating and maintaining an existing structure in order to select the most financially advantageous option.

"Detailed stage" means the second phase of project evaluation where the public entity has completed the conceptual stage and accepted the proposal and may request additional information regarding a proposed project prior to entering into competitive negotiations with one or more private entities to develop an interim or comprehensive agreement.

"Develop" or "development" means to plan, design, develop, finance, lease, acquire, install, construct, or expand.

"Interim agreement" means an agreement between a private entity and a responsible public entity that provides for phasing of the development or operation, or both, of a qualifying project. Such phases may include, but are not limited to, design, planning, engineering, environmental analysis and mitigation, financial and revenue analysis, or any other phase of the project that constitutes activity on any part of the qualifying project.

"Lease payment" means any form of payment, including a land lease, by a public entity to the private entity for the use of a qualifying project.

"Lifecycle cost analysis" means an analysis that calculates cost of an asset over its entire life span and includes the cost of planning, constructing, operating, maintaining, replacing, and when applicable, salvaging the asset. Although one proposal may have a lower initial construction cost, it may not have the lowest lifecycle cost once maintenance, replacement, and salvage value is considered.

"Material default" means any default by the private entity in the performance of its duties that jeopardizes adequate service to the public from a qualifying project.

"Operate" means to finance, maintain, improve, equip, modify, repair, or operate.

"Opportunity cost" means the cost of passing up another choice when making a decision or the increase in costs due to delays in making a decision.

"Private entity" means any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, or other business entity.

"Public entity" means the Commonwealth and any agency or authority thereof, any county, city or town and any other political subdivision of the Commonwealth, any public body politic and corporate, or any regional entity that serves a public purpose.

"Qualifying project" means (i) any education facility, including, but not limited to a school building, any functionally related and subordinate facility and land of a school building (including any stadium or other facility primarily used for school events), and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education; (ii) any building or facility that meets a public purpose and is developed or operated by or for any public entity; (iii) any improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity; (iv) utility and telecommunications and other communications infrastructure; (v) a recreational facility; (vi) technology infrastructure and services, including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services; (vii) any services designed to increase the productivity or efficiency of the responsible public entity through the use of technology or other means; or (viii) any technology, equipment, or infrastructure designed to deploy wireless broadband services to schools, businesses or residential areas; (ix) any improvements necessary or desirable to any unimproved locally- or state-owned real estate; or (x) any solid waste management facility as defined in Virginia Code Section 10.1-1400 that produces electric energy from solid waste.

"Responsible public entity" means a public entity that has the power to develop or operate the applicable qualifying project.

"Revenues" means all revenues, income, earnings, user fees, lease payments, or other service payments arising out of or in connection with supporting the development or operation of a qualifying project, including without limitation, money received as grants or otherwise from the United States of America, from any public entity, or from any agency or instrumentality of the foregoing in aid of such facility.

"Service contract" means a contract entered into between a public entity and the private entity pursuant to Virginia Code § 56-575.5.

"Service payments" means payments to the private entity of a qualifying project pursuant to a service contract.

"State" means the Commonwealth of Virginia.

"User fees" mean the rates, fees, or other charges imposed by the private entity of a qualifying project for use of all or a portion of such qualifying project pursuant to the comprehensive agreement pursuant to § Virginia Code §56-575.9.

Appendix I

The Virginia Public-Private Education Facilities and Infrastructure Act of 2002 (“Act”), as amended, is found at Code of Virginia Title 56, Chapter 22.1, Section 56-575.1 thru 56-575.18. Below is the Act as amended through 2013 and as portrayed on the Legislative Information Services Website: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+TOC5600000002200000000000>.

This Appendix is meant to reserve a place for the most up-to-date and accurate version of the Act. If there is a discrepancy between the language below and the most current codification of the Act, the most current codification of the Act replaces any conflicting or insufficient language in this Appendix.

§ 56-575.1. Definitions

As used in this chapter, unless the context requires a different meaning:

"Affected jurisdiction" means any county, city or town in which all or a portion of a qualifying project is located.

"Appropriating body" means the body responsible for appropriating or authorizing funding to pay for a qualifying project.

"Commission" means the State Corporation Commission.

"Comprehensive agreement" means the comprehensive agreement between the private entity and the responsible public entity required by § 56-575.9.

"Develop" or "development" means to plan, design, develop, finance, lease, acquire, install, construct, or expand.

"Interim agreement" means an agreement between a private entity and a responsible public entity that provides for phasing of the development or operation, or both, of a qualifying project. Such phases may include, but are not limited to, design, planning, engineering, environmental analysis and mitigation, financial and revenue analysis, or any other phase of the project that constitutes activity on any part of the qualifying project.

"Lease payment" means any form of payment, including a land lease, by a public entity to the private entity for the use of a qualifying project.

"Material default" means any default by the private entity in the performance of its duties under subsection E of § 56-575.8 that jeopardizes adequate service to the public from a qualifying project.

"Operate" means to finance, maintain, improve, equip, modify, repair, or operate.

"Private entity" means any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, non-profit entity, or other business entity.

"Public entity" means the Commonwealth and any agency or authority thereof, any county, city or town and any other political subdivision of the Commonwealth, any public body politic and corporate, or any regional entity that serves a public purpose.

"Qualifying project" means (i) any education facility, including, but not limited to a school building, any functionally related and subordinate facility and land to a school building (including any stadium or other facility primarily used for school events), and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education; (ii) any building or facility that meets a public purpose and is developed or operated by or for any public entity; (iii) any improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity; (iv) utility and telecommunications and other communications infrastructure; (v) a recreational facility; (vi) technology infrastructure, services, and applications, including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services; (vii) any services designed to increase the productivity or efficiency of the responsible public entity through the use of technology or other means, (viii) any technology, equipment, or infrastructure designed to deploy wireless broadband services to schools, businesses, or residential areas; (ix) any improvements necessary or desirable to any unimproved locally- or state-owned real estate; or (x) any solid waste management facility as defined in § 10.1-1400 that produces electric energy derived from solid waste.

"Responsible public entity" means a public entity that has the power to develop or operate the applicable qualifying project.

"Revenues" means all revenues, income, earnings, user fees, lease payments, or other service payments arising out of or in connection with supporting the development or operation of a qualifying project, including without limitation, money received as grants or otherwise from the United States of America, from any public entity, or from any agency or instrumentality of the foregoing in aid of such facility.

"Service contract" means a contract entered into between a public entity and the private entity pursuant to § 56-575.5.

"Service payments" means payments to the private entity of a qualifying project pursuant to a service contract.

"State" means the Commonwealth of Virginia.

"User fees" mean the rates, fees or other charges imposed by the private entity of a qualifying project for use of all or a portion of such qualifying project pursuant to the comprehensive agreement pursuant to § 56-575.9.

§ 56-575.2. Declaration of public purpose

A. The General Assembly finds that:

1. There is a public need for timely acquisition, design, construction, improvement, renovation, expansion, equipping, maintenance, operation, implementation, or installation of education facilities, technology infrastructure and other public infrastructure and government facilities within the Commonwealth that serve a public need and purpose;
2. Such public need may not be wholly satisfied by existing methods of procurement in which qualifying projects are acquired, designed, constructed, improved, renovated, expanded, equipped, maintained, operated, implemented, or installed;
3. There are inadequate resources to develop new education facilities, technology infrastructure and other public infrastructure and government facilities for the benefit of citizens of the Commonwealth, and there is demonstrated evidence that public-private partnerships can meet these needs by improving the schedule for delivery, lowering the cost, and providing other benefits to the public;
4. Financial incentives exist under state and federal tax provisions that promote public entities to enter into partnerships with private entities to develop qualifying projects;
5. Authorizing private entities to develop or operate one or more qualifying projects may result in the availability of such projects to the public in a more timely or less costly fashion, thereby serving the public safety, benefit, and welfare.

B. An action under § 56-575.4 shall serve the public purpose of this chapter if such action facilitates the timely development or operation of qualifying projects.

C. It is the intent of this chapter, among other things, to encourage investment in the Commonwealth by private entities and facilitate the bond financing provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 or other similar financing mechanisms, private capital and other funding sources that support the development or operation of qualifying projects, to the end that financing for qualifying projects be expanded and accelerated to improve and add to the convenience of the public, and such that public and private entities may have the greatest possible flexibility in contracting with each other for the provision of the public services that are the subject of this chapter.

D. This chapter shall be liberally construed in conformity with the purposes hereof.

§ 56-575.3. Prerequisite for operation of a qualifying project

A. Any private entity seeking authorization under this chapter to develop or operate a qualifying project shall first obtain approval of the responsible public entity under § 56-575.4. Such private entity may initiate the approval process by requesting approval pursuant to subsection A of § 56-575.4 or the responsible public entity may request proposals or invite bids pursuant to subsection B of § 56-575.4.

B. Any facility, building, infrastructure or improvement included in a proposal as a part of a qualifying project shall be identified specifically or conceptually.

C. Upon receipt by the responsible public entity of a proposal submitted by a private entity initiating the approval process pursuant to subsection A of § 56-575.4, the responsible public entity shall determine whether to accept such proposal for consideration in accordance with § 56-575.16. If the responsible public entity determines not to accept for consideration the proposal submitted by the private entity pursuant to subsection A of § 56-575.4, it shall return the proposal, together with all fees and accompanying documentation, to the private entity.

D. The responsible public entity may reject any proposal initiated by a private entity pursuant to subsection A of § 56-575.4 at any time. If the responsible public entity rejects a proposal initiated by a private entity that purports to develop specific cost savings, the public entity shall specify the basis for the rejection.

§ 56-575.3:1. Adoption of guidelines by responsible public entities

A. A responsible public entity shall, prior to requesting or considering a proposal for a qualifying project, adopt and make publicly available guidelines that are sufficient to enable the responsible public entity to comply with this chapter. Such guidelines shall be reasonable, encourage competition, and guide the selection of projects under the purview of the responsible public entity.

B. For a responsible public entity that is an agency or institution of the Commonwealth, the guidelines shall include, but not be limited to:

1. Opportunities for competition through public notice and availability of representatives of the responsible public entity to meet with private entities considering a proposal;
2. Reasonable criteria for choosing among competing proposals;
3. Suggested timelines for selecting proposals and negotiating an interim or comprehensive agreement;
4. Authorization for accelerated selection and review and documentation timelines for proposals involving a qualifying project that the responsible public entity deems a priority;
5. Financial review and analysis procedures that shall include, at a minimum, a cost-benefit analysis, an assessment of opportunity cost, and consideration of the results of all studies and analyses related to the proposed qualifying project. These procedures shall also include requirements for the disclosure of such analysis to the appropriating body for review prior to execution of an interim or comprehensive agreement;
6. Consideration of the nonfinancial benefits of a proposed qualifying project;
7. A mechanism for the appropriating body to review a proposed interim or comprehensive agreement prior to execution, which shall be in compliance with applicable law and the provisions of subsection I of § 56-575.4 pertaining to the approval of qualifying projects;
8. Establishment of criteria for (i) the creation of and the responsibilities of a public-private partnership oversight committee with members representing the responsible public entity and the appropriating body or (ii) compliance with the requirements of Chapter 42 (§ 30-278 et seq.) of Title 30. Such criteria shall

include the scope, costs, and duration of the qualifying project, as well as whether the project involves or impacts multiple public entities. The oversight committee, if formed, shall be an advisory committee to review the terms of any proposed interim or comprehensive agreement;

9. Analysis of the adequacy of the information released when seeking competing proposals and providing for the enhancement of that information, if deemed necessary, to encourage competition pursuant to subsection G of § 56-575.4;

10. Establishment of criteria, key decision points, and approvals required to ensure that the responsible public entity considers the extent of competition before selecting proposals and negotiating an interim or comprehensive agreement; and

11. The posting and publishing of public notice of a private entity's request for approval of a qualifying project, including (i) specific information and documentation to be released regarding the nature, timing, and scope of the qualifying project pursuant to subsection A of § 56-575.4; (ii) a reasonable time period as determined by the responsible public entity to encourage competition and public-private partnerships in accordance with the goals of this chapter, such reasonable period not to be less than 45 days, during which time the responsible public entity shall receive competing proposals pursuant to subsection A of § 56-575.4; and (iii) a requirement for advertising the public notice in the Virginia Business Opportunities publication and posting a notice on the Commonwealth's electronic procurement website shall be included.

C. For a responsible public entity that is not an agency or institution of the Commonwealth the guidelines may include the provisions set forth in subsection B in the discretion of such public entity. However, the guidelines of a responsible public entity that is not an agency or institution of the Commonwealth shall include:

1. A requirement that it engage the services of qualified professionals, which may include an architect, professional engineer, or certified public accountant, not otherwise employed by the responsible public entity, to provide independent analysis regarding the specifics, advantages, disadvantages, and the long- and short-term costs of any request by a private entity for approval of a qualifying project unless the governing body of the responsible public entity determines that such analysis of a request by a private entity for approval of a qualifying project shall be performed by employees of the responsible public entity; and

2. A mechanism for the appropriating body to review a proposed interim or comprehensive agreement prior to execution.

§ 56-575.4. Approval of qualifying projects by the responsible public entity

A. A private entity may request approval of a qualifying project by the responsible public entity. Any such request shall be accompanied by the following material and information unless waived by the responsible public entity:

1. A topographic map (1:2,000 or other appropriate scale) indicating the location of the qualifying project;

2. A description of the qualifying project, including the conceptual design of such facility or facilities or a conceptual plan for the provision of services or technology infrastructure, and a schedule for the initiation of and completion of the qualifying project to include the proposed major responsibilities and timeline for activities to be performed by both the public and private entity;
3. A statement setting forth the method by which the private entity proposes to secure necessary property interests required for the qualifying project;
4. Information relating to the current plans for development of facilities or technology infrastructure to be used by a public entity that are similar to the qualifying project being proposed by the private entity, if any, of each affected local jurisdiction;
5. A list of all permits and approvals required for the qualifying project from local, state, or federal agencies and a projected schedule for obtaining such permits and approvals;
6. A list of public utility facilities, if any, that will be crossed by the qualifying project and a statement of the plans of the private entity to accommodate such crossings;
7. A statement setting forth the private entity's general plans for financing the qualifying project including the sources of the private entity's funds and identification of any dedicated revenue source or proposed debt or equity investment on the behalf of the private entity;
8. The names and addresses of the persons who may be contacted for further information concerning the request;
9. User fees, lease payments, and other service payments over the term of the interim or comprehensive agreement pursuant to § 56-575.9 or 56-575.9:1 and the methodology and circumstances for changes to such user fees, lease payments, and other service payments over time; and
10. Such additional material and information as the responsible public entity may reasonably request.

B. The responsible public entity may request proposals or invite bids from private entities for the development or operation of qualifying projects.

C. The responsible public entity may grant approval of the development or operation of the education facility, technology infrastructure or other public infrastructure or government facility needed by a public entity as a qualifying project, or the design or equipping of a qualifying project so developed or operated, if the responsible public entity determines that the project serves the public purpose of this chapter. The responsible public entity may determine that the development or operation of the qualifying project as a qualifying project serves such public purpose if:

1. There is a public need for or benefit derived from the qualifying project of the type the private entity proposes as a qualifying project;
2. The estimated cost of the qualifying project is reasonable in relation to similar facilities; and

3. The private entity's plans will result in the timely development or operation of the qualifying project.

In evaluating any request, the responsible public entity may rely upon internal staff reports prepared by personnel familiar with the operation of similar facilities or the advice of outside advisors or consultants having relevant experience.

D. The responsible public entity may charge a reasonable fee to cover the costs of processing, reviewing and evaluating the request, including without limitation, reasonable attorney's fees and fees for financial, technical, and other necessary advisors or consultants.

E. The approval of the responsible public entity shall be subject to the private entity's entering into an interim or comprehensive agreement pursuant to § 56-575.9 with the responsible public entity.

F. In connection with its approval of the qualifying project, the responsible public entity shall establish a date for the commencement of activities related to the qualifying project. The responsible public entity may extend such date from time to time.

G. The responsible public entity shall take appropriate action to protect confidential and proprietary information provided by the private entity pursuant to an agreement under subdivision 11 of § 2.2-3705.6.

H. Nothing in this chapter or in an interim or comprehensive agreement entered into pursuant to this chapter shall be deemed to enlarge, diminish or affect the authority, if any, otherwise possessed by the responsible public entity to take action that would impact the debt capacity of the Commonwealth.

I. Prior to entering into the negotiation of an interim or comprehensive agreement, each responsible public entity that is an agency or institution of the Commonwealth shall submit copies of detailed proposals to the Public-Private Partnership Advisory Commission as provided by Chapter 42 (§ 30-278 et seq.) of Title 30.

J. Any proposed comprehensive agreement for a qualifying project where the responsible public entity is an agency or institution of the Commonwealth that (i) creates state tax-supported debt, (ii) requires a level of appropriation significantly beyond the appropriation received by the responsible public entity in the most recent appropriation act, or (iii) significantly alters the Commonwealth's discretion to change the level of services or the funding for such services over time, shall be reviewed by the appropriating body prior to execution.

§ 56-575.5. Service contracts

In addition to any authority otherwise conferred by law, any public entity may contract with a private entity for the delivery of services to be provided as part of a qualifying project in exchange for such service payments and other consideration as such public entity may deem appropriate.

§ 56-575.6. Affected local jurisdictions

A. Any private entity requesting approval from, or submitting a proposal to, a responsible public entity under § 56-575.4 shall notify each affected local jurisdiction by furnishing a copy of its request or proposal to each affected local jurisdiction.

B. Each affected local jurisdiction that is not a responsible public entity for the respective qualifying project shall, within sixty days after receiving such notice, submit any comments it may have in writing on the proposed qualifying project to the responsible public entity and indicate whether the facility is compatible with the local comprehensive plan, local infrastructure development plans, the capital improvements budget, or other government spending plan. Such comments shall be given consideration by the responsible public entity prior to entering a comprehensive agreement pursuant to § 56-575.9 with a private entity.

§ 56-575.7. Dedication of public property

Any public entity may dedicate any property interest, including land, improvements, and tangible personal property, that it has for public use in a qualifying project if it finds that so doing will serve the public purpose of this chapter by minimizing the cost of a qualifying project to the public entity or reducing the delivery time of a qualifying project. In connection with such dedication, a public entity may convey any property interest that it has, subject to the conditions imposed by general law governing such conveyances, to the private entity subject to the provisions of this chapter, for such consideration as such public entity may determine. The aforementioned consideration may include, without limitation, the agreement of the private entity to develop or operate the qualifying project. The property interests that the public entity may convey to the private entity in connection with a dedication under this section may include licenses, franchises, easements, or any other right or interest the public entity deems appropriate.

§ 56-575.8. Powers and duties of the private entity

A. The private entity shall have all power allowed by law generally to a private entity having the same form of organization as the private entity and shall have the power to develop or operate the qualifying project and collect lease payments, impose user fees or enter into service contracts in connection with the use thereof.

B. The private entity may own, lease or acquire any other right to use or operate the qualifying project.

C. Any financing of the qualifying project may be in such amounts and upon such terms and conditions as may be determined by the private entity. Without limiting the generality of the foregoing, the private entity may issue debt, equity or other securities or obligations, enter into sale and leaseback transactions and secure any financing with a pledge of, security interest in, or lien on, any or all of its property, including all of its property interests in the qualifying project.

D. In operating the qualifying project, the private entity may:

1. Make classifications according to reasonable categories for assessment of user fees; and
2. With the consent of the responsible public entity, make and enforce reasonable rules to the same extent that the responsible public entity may make and enforce rules with respect to similar facilities.

E. The private entity shall:

1. Develop or operate the qualifying project in a manner that is acceptable to the responsible public entity, all in accordance with the provisions of the interim or comprehensive agreement pursuant to § 56-575.9 or 56-575.9:1;
2. Keep the qualifying project open for use by the members of the public at all times, or as appropriate based upon the use of the facility, after its initial opening upon payment of the applicable user fees, lease payments, or service payments; provided that the qualifying project may be temporarily closed because of emergencies or, with the consent of the responsible public entity, to protect the safety of the public or for reasonable construction or maintenance activities. In the event that a qualifying project is technology infrastructure, access may be limited as determined by the conditions of the interim or comprehensive agreement;
3. Maintain, or provide by contract for the maintenance or upgrade of the qualifying project, if required by the interim or comprehensive agreement;
4. Cooperate with the responsible public entity in making best efforts to establish any interconnection with the qualifying project requested by the responsible public entity; and
5. Comply with the provisions of the interim or comprehensive agreement and any lease or service contract.

F. Nothing shall prohibit an private entity of a qualifying project from providing additional services for the qualifying project to public or private entities other than the responsible public entity so long as the provision of additional service does not impair the private entity's ability to meet its commitments to the responsible public entity pursuant to the interim or comprehensive agreement as provided for in § 56-575.9 or 56-575.9:1.

§ 56-575.9. Comprehensive agreement

A. Prior to developing or operating the qualifying project, the private entity shall enter into a comprehensive agreement with the responsible public entity. The comprehensive agreement shall provide for:

1. Delivery of maintenance, performance and payment bonds, letters of credit in connection with the development or operation of the qualifying project, in the forms and amounts satisfactory to the responsible public entity and in compliance with § 2.2-4337 for those components of the qualifying project that involve construction;
2. Review of plans and specifications for the qualifying project by the responsible public entity and approval by the responsible public entity if the plans and specifications conform to standards acceptable to the responsible public entity. This shall not be construed as requiring the private entity to complete design of a qualifying project prior to the execution of a comprehensive agreement;

3. Inspection of the qualifying project by the responsible public entity to ensure that the private entity's activities are acceptable to the responsible public entity in accordance with the provisions of the comprehensive agreement;

4. Maintenance of a policy or policies of public liability insurance (copies of which shall be filed with the responsible public entity accompanied by proofs of coverage) or self-insurance, each in form and amount satisfactory to the responsible public entity and reasonably sufficient to insure coverage of tort liability to the public and employees and to enable the continued operation of the qualifying project;

5. Monitoring of the practices of the private entity by the responsible public entity to ensure that the qualifying project is properly maintained;

6. Reimbursement to be paid to the responsible public entity for services provided by the responsible public entity;

7. Filing of appropriate financial statements on a periodic basis; and

8. Policies and procedures governing the rights and responsibilities of the responsible public entity and the private entity in the event the comprehensive agreement is terminated or there is a material default by the private entity. Such policies and guidelines shall include conditions governing assumption of the duties and responsibilities of the private entity by the responsible public entity and the transfer or purchase of property or other interests of the private entity by the responsible public entity.

B. The comprehensive agreement shall provide for such user fees, lease payments, or service payments as may be established from time to time by agreement of the parties. A copy of any service contract shall be filed with the responsible public entity. In negotiating user fees under this section, the parties shall establish payments or fees that are the same for persons using the facility under like conditions and that will not materially discourage use of the qualifying project. The execution of the comprehensive agreement or any amendment thereto shall constitute conclusive evidence that the user fees, lease payments, or service payments provided for comply with this chapter. User fees or lease payments established in the comprehensive agreement as a source of revenues may be in addition to, or in lieu of, service payments.

C. In the comprehensive agreement, the responsible public entity may agree to make grants or loans to the private entity from time to time from amounts received from the federal, state, or local government or any agency or instrumentality thereof.

D. The comprehensive agreement shall incorporate the duties of the private entity under this chapter and may contain such other terms and conditions that the responsible public entity determines serve the public purpose of this chapter. Without limitation, the comprehensive agreement may contain provisions under which the responsible public entity agrees to provide notice of default and cure rights for the benefit of the private entity and the persons specified therein as providing financing for the qualifying project. The comprehensive agreement may contain such other lawful terms and conditions to which the private entity and the responsible public entity mutually agree, including, without limitation, provisions regarding unavoidable delays or provisions providing for a loan of public funds to the private entity to develop or

operate one or more qualifying projects. The comprehensive agreement may also contain provisions where the authority and duties of the private entity under this chapter shall cease, and the qualifying project is dedicated to the responsible public entity or, if the qualifying project was initially dedicated by an affected local jurisdiction, to such affected local jurisdiction for public use.

E. Any changes in the terms of the comprehensive agreement, as may be agreed upon by the parties from time to time, shall be added to the comprehensive agreement by written amendment.

F. When a responsible public entity that is not an agency or authority of the Commonwealth enters into a comprehensive agreement pursuant to this chapter, it shall within 30 days thereafter submit a copy of the comprehensive agreement to the Auditor of Public Accounts.

G. The comprehensive agreement may provide for the development or operation of phases or segments of the qualifying project.

§ 56-575.9:1. Interim agreement

Prior to or in connection with the negotiation of the comprehensive agreement, the responsible public entity may enter into an interim agreement with the private entity proposing the development or operation of the qualifying project. Such interim agreement may (i) permit the private entity to commence activities for which it may be compensated relating to the proposed qualifying project, including, but not limited to, project planning and development, design and engineering, environmental analysis and mitigation, survey, and ascertaining the availability of financing for the proposed facility or facilities; (ii) establish the process and timing of the negotiation of the comprehensive agreement; and (iii) contain any other provisions related to any aspect of the development or operation of a qualifying project that the parties may deem appropriate.

§ 56-575.10. Federal, state and local assistance

A. Any financing of a qualifying facility may be in such amounts and upon such terms and conditions as may be determined by the parties to the interim or comprehensive agreement. Without limiting the generality of the terms and conditions of the financing, the private entity and the responsible public entity may propose to utilize any and all funding resources that may be available to them and may, to the fullest extent permitted by applicable law, issue debt, equity, or other securities or obligations, enter into leases, access any designated trust funds, borrow or accept grants from any state infrastructure bank, and secure any financing with a pledge of, security interest in, or lien on, any or all of its property, including all of its property interests in the qualifying facility.

B. The responsible public entity may take any action to obtain federal, state, or local assistance for a qualifying project that serves the public purpose of this chapter and may enter into any contracts required to receive such assistance. If the responsible public entity is a state agency, any funds received from the state or federal government, or any agency or instrumentality thereof shall be subject to appropriation by the General Assembly. The responsible public entity may determine that it serves the public purpose of this chapter for all or any portion of the costs of a qualifying project to be paid, directly or indirectly, from the

proceeds of a grant or loan made by the local, state, or federal government or any agency or instrumentality thereof.

§ 56-575.11. Material default; remedies

A. In the event of a material default by the private entity, the responsible public entity may elect to assume the responsibilities and duties of the private entity of the qualifying project, and in such case, it shall succeed to all of the right, title and interest in such qualifying project, subject to any liens on revenues previously granted by the private entity to any person providing financing thereof.

B. Any responsible public entity having the power of condemnation under state law may exercise such power of condemnation to acquire the qualifying project in the event of a material default by the private entity. Any person who has provided financing for the qualifying project, and the private entity, to the extent of its capital investment, may participate in the condemnation proceedings with the standing of a property owner.

C. The responsible public entity may terminate, with cause, the interim or comprehensive agreement and exercise any other rights and remedies that may be available to it at law or in equity.

D. The responsible public entity may make or cause to be made any appropriate claims under the maintenance, performance, or payment bonds; or lines of credit required by subsection A 1 of § 56-575.9.

E. In the event the responsible public entity elects to take over a qualifying project pursuant to subsection A, the responsible public entity may develop or operate the qualifying project, impose user fees, impose and collect lease payments for the use thereof and comply with any service contracts as if it were the private entity. Any revenues that are subject to a lien shall be collected for the benefit of and paid to secured parties, as their interests may appear, to the extent necessary to satisfy the private entity's obligations to secured parties, including the maintenance of reserves. Such liens shall be correspondingly reduced and, when paid off, released. Before any payments to, or for the benefit of, secured parties, the responsible public entity may use revenues to pay current operation and maintenance costs of the qualifying project, including compensation to the responsible public entity for its services in operating and maintaining the qualifying project. The right to receive such payment, if any, shall be considered just compensation for the qualifying project. The full faith and credit of the responsible public entity shall not be pledged to secure any financing of the private entity by the election to take over the qualifying project. Assumption of operation of the qualifying project shall not obligate the responsible public entity to pay any obligation of the private entity from sources other than **revenues**.

§ 56-575.12. Condemnation

At the request of the private entity, the responsible public entity may exercise any power of condemnation that it has under law for the purpose of acquiring any lands or estates or interests therein to the extent that the responsible public entity finds that such action serves the public purpose of this chapter. Any amounts to be paid in any such condemnation proceeding shall be paid by the private entity.

§ 56-575.13. Utility crossing

The private entity and each public service company, public utility, railroad, and cable television provider, whose facilities are to be crossed or affected shall cooperate fully with the other entity in planning and arranging the manner of the crossing or relocation of the facilities. Any such entity possessing the power of condemnation is hereby expressly granted such powers in connection with the moving or relocation of facilities to be crossed by the qualifying project or that must be relocated to the extent that such moving or relocation is made necessary or desirable by construction of, renovation to, or improvements to the qualifying project, which shall be construed to include construction of, renovation to, or improvements to temporary facilities for the purpose of providing service during the period of construction or improvement. Any amount to be paid for such crossing, construction, moving or relocating of facilities shall be paid for by the private entity. Should the private entity and any such public service company, public utility, railroad, and cable television provider not be able to agree upon a plan for the crossing or relocation, the Commission may determine the manner in which the crossing or relocation is to be accomplished and any damages due arising out of the crossing or relocation. The Commission may employ expert engineers who shall examine the location and plans for such crossing or relocation, hear any objections and consider modifications, and make a recommendation to the Commission. In such a case, the cost of the experts is to be borne by the private entity. Such determination shall be made by the Commission within ninety days of notification by the private entity that the qualifying project will cross utilities subject to the Commission's jurisdiction.

§ 56-575.14. Police powers; violations of law

All police officers of the Commonwealth and of each affected local jurisdiction shall have the same powers and jurisdiction within the limits of such qualifying project as they have in their respective areas of jurisdiction and such police officers shall have access to the qualifying project at any time for the purpose of exercising such powers and jurisdiction.

§ 56-575.15. Sovereign immunity

Nothing in this chapter shall be construed as or deemed a waiver of the sovereign immunity of the Commonwealth, any responsible public entity or any affected local jurisdiction or any officer or employee thereof with respect to the participation in, or approval of all or any part of the qualifying project or its operation, including but not limited to interconnection of the qualifying project with any other infrastructure or project. Counties, cities and towns in which a qualifying project is located shall possess sovereign immunity with respect to its design, construction, and operation.

§ 56-575.16. Procurement

The Virginia Public Procurement Act (§ 2.2-4300 et seq.) and any interpretations, regulations, or guidelines of the Division of Engineering and Buildings of the Department of General Services or the Virginia Information Technologies Agency, including the Capital Outlay Manual and those interpretations, regulations or guidelines developed pursuant to §§ 2.2-1131, 2.2-1132, 2.2-1133, 2.2-1149, and 2.2-1502, except those developed by the Division or the Virginia Information Technologies Agency in accordance with this chapter when the Commonwealth is the responsible public entity, shall not apply to this chapter. However, a responsible public entity may enter into a comprehensive agreement only in accordance with guidelines adopted by it as follows:

1. A responsible public entity may enter into a comprehensive agreement in accordance with guidelines adopted by it that are consistent with procurement through competitive sealed bidding as set forth in § 2.2-4302.1 and subsection B of § 2.2-4310.

2. A responsible public entity may enter into a comprehensive agreement in accordance with guidelines adopted by it that are consistent with the procurement of "other than professional services" through competitive negotiation as set forth in § 2.2-4302.2 and subsection B of § 2.2-4310. Such responsible public entity shall not be required to select the proposal with the lowest price offer, but may consider price as one factor in evaluating the proposals received. Other factors that may be considered include (i) the proposed cost of the qualifying facility; (ii) the general reputation, industry experience, and financial capacity of the private entity; (iii) the proposed design of the qualifying project; (iv) the eligibility of the facility for accelerated selection, review, and documentation timelines under the responsible public entity's guidelines; (v) local citizen and government comments; (vi) benefits to the public; (vii) the private entity's compliance with a minority business enterprise participation plan or good faith effort to comply with the goals of such plan; (viii) the private entity's plans to employ local contractors and residents; and (ix) other criteria that the responsible public entity deems appropriate.

A responsible public entity shall proceed in accordance with the guidelines adopted by it pursuant to subdivision 1 unless it determines that proceeding in accordance with the guidelines adopted by it pursuant to this subdivision is likely to be advantageous to the responsible public entity and the public, based on (i) the probable scope, complexity, or priority of the project; (ii) risk sharing including guaranteed cost or completion guarantees, added value or debt or equity investments proposed by the private entity; or (iii) an increase in funding, dedicated revenue source or other economic benefit that would not otherwise be available. When the responsible public entity determines to proceed according to the guidelines adopted by it pursuant to this subdivision, it shall state the reasons for its determination in writing. If a state agency is the responsible public entity, the approval of the responsible Governor's Secretary, or the Governor, shall be required before the responsible public entity may enter into a comprehensive agreement pursuant to this subdivision.

3. Nothing in this chapter shall authorize or require that a responsible public entity obtain professional services through any process except in accordance with guidelines adopted by it that are consistent with the procurement of "professional services" through competitive negotiation as set forth in § 2.2-4302.2 and subsection B of § 2.2-4310.

4. A responsible public entity shall not proceed to consider any request by a private entity for approval of a qualifying project until the responsible public entity has adopted and made publicly available guidelines pursuant to § 56-575.3:1 that are sufficient to enable the responsible public entity to comply with this chapter.

5. A responsible public entity that is a school board or a county, city, or town may enter into an interim or comprehensive agreement under this chapter only with the approval of the local governing body

§ 56-575.17. Posting of conceptual proposals; public comment; public access to procurement records.

A. Conceptual proposals submitted in accordance with subsection A or B of § 56-575.4 to a responsible public entity shall be posted by the responsible public entity within 10 working days after acceptance of such proposals as follows:

1. For responsible public entities that are state agencies, authorities, departments, institutions, and other units of state government, posting shall be on the Department of General Services' centralized electronic procurement website; and

2. For responsible public entities that are local bodies, posting shall be on the responsible public entity's website or on the Department of General Services' central electronic procurement website. In addition, such public bodies may publish in a newspaper of general circulation in the area in which the contract is to be performed a summary of the proposals and the location where copies of the proposals are available for public inspection. Such local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

In addition to the posting requirements, at least one copy of the proposals shall be made available for public inspection. Nothing in this section shall be construed to prohibit the posting of the conceptual proposals by additional means deemed appropriate by the responsible public entity so as to provide maximum notice to the public of the opportunity to inspect the proposals. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions of subdivision 11 of § 2.2-3705.6 shall not be required to be posted, except as otherwise agreed to by the responsible public entity and the private entity.

B. The responsible public entity shall hold a public hearing on the proposals during the proposal review process, but not later than 30 days prior to entering into an interim or comprehensive agreement.

C. Once the negotiation phase for the development of an interim or a comprehensive agreement is complete, but before an interim agreement or a comprehensive agreement is entered into, a responsible public entity shall make available the proposed agreement in a manner provided in subsection A.

D. Once an interim agreement or a comprehensive agreement has been entered into, a responsible public entity shall make procurement records available for public inspection, upon request. For the purposes of this subsection, procurement records shall not be interpreted to include (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) or (ii) financial records, including balance sheets or financial statements of the private entity that are not generally available to the public through regulatory disclosure or otherwise.

E. Cost estimates relating to a proposed procurement transaction prepared by or for a responsible public entity shall not be open to public inspection.

F. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

G. The provisions of this section shall apply to accepted proposals regardless of whether the process of bargaining will result in an interim or a comprehensive agreement.

§ 56-575.17:1. Contributions and gifts; prohibition during approval process

A. No private entity that has submitted a bid or proposal to a public entity that is an executive branch agency directly responsible to the Governor and is seeking to develop or operate a qualifying project pursuant to this chapter, and no individual who is an officer or director of such a private entity, shall knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a contribution or gift to the Governor, his political action committee, or the Governor's Secretaries, if the Secretary is responsible to the Governor for an executive branch agency with jurisdiction over the matters at issue, following the submission of a proposal under this chapter until the execution of a comprehensive agreement thereunder. The provisions of this section shall apply only for any proposal or an interim or comprehensive agreement where the stated or expected value of the contract is \$5 million or more.

B. Any person who knowingly violates this section shall be subject to a civil penalty of \$500 or up to two times the amount of the contribution or gift, whichever is greater. The attorney for the Commonwealth shall initiate civil proceedings to enforce the civil penalties. Any civil penalties collected shall be payable to the State Treasurer for deposit to the general fund.

§ 56-575.18. Auditor of Public Accounts

The Auditor of Public Accounts shall periodically review interim and comprehensive agreements entered into pursuant to this chapter to ensure compliance with the provisions of this chapter. Copies of the agreements and supporting documents must be electronically filed with the Auditor of Public Accounts. Electronic agreements shall be made available in the online database maintained pursuant to § 30-133.

Proposed Transportation Office and SS Facility

Mecklenburg County School Bus

Jerusalem United Holy Church Cemetery

688

688

1203

Skipwith Rd

58



APPENDIX C

