

Town of West Point Airport Industrial Site

Site Development Planning

Request for Proposals

August 1, 2023

Introduction:

The Middle Peninsula Planning District Commission (MPPDC) on behalf of the Town of West Point is seeking consultants to conduct a series of due diligence professional services to determine the suitability of Town-owned property immediately south of the Middle Peninsula Regional Airport for business and industrial use. The analyses and studies are necessary to raise the VEDP Business Ready Sites tier level of the property from a Tier 2 to a Tier 3. The site is the largest publicly owned, industrially zoned, property in the Middle Peninsula and Northern Neck. The site is in a federally designated Opportunity Zone. The site has potential for supporting businesses in the following industries: forest products, manufacturing (those not requiring municipal water and sewer), professional services and resiliency related businesses.

The project area includes the 348.25 ac. parcel, 1536 International Drive, south of the Middle Peninsula Regional Airport and approximately 20 acres of the 477-ac. adjacent Town-owned parcel 23 166R 456 which is at the southern tip of the 348.25 ac. parcel. Both sites were previously used by ITI Inc for training international security officers. The site is in King and Queen County just across the York River from the Town of West Point.

International Drive is the main access road to the site. Industrial Drive has a bridge crossing a stream and wetlands. The capacity of the bridge to handle heavy trucks is unknown along with its risk of flooding.

The project is funded through grants from GO Virginia, Region 6, Virginia Department of Conservation and Recreation and direct appropriation from the Town of West Point.

Scope of Services:

The requested professional services include:

- Boundary survey of the 348.25 ac. parcel,
- Topographic survey at one-foot contours,
- Preliminary geotechnical evaluation to determine soil bearing capacity and suitability for septic tank/drain field installation,
- Phase I ESA,
- Waters of the US delineation and determination,

- Cultural Resources analysis,
- Threatened and endangered species review,
- Structural engineering assessment of the existing buildings,
- Assessment of the condition and structural capacity of the access road bridge to the property,
- Hydrologic and hydrographic assessment of the access road bridge to the property, and
- Master plan of development and preliminary engineering report for the property.

Project consultants may propose to provide any or all services enumerated above.

Project deliverables

The following are the proposed minimum project deliverables:

- Boundary survey of the 348.25 ac. parcel,
- Topographic survey map of the project area at 1 ft. elevation contours,
- Geotechnical evaluation report,
- Phase I ESA report,
- Waters of the US delineation and determination report showing all wetlands and streams,
- Cultural resources analysis report,
- Threatened and endangered species report,
- A report of the structural assessment of the existing buildings,
- A report of the condition and structural capacity of the access road bridge to the property,
- A report of the hydrologic and hydrographic assessment of the access road bridge, and
- A master plan of development (MPOD) and preliminary engineering report (PER) for the property.

The selected consultant(s) will be requested to provide the deliverables in suitable digital format for reproduction and 5 hard copies of each deliverable.

Project Timeline

The proposed timeline for the completion of this project is:

- Solicit Request for Proposals from consultants/engineering professionals during the first two weeks of August 2023.
- Proposals are due to the MPPDC office by 5:00 PM, August 11, 2023.
- Selection of a consultant(s) by September 15, 2023.

- Commence project October 1, 2023.
- The project, with all proposed deliverables, are to be complete by June 1, 2023.

Proposal Contents:

Proposals to complete this project should contain, as a minimum, the following information:

- A listing of all proposed project activities and deliverables.
- A timeline for the completion of the individual components of the project and delivery of the final project deliverables.
- The qualifications of the principles that will be directly engaged in the project.
- Examples of similar projects completed for similar sized rural communities.
- A list of three references with their contact information.
- A proposed fee schedule and total cost for completion of each deliverable of the project along with the total cost of all deliverables proposed.

Selection Criteria:

The following selection criteria will be used to evaluate proposals:

- Completeness of proposal – 10%
- Timeline for completion of the deliverables – 20%
- Experience of the firm in the Middle Peninsula or similar rural areas – 20%
- Experience of the principles designated to lead the project – 10%
- Cost of the proposal – 40%

The MPPDC reserves the right to select all, or a portion of a proposal.

Each professional submitting a proposal will be notified by September 15, 2023 if it has been selected to complete one of more activities of the scope of work.

Proposal Submission

Proposals should be submitted by 5:00 PM on August 11, 2023 to the Middle Peninsula Planning District Commission offices at 125 Bowden Street, P.O. Box 28, Saluda, Virginia 23149, (804) 758-2311,

OR postmarked no later than August 11, 2023,

OR e-mailed to Lewie Lawrence, llawrence@mppdc.com, by 5:00 PM on August 11, 2023 with a cc to Neal Barber, nealbarber1944@gmail.com.

Any questions or requests for additional information should be directed to Neal J. Barber at 804 761-0186 or email at nealbarber1944@gmail.com.