

**CITY OF RICHMOND
DEPARTMENT OF PROCUREMENT SERVICES
RICHMOND, VIRGINIA
(804) 646-5716
Wednesday, August 14, 2024**



Request For Information No. TBD
for
**Department of Parks, Recreation, and Community Facilities and Department of
Procurement Services Engagement Meeting for Upcoming ARPA Projects (Contractors
Only)**

Due Date & Time: Monday, August 19, 2024 3:00 pm

Request for Proposal Prepared by:

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Department of Procurement Services

<https://www.rva.gov/index.php/procurement-services/solicitations>

City of Richmond
Department of Parks, Recreation, and Community Facilities and
Department of Procurement Services Engagement Meeting for
Upcoming ARPA Projects (Contractors Only)

1. Specifications
 - 1.1. Objective
 - 1.2. Disclaimer
2. Forms and Attachments
 - 2.1. Attachments

Attachments:

A - Capital Improvement Project Engagement Meeting Flyer

1. Specifications

1.1. Objective

This Request for Information posting is to inform and invite contractors to join the Department of Parks, Recreation and Community Facilities and the Department of Procurement Services on Monday August 19, 2024 from 3:00 p.m. to 4:30 p.m. at the Bon Secour Training Center to learn about upcoming capital improvement projects and what steps will need to be taken to bid on the project. The location and parking instruction for this event are listed below.

Bon Secours Training Center
2401 W. Leigh Street
Richmond, VA 23220

(Please note the first three rows of parking spaces are reserved for patients of the Bon Secour Medical Center. Please do not park in the first three rows).

1.2. Disclaimer

- A. Please be advised that this is a request for information only. This RFI is issued solely for information and planning purposes – it neither constitutes a request for proposals nor is a promise to issue an RFP in the future. No warranties or representations of any kind are made by the City for any particular purpose. Respondents are cautioned that they are expected to coordinate with the City of Richmond and undertake their own due diligence. Additional documents may be made available for review. The City does not warrant these documents in any manner.
- B. Parties responding are advised that the City will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Submission of a response will in no way affect eligibility to respond to future solicitations for potential opportunities related to Department of Parks, Recreation, and Community Facilities and Department of Procurement Services Engagement Meeting for Upcoming ARPA Projects (Contractors Only) or other opportunities offered by the City. The City reserves the right to cancel this RFI at any time with or without notice to respondents and without liability.
- C. Ownership of all data, materials and documentation originated and prepared for the City pursuant to this RFI shall belong exclusively to the City and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Disposition of the proprietary materials after the RFIs are reviewed should be stated by the firm. Firms should indicate in their submission the portions of their response that are proprietary and indicate proprietary information in the Vendor Questionnaire. Please list the page number(s) and reason(s) in the submission.
- D. **Proprietary Information.** Pursuant to City Code § 21-5(f) (Va. Code § 2.2-4342(F)), trade secrets or proprietary information submitted by a Respondent in connection with this procurement transaction shall not be subject to the Virginia Freedom of Information Act, provided that the Respondent (i) invokes the protections of section 21-5 of the Code of the City of Richmond prior to or upon submission of the data or other materials, (ii) identifies the data or other materials to be

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protected, and (iii) states the reasons why protection is necessary. Classifying aspects of the submission that are not trade secrets or proprietary is cause for the City to reject the submission. Budgets and price quotations are considered public information in submissions to the City.

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2. Forms and Attachments