



NOVA Parks
Northern Virginia Regional Park Authority
5400 Ox Road
Fairfax Station, Virginia 22039

October 7, 2026

Request for Proposals (RFP)
for
**Architectural and MEP Engineering Services: Meadowlark
Botanical Gardens 400 Square Foot Accessory Building**

Title: Architectural and MEP Engineering Services: Meadowlark Botanical
Gardens 400 Square Foot Accessory Building

Issue Date: Wednesday, October 7, 2026

Proposal Due Date: Friday, October 30, 2026, at 2:00 pm

All proposals and inquiries for information should be submitted in writing and be directed to:

Tony Canonico, Project Manager
Tcanonico@nvrpa.org
[703-966-9338](tel:703-966-9338)

NOVA Parks invites sealed written proposals from qualified firms (Offerors) to perform architectural and engineering design services and construction management activities for the completion of a 400 square foot accessory building at Meadowlark Botanical Gardens (MBG) in Vienna, Virginia. Sealed proposals will be received until 2:00 pm local prevailing time on Friday, October 30, 2026. Proposals received after the announced time and date for receipt will remain unopened and not considered.

Proposals shall be submitted electronically in Microsoft Word or PDF format and delivered via email to NOVAParksBids@nvrpa.org. Please clearly mark your email as *Architectural and MEP Engineering Services: Meadowlark Botanical Gardens 400 Square Foot Accessory Building*.

For proposals submitted via email, Offerors should:

- Include in the proposal email subject line the name of the Offeror and the project name as noted on the cover sheet of the RFP.
- Send the proposal email with an automated request for a receipt to be sent back to the Offeror when the email is read/opened. Proposal emails will not be opened by NOVA Parks until the submission deadline.
- Submit the proposal, and any other supporting documents, as Microsoft Word or PDF attachments to the email. Do not include these documents in the body of the email.
- Notify the NOVA Parks Project Manager of their intent to submit an electronic bid at least 24 hours prior to the proposal deadline.

RFP INFORMATION AND REQUIREMENTS

I. Purpose

- A. The intent of this solicitation is for NOVA Parks to solicit sealed proposals from qualified Offerors, and to establish a contract through competitive negotiation with one successful Offeror to perform architectural, MEP engineering, and construction management-related services for the design and construction of a 400 square foot accessory building adjacent to the existing MBG Atrium building.

II. Background

- A. NOVA Parks, a public body, owns and operates the Meadowlark Botanical Gardens (MBG) located at 9750 Meadowlark Gardens Ct, Vienna, VA 22182.
- B. The MBG site includes an approximately 7,000 square foot building known as the Atrium. The Atrium is a popular event rental facility that is primarily used for weddings and wedding receptions. More information and photos of the Atrium can be found at:
<https://www.novaparks.com/weddings-catering/the-atrium-at-meadowlark>
- C. NOVA Parks wishes to construct an approximately 400 square foot accessory building adjacent to the Atrium. The building will primarily be used as a space for renters of the Atrium as they prepare for their special event. The building will include a small ADA restroom, kitchenette, HVAC and other accessories to support its use.
- D. NOVA Parks has created draft concept plans for the building that are included as Appendix A. Note that nothing in the concept plans have been finalized and all building details are subject to change as we proceed through the design process.
- E. Appendix B includes a location plan noting the proposed area for the new building.
- F. As-built drawings and mechanical plans of the existing Atrium can be obtained by Offerors by contacting Leslie Preble at 703-359-4626 or lpreble@nvrpa.org.
- G. Offerors must schedule site visits in advance by contacting Project Manager, Tony Canonico at 703-966-9338, or tcanonico@nvrpa.org.

III. Scope of Services

NOVA Parks is seeking a Design Team that includes an architect and an MEP engineer. NOVA parks will contract with the Architect who will then contract with the MEP. The scope of services shall include, but not be limited to, the following:

- A. Architectural planning and design of the new building with design details that complement the existing Atrium architecture.
- B. MEP and architectural planning and design for the new building to include electrical and plumbing connections (sewer and water) to the existing Atrium. The design should include all necessary work to complete the connections and to obtain required permits. Design work shall also include all required demolition and patching to complete the connections.
- C. NOVA Parks, through a separate contract with a civil engineer, will provide a site survey for use by the Design Team to properly site and locate the building. The Design Team will be responsible (1) to provide final location of the building on the site survey plan, (2) design and locate ADA connections/walkways and utility connections to the Atrium from the new building, and (3) create a demolition plan. It is NOVA Parks intent to keep the total project disturbance under 2500 square feet and to avoid any formal Fairfax County site plan review process. The Design Team shall create the site layout and construction details using the site survey as a base. The site layout and demolition plan shall be included in the Design Team's final plan set.
- D. The Design Team shall provide a complete set of architectural, and MEP plans suitable for obtaining all required Fairfax County building and mechanical permits. NOVA Parks will contract with a permitting expeditor to submit the plans and obtain/process permits. The Design Team shall be responsible for answering any questions raised during the permitting process.
- E. NOVA Parks will manage the bidding process and will create and advertise the solicitation for bids using its standard forms and General Conditions of Construction. NOVA Parks will provide all Division 01 Specifications. All other specifications are to be provided by the Design Team. Note that since this is a small project, specifications may be included in the project drawings.
- F. Construction management and submittal review. NOVA Parks has its own team of Project Managers to monitor construction and site visits by the Design Team during construction will be limited to two or three visits.
- G. Related activities.

IV. Proposal Preparation and Submission Instructions

A. General Proposal Instructions

RFP Response: Please provide the electronic copy of your proposal as previously noted. If a proposal contains proprietary information or trade secrets, such information must be submitted in hard copy format to NOVA Parks Headquarters in a separate sealed and resealable envelope and clearly marked as such.

Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in NOVA Parks requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by NOVA Parks. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents that cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material.
- d. Ownership of all data, materials, and documentation originated and prepared for NOVA Parks pursuant to the RFP shall belong exclusively to NOVA Parks and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not supported by law.

- e. All costs of proposal preparation and presentation shall be borne by each Offeror. NOVA Parks is not liable for any cost incurred by the Offeror prior to the issuance of a contract.

Presentation: Offerors who submit a proposal in response to this RFP may be required to give a short Teams Call presentation to NOVA Parks. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. NOVA Parks will schedule the time of these presentations. Presentations are an option of NOVA Parks and may or may not be conducted.

B. Specific Proposal Instructions

The following information must be provided in a written proposal form, along with any other data deemed relevant by the Offeror so that NOVA Parks may properly evaluate your capabilities to provide the required services.

Section 1: Executive Summary

The Offeror's proposal shall contain an executive summary that summarizes their overall capabilities and approaches for accomplishing the services specified herein. The Offeror shall provide a narrative demonstrating their full understanding of the project, scope, and tasks required to successfully complete the services.

Section 2 – Skills and Experience of Project Team

- a. The Offeror shall provide a Project Team Organizational Chart.
- b. The Offeror shall describe the experience and demonstrate the qualifications of the entire project team, including any subcontractors that the Offeror proposes to use. The written narrative statement shall clearly identify the Project Manager as well as other members of the project team. The Offeror shall provide the names, qualifications, degrees, certifications, experience, and licenses of the employees, consultants, and sub-consultants to be assigned to the project.

Section 3 – Similar Services and Related Experience

The Offeror shall provide a listing of at least three (3) current references for whom similar services have been performed – for itself and any subconsultants. The Offeror shall include a narrative of the services provided as well as the name and contact information of the client for whom the work was performed. The Offeror shall describe the firm's experience with providing similar services along with timelines.

Section 4 – Project Approach and Ability to Meet/Exceed Requirements

The Offeror shall provide a narrative describing the proposed approach/methodology in providing the services.

V. Evaluation of Proposals and Award Criteria

A. Evaluation Criteria: Proposals shall be evaluated by an Evaluation Committee using the following criteria:

- a. Skills and Experience of Project Team (35 points)
- b. Similar Services and Related Experience (35 points)
- c. Project Approach and Ability to Meet/Exceed Requirements (30 points)

B. Award Criteria: NOVA Parks will rank the proposals based upon the specifications set forth above and schedule Teams Call interviews with at least the two Offerors ranked highest. During the interviews, NOVA Parks and the Offeror will discuss professional qualifications, the project under consideration, and project cost. NOVA Parks may request that the Offeror provide nonbinding estimates of project cost prior to the interview. After the interviews are completed, NOVA Parks will again rank the Offerors and attempt to negotiate a contract with the Offeror ranked highest. If a contract can be negotiated with that Offeror at a fair and reasonable price, then the contract will be awarded. Otherwise, NOVA Parks will terminate negotiations with the first Offeror and enter negotiations with the next highest-ranked offeror until the contract can be awarded.

VI. General Terms and Conditions

A. General:

- a. The terms of this document shall form a portion of any contract between NOVA Parks and the successful Offeror, whether or not these terms are expressly incorporated into the contract form.
- b. NOVA Parks reserves the right to waive any informality in proposals and to reject any or all proposals.

B. Offeror's Representations:

- a. Each Offeror, by submitting a proposal in response to this RFP, represents that the Offeror has read and understands the contract specifications and has familiarized himself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the work.
- b. Offerors must submit the attached completed Offeror's Certification with its proposal.

C. Addenda:

- a. Any changes to the RFP and contract specifications will be in the form of a written addendum issued by NOVA Parks.
- b. Each Offeror shall be responsible for determining that all addenda issued by the NOVA Parks for the RFP have been received before submitting a proposal for the work.
- c. Each Offeror shall acknowledge receipt of each addendum in its proposal.
- d. All addenda will be posted on the NOVA Parks website at: <https://www.novaparks.com/about-nova-parks/bids-proposals>. NOVA Parks will also attempt to distribute addenda by email to potential offerors who submit questions or requests for information by email and/or provide an email address to NOVA Parks. However, potential offerors are solely responsible for confirming receipt of all addenda by checking the NOVA Parks website prior to submitting a proposal.

D. Modification of Proposal:

- a. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify NOVA Parks in writing of his or her intentions.
- b. Modified and withdrawn proposals may be resubmitted to the Purchasing Agent up to the time and date set for the receipt of proposals.

E. Award of Contract:

- a. After negotiations are complete, the successful Offeror shall provide a draft contract for services for review and editing by NOVA Parks.
- b. The contract documents shall be subject to and governed by the laws of the Commonwealth of Virginia and the Virginia Public Procurement Act. Any dispute arising out of the contract documents, their performance, or their interpretation shall be litigated only in the Circuit Court of Fairfax County, Virginia.
- c. The final contract documents shall include NOVA Parks Mandatory Contract Clauses which are attached as Appendix C.
- d. NOVA Parks is prohibited by law from indemnifying third parties.
- e. The Architect shall provide professional liability covering negligent acts, errors and omissions in the performance of professional services with limits of not less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) in the aggregate.

- f. NOVA Parks shall retain ownership rights of all documents created by the Design Team pursuant to this RFP and shall use them only for the purpose of constructing, maintaining, altering or adding to the Project. NOVA Parks shall not use the Design Team documents at other locations without the prior written consent of the Architect.

*******END OF RFP*******

Offeror's Certification:

In compliance with this Request for Proposal and to all the conditions imposed therein, including all attachments and addenda, and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. I certify that I have the authority to bind the corporation in contract.

Name of Firm _____

Address of Firm _____

Virginia SCC No.: _____

Signature _____ Date _____

Printed Name _____

Title _____

This statement must be signed by the Offeror or its authorized representative and included in the Proposal Submission.

APPENDIX A – CONCEPT PLAN



Exterior View



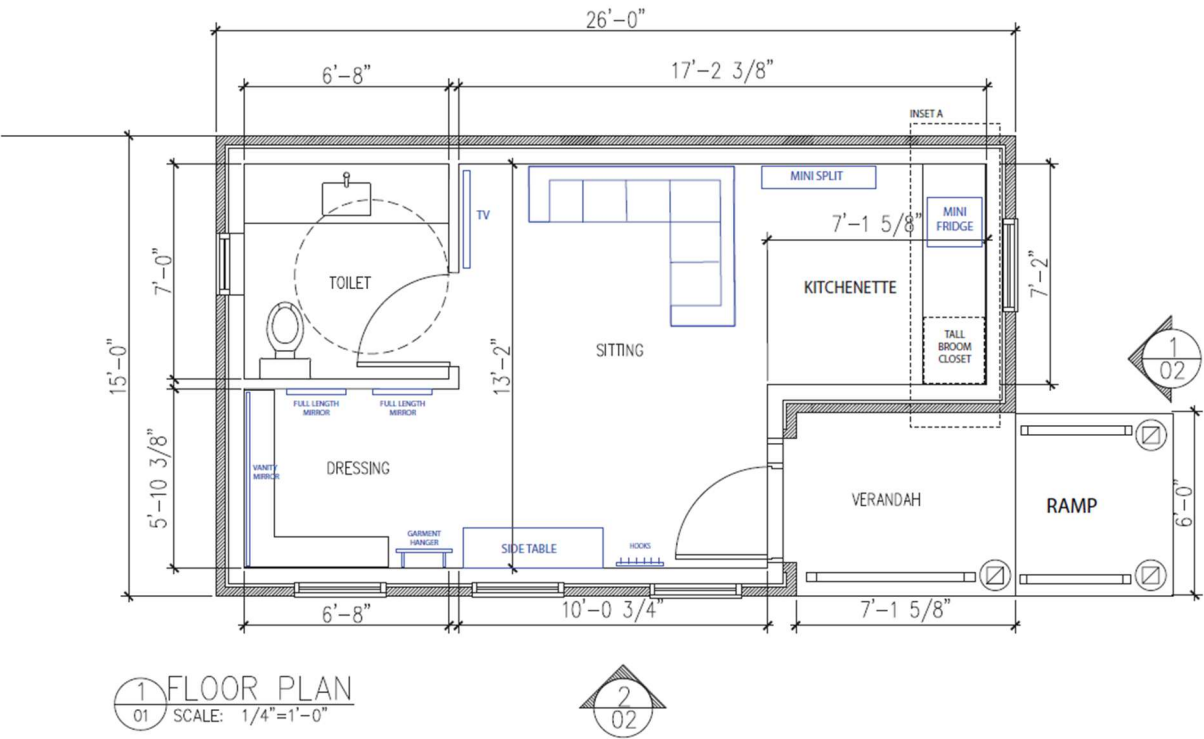
Interior View 1 – Sitting Room Toward Verandah



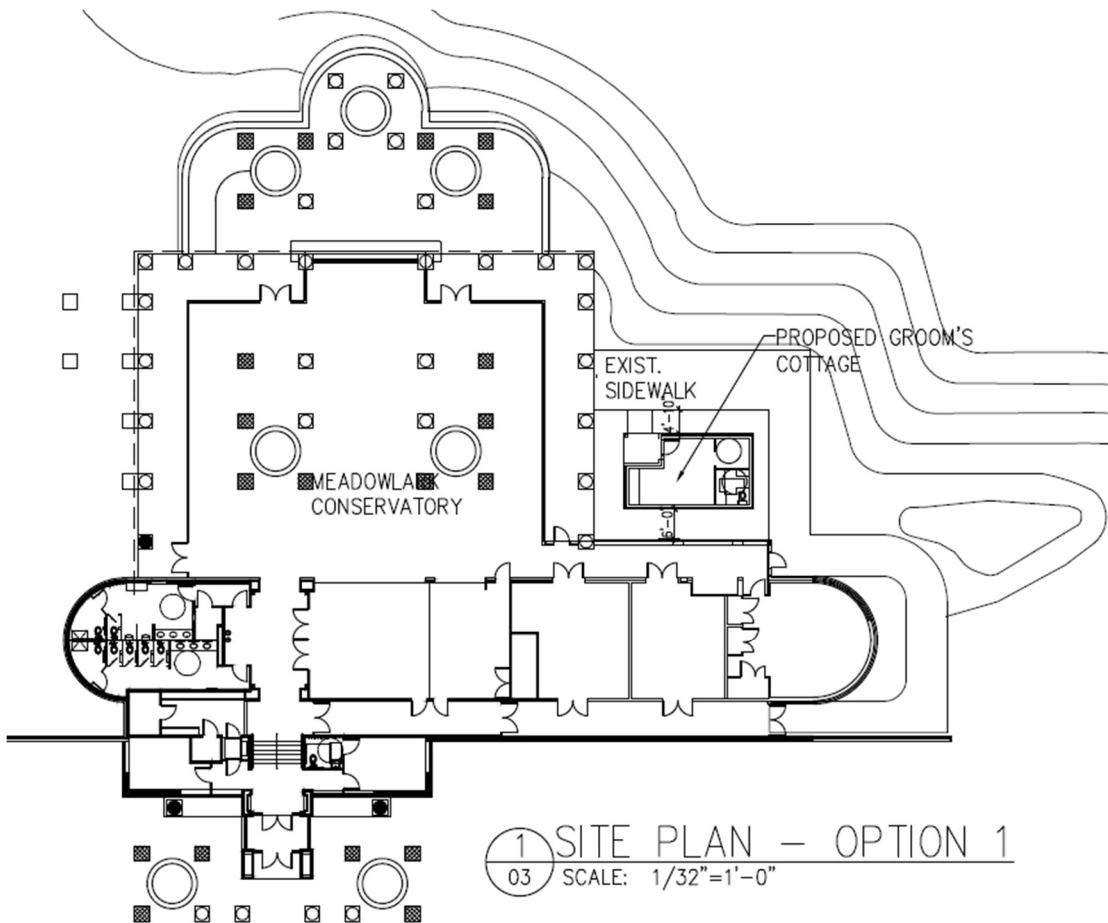
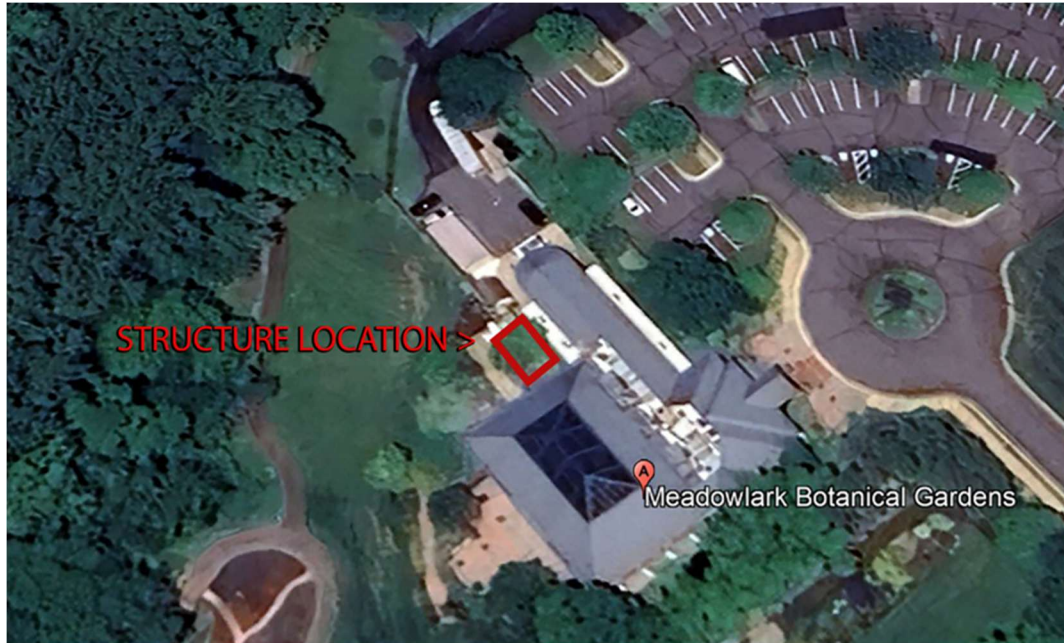
Interior View 2 – Dressing Room and Toilet



Interior View 3 – Kitchenette and Closet



APPENDIX B – LOCATION PLAN



APPENDIX C

Mandatory Clauses for Agreements with Northern Virginia Regional Park Authority **(aka NOVA Parks)**

The following provisions apply to any agreement between the Northern Virginia Regional Park Authority ("Customer") and any non-governmental entity ("Contractor"):

1. Equal Opportunity Employment

a. During the performance of the Agreement, the Contractor agrees as follows:

(i) The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by federal or 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. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(ii) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that Contractor is an equal opportunity employer.

(iii) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the notice, advertisement, and solicitation requirements of this paragraph.

b. The Contractor shall cause to be included the provisions of the foregoing paragraphs a.(i), a.(ii), and a.(iii) (substituting the subcontractor or vendor for Contractor as the obligated party) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. Drug-Free Workplace

a. During the performance of the Agreement, 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 or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) cause to be included the provisions of the foregoing clauses (substituting the subcontractor or vendor for the Contractor as the obligated party) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

b. For the purposes of this paragraph 2, "drug-free workplace" means a site for the performance of work done in connection with the Agreement by Contractor where its employees 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 Agreement.

3. Certifications Regarding Felons and Sex Offenders. If any services will be provided at a Virginia public school, pursuant to Code of Virginia § 22.1-296.1.C., Contractor certifies that it

and any of its employees who will have direct contact with any public school students there have not been convicted of a felony or any offence involving sexual molestation or physical or sexual abuse or rape of a child. Contractor shall promptly report to the Customer any change that would make this certification no longer accurate. Additionally, Contractor certifies that none of its employees who will provide any services at any facility or property of the Customer is registered in the Sex Offender and Crimes Against Minors Registry maintained by the Commonwealth of Virginia pursuant to Code of Virginia § 9.1-900, et seq.

4. No Employment of Unauthorized Aliens. Contractor represents and warrants that Contractor does not, and shall not during the performance of this Agreement, knowingly employ any unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

5. Statement of Nondiscrimination Against Faith-Based Organizations. Customer does not discriminate against faith-based organizations. (See Va. Code § 2.2-4343.1)

6. Prompt Payment Requirements

a. Within seven days after Contractor receives amounts paid for work subject to the Agreement performed by any “subcontractor”, as defined in Code of Virginia § 2.2-4347, Contractor shall take one of the two following actions:

(i) Pay the subcontractor for the proportionate share of the total payment received from Owner attributable to the work performed by the subcontractor; or

(ii) Notify Owner and the subcontractor in writing of Contractor’s intent to withhold all or part of the subcontractor’s payment and the reason for nonpayment

b. Contractor shall provide its Federal employer identification number with each application to Owner for payment.

c. Contractor shall pay interest to any “subcontractor” on all amounts owed by Contractor that remain unpaid after seven days following receipt by Contractor of payment from Owner for work performed by such subcontractor relating to the Agreement except as to amounts withheld as allowed by 6(a)(ii).

d. Unless otherwise provided under the terms of the Agreement, interest shall accrue at the rate of 1% per month.

e. Contractor shall include in its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

f. No obligation imposed by this paragraph 6 shall be construed to create any obligation of Customer. Under Code of Virginia §2.2-4354, no modification to the Agreement may be made for the purpose of providing reimbursement for the interest charge, and Contractor shall not invoice Customer for any such charge.

7. Authorization to Conduct Business in Virginia.

The provisions of Va. Code § 2.2-4311.2 are incorporated by reference. If Contractor is a business entity described in Va. Code § 2.2-4311.2.A, Contractor must be authorized to transact business in Virginia if required by law to be so authorized and shall not allow its existence or certificate authority or registration to transact business to lapse or be revoked or cancelled during the term of this Agreement.

8. Insurance

Prior to the commencement of any work on the project site, Contractor shall provide an acceptable certificate of insurance to the Customer as detailed below.

- General liability in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Property damage in the amount of not less than \$1,000,000 for any one accident. Additional limits may be required.
- Umbrella policy for not less than \$1,000,000.
- Auto liability insurance for not less than \$1,000,000 combined single limits.
- Workers' Compensation per statutory limits and employer's liability in the following minimum amounts: EL Each Accident - \$500,000, EL Disease Policy Limit - \$500,000, EL Disease Each Employee \$500,000.
- Contractor shall provide an endorsement naming the Authority as an additional insured on the insurance policy.

END OF DOCUMENT