



**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VA 22201  
(703) 228-3410**

**REQUEST FOR INFORMATION (RFI) NO. 23-DPR-RFI-632**

**INFORMATION RELATED TO PREFABRICATED STRUCTURES**

**ELECTRONIC SEALED RESPONSES WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY, UNTIL 1:00 P.M. ON THE 9<sup>TH</sup> DAY OF JUNE 2023. REGISTRATION IS NOT REQUIRED TO DOWNLOAD THE RFI. VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT QUESTIONS OR A RESPONSE TO THIS RFI. NO RESPONSES WILL BE ACCEPTED AFTER THE RESPONSE DUE DATE AND TIME.**

Responses will not be publicly opened.

NOTICE: FOR ANY FUTURE SOLICITATION RELATING TO THIS RFI, ANY OFFEROR ORGANIZED AS A STOCK OR NONSTOCK CORPORATION, LIMITED LIABILITY COMPANY, BUSINESS TRUST OR LIMITED PARTNERSHIP, OR REGISTERED AS A LIMITED LIABILITY PARTNERSHIP, MUST BE AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA PRIOR TO SUBMITTING A RESPONSE.

Arlington County reserves the right to reject any and all proposals, cancel this solicitation, and waive any informalities as defined in the Arlington County Purchasing Resolution.

Arlington County, Virginia  
Office of the Purchasing Agent

Tomeka D. Price, VCO, VCA  
Procurement Officer  
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TABLE OF CONTENTS

I. INTRODUCTION TO REQUEST FOR INFORMATION PROCESS ..... 3

II. INFORMATION FOR RESPONDENTS ..... 4

III. INTRODUCTION TO REQUEST FOR INFORMATION NO.23-DPR-RFI-632 ..... 5

IV. RESPONSE REQUIREMENTS ..... 6

V. INFORMATION TO BE SUBMITTED FOR THIS REQUEST FOR INFORMATION ..... 7

VI. TRADE SECRETS OR PROPRIETARY INFORMATION FORM ..... 8

## **I. INTRODUCTION TO REQUEST FOR INFORMATION PROCESS**

Arlington County, Virginia, is requesting information from Respondents having experience and abilities in the areas identified in this solicitation. This Request for Information (RFI) is for research and budget planning purposes only. It is not a competitive solicitation and will not result in a contract for any products or services. Responding to this RFI will not prequalify vendors nor does failure to respond preclude vendors from responding to any future RFP related to the areas identified in this solicitation.

Respondents who wish to suggest a product or service for consideration are requested to submit relevant information as outlined in this RFI.

Information realized as a result of this RFI may be used as part of a competitive process for the selection of such goods and services and may be used to construct a list of prospective vendors. The County may request demonstrations of the Respondent's solution. There is no commitment implied or otherwise by Arlington County to continue with a procurement process. It is not the intent to restrict the competitive process. Those vendors not responding to this RFI can respond to a Request for Proposal (RFP), if issued.

## II. INFORMATION FOR RESPONDENTS

### **1. SOLICITATION SCHEDULE**

#### **RFI No. 23-DPR-RFI-632 – TENTATIVE SCHEDULE**

RFI ISSUANCE	MAY 10, 2023
QUESTION DEADLINE	MAY 25, 2023 at 5:00 p.m.
RESPONSES DUE	<b>JUNE 9, 2023 at 1:00 p.m.</b>

### **2. QUESTIONS AND ADDENDA**

**RESPONDENTS MUST BE REGISTERED IN VENDOR REGISTRY TO SUBMIT A QUESTION FOR THIS REQUEST FOR INFORMATION.** All communications relating to this solicitation must be submitted online using Vendor Registry. For a question to be considered, the question must be entered in the Question Section of **RFI No.23-DPR-RFI-632**.

**QUESTIONS REGARDING THE REQUEST FOR INFORMATION MUST BE SUBMITTED BY MAY 19, 2023, AT 5:00 P.M. EASTERN TIME TO BE CONSIDERED. ALL QUESTIONS RECEIVED BY THE QUESTION DEADLINE WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL RESPONDENTS. THE SYSTEM WILL NOT ACCEPT ANY QUESTIONS AFTER THIS DATE AND TIME.**

If any questions or responses require revisions to this Request for Information, such revisions will be by formal Addendum only. Respondents are cautioned not to rely on any written, electronic, or oral representations made by any County representative or other person, including the County’s technical contact, that appear to change any portion of the solicitation, unless the change is ratified by a written Addendum to this solicitation issued by the Office of the Purchasing Agent.

### **3. TRADE SECRETS OR PROPRIETARY INFORMATION**

Trade secrets or proprietary information that a Respondent submits in connection with a procurement transaction may be exempted from public disclosure under the Virginia Freedom of Information Act (“VFOIA”). However, the Respondent must invoke VFOIA protection clearly and in writing on the Trade Secrets or Proprietary Information Form for County review. The Trade Secrets or Proprietary Information Form must include at least the following: (1) the data or other materials sought to be protected and (2) specific reasons why the material is confidential or proprietary. It is the Respondent’s sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction.

### **III. INTRODUCTION TO REQUEST FOR INFORMATION NO.23-DPR-RFI-632**

The intent of this solicitation is to obtain information from Respondents having experience and abilities in providing goods and services associated with commercial grade prefabricated structures, including design, cost estimating, permitting, fabrication, delivery (lead time), and installation. Prefabricated structures include but are not limited to, restrooms, picnic shelters, shade structures, gazebos, trellis, dugouts, bridges, storage sheds, and kiosks. Prefabricated structures must be fully ADA compliant and accessible, where applicable.

#### **BACKGROUND/PURPOSE OF SOLICITATION**

Arlington Department of Parks and Recreation (DPR) currently maintains an expansive inventory of the type of assets identified in this RFI. DPR desires to explore prefabricated procurement solutions for potential future park maintenance and capital improvement projects. Arlington County Department of Parks and Recreation maintains an inventory of close to 150 parks totaling over 900 acres. Site amenities include picnic shelters, public restrooms, information kiosks and more. As public demand for amenities grows, a streamlined and cost-effective process for procurement is desired.

## **IV. RESPONSE REQUIREMENTS**

### **1. GENERAL**

Responses and all documents related to this solicitation become the property of the County upon receipt.

### **2. PROPOSAL SUBMISSION**

The Response must be submitted electronically via Vendor Registry no later than the date and time specified in this solicitation. The Vendor Registry system will not accept responses after the close date and time. The County will not accept emailed or faxed responses.

**ONLY ELECTRONIC SUBMISSION IS ALLOWED. ANY RESPONSE SUBMITTED VIA ANY MEANS OTHER THAN A VENDOR REGISTRY ELECTRONIC UPLOAD WILL NOT BE ACCEPTED. Arlington County is not responsible for late submissions, missed Addendums, or questions not submitted before the end date and time.**

Timely submission is solely the responsibility of the Respondent.

### **3. RESPONSE STANDARDS**

Responses submitted in response to this solicitation should be accurate and grammatically correct and should not contain spelling errors.

### **4. UNNECESSARILY ELABORATE RESPONSES**

The County may view unnecessarily elaborate brochures or other presentations, including elaborate or expensive artwork, visuals, and other presentations, as an indication of the Respondent's lack of cost consciousness.

### **5. EXPENSES INCURRED IN PREPARING RESPONSES**

The County accepts no responsibility for any expense incurred by any Respondent in the preparation or presentation of a proposal.

## V. INFORMATION TO BE SUBMITTED FOR THIS REQUEST FOR INFORMATION

### I. REQUIRED INFORMATION

The County is requesting Respondents that currently have experience and abilities in the areas identified in this solicitation to respond to this Request for Information. The information requested below outlines specific areas of interest to the County. Respondents to this RFI are encouraged to also provide any information not specifically identified in this RFI, but which the Respondent feels will better describe its solution's capabilities.

#### A. Business Information

1. Full Legal Business Name, (including DBA if applicable).
2. Principal Place of Business. [Enter the complete mailing address for the location of the primary control, direction, and management of the business]
3. Contact Information for this RFI and future contracting opportunities. [Enter Contact Name, Title, Email Address, and Phone Number]

#### B. Products and Services

Provide access to product catalog via a URL or PDF with descriptions and specifications for each commercial grade prefabricated structures offered by your company which can be made available, including but not limited to:

- Restrooms,
- picnic shelters,
- shade structures,
- gazebos,
- trellis,
- storage sheds and
- kiosks

**VI. TRADE SECRETS OR PROPRIETARY INFORMATION FORM**

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by an Respondent in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, a Respondent seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

- No, the proposal that I have submitted does not contain any trade secrets and/or proprietary information.
- Yes, the proposal that I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers, sections, and paragraphs, of the proposal that contain such data or materials:

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State the specific reason(s) why protection is necessary and why the identified information constitutes a trade secret or is proprietary:

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If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, the response will be open for public inspection consistent with applicable law.

RESPONDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_