



REQUEST FOR PROPOSALS
RFP #2626725-BM

Issue Date: June 30, 2008
Title: Architectural / Engineering Services; Virginia Commonwealth University, Robert Blackwell Smith Building - School of Pharmacy Renovation

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Virginia Commonwealth University
University Purchasing
10 South 6th Street
2nd Floor / Suite 200
P.O. Box 980616
Richmond, VA 23219-0616

Period Of Contract: Single project services

All inquiries for information should be directed to: Benjamin Miller Phone #: (804) 828-0889, Fax #: (804) 828-7837, E-mail: bbmiller@vcu.edu

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, BID PROCESS DEPARTMENT, PO BOX 980616, RICHMOND, VA 23298-0616. IF PROPOSALS ARE HAND DELIVERED OR SENT BY COURIER, DELIVER TO: Virginia Commonwealth University, Department of Procurement and Payment, 10 South 6th Street, 2nd Floor / Suite 200, Richmond, VA 23219. The RFP number and date and time of proposal submission deadline, as reflected above, must clearly appear on the face of the returned proposal package.

Sealed proposals will be received until: July 29, 2008 @ 2:00 p.m. est

Proposals must reach the above address by the deadline stated.

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal. It is understood that this proposal may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
Zip code: \_\_\_\_\_

Date \_\_\_\_\_

By: \_\_\_\_\_  
(Signature in Ink)

Name: \_\_\_\_\_  
(Please Print)

Telephone: ( ) \_\_\_\_\_

Title: \_\_\_\_\_

FEI/FIN NO. \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

DUNS NO. \_\_\_\_\_

Email: \_\_\_\_\_

MINORITY-OWNED BUSINESS: ( ) YES ( ) NO
REGISTERED WITH eVA? ( ) YES ( ) NO
REGISTERED WITH DMBE ( ) YES ( ) NO

WOMEN-OWNED: ( ) YES ( ) NO
SMALL BUSINESS: ( ) YES ( ) NO
DMBE Certification No. \_\_\_\_\_

Optional Pre-Proposal Conference scheduled for July 9th, 2008 @ 2:00 P.M. SEE SECTION X, PAGE 7.

THIS SOLICITATION CONTAINS 9 PAGES

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**I. APPLICABILITY OF THE A/E MANUAL**

The Commonwealth of Virginia Construction and Professional Services Manual for Architect/Engineers (A/E Manual) shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

Proposer's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFP. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFP and mean Virginia Commonwealth University (VCU) with whom the successful A/E Proposer will enter into an agreement. The terms "VCU" and "University" are used interchangeably in this RFP.

Proposer's attention is also directed to Chapter 3, General Terms and Conditions for Professional Service Contracts.

**II. PURPOSE**

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, for Architectural/Engineering design services related to the Robert Blackwell Smith Building - School of Pharmacy Renovation, located on the MCV Campus of Virginia Commonwealth University (VCU), Richmond, VA.

The A/E shall provide professional services for the project described in Part IV of this RFP consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

**III. BACKGROUND**

**A. DESCRIPTION OF PROJECT:**

Virginia Commonwealth University is a diverse urban University utilizing 158 buildings of varying ages, styles, and construction types. This is a request for the renovation of the existing Robert Blackwell Smith Building to enhance the labs, classroom, lecture and ancillary support space for the University's MCV Campus. The need for physical program organization, coupled with classrooms, lecture spaces, and an aesthetic upfit has been identified as a critical need in a recent VCU space planning study. With the aforementioned upgrades, the proposed renovation provides a welcome, more inviting appearance for the School of Pharmacy.

**ESTIMATED PROJECT BUDGET:**

Construction Total: \$2,980,000.00

**IV. SCOPE OF SERVICES:**

A. The successful A/E shall provide professional design services in preparation of schematic design, preliminary plans, working drawings and construction administration services for. All services shall be provided in accordance with the requirement of the current Commonwealth's Construction and Professional Services Manual, and subsequent revisions to the Manual, and the contractual terms and conditions contained therein. Coordination of review by the University, and other state agencies is also required.

- B. The scope of services includes development of schematic design that sets realistic and achievable budget and schedule parameters. The scope also includes full design and construction administration services.
- C. The design of this project must take into account logistics to minimize disruption to departments adjacent to proposed work. One firm will be retained for all A/E activities associated with this project.
- D. The successful A/E will be expected to provide detailed cost estimates, as required by the Construction and Professional Services Manual (CPSM) for A/E's, at the completion of schematic design. The estimate is expected to detail construction costs and soft costs. This is in addition to the other cost estimate requirements of the CPSM.

**V. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:**

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. VCU encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Proposer must state their commitment to utilize such businesses and the manner in which they will be utilized under this Contract.

**VI. REPORTING AND DELIVERY REQUIREMENTS:**

**REPORT ON THE PARTICIPATION OF SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES**

Unless the contractor is a DMBE certified small business, the contractor shall submit quarterly reports on the involvement of Department of Minority Business Enterprises (DMBE) certified SWAM Businesses. The report will specify the actual dollars contracted to be spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University  
Department of Procurement and Payment  
Attn: Ms. Sarah O'Neill  
10 South 6<sup>th</sup> Street, P.O. Box 980616  
Richmond, VA 23298-0616

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

**VII. PROPOSAL REQUIREMENTS:**

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP may ultimately result in rejection of the proposal.

- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. Agreement: Each firm submitting a proposal must submit a statement that, if selected, all the architectural and/or engineering services for the project as outlined in the Request for Proposal and in the latest edition of the Construction and Professional Services Manual for A/E's, dated July 2004 (Revision 1), and all subsequent modifications and supplements that apply will be provided.
- D. Contract Negotiations: Contract negotiation methods as specified in Chapter 6 of the Construction and Professional Services Manual for A/E's, dated July 2004 (Revision 1), and all subsequent modifications and supplements that apply will be utilized.
- E. The Respondent's proposal shall include: the completed and signed RFP cover page 1 and any addenda (if applicable), available at [http://www.vcu.edu/procurement/bid\\_rfps.htm](http://www.vcu.edu/procurement/bid_rfps.htm)); the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed Appendix I. **One (1) manually signed original and seven (7) copies of the proposal shall be submitted to the University.** Each copy of the proposal shall be bound in a single volume where practical.
- F. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- G. Any information thought to be relevant, but not specifically applicable to the enumerated scope of work, may be provided as an appendix to the proposal. If publications are supplied by the Proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.
- H. To reduce the effort and expense of responding to RFPs, provide uniformity in the type of information requested, and enhance the review and evaluation process, the standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E's responding to University RFPs.

Description of these forms and instructions for completing the forms are included in the A/E Manual. Electronic copies of DGS forms are available for download at the [www.dgs.state.va.us](http://www.dgs.state.va.us) website.

Form #: DGS-30-004 (AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6)

Small, Women-Owned and Minority-Owned Business commitment for utilization. (See Appendix I.)

- The Offeror must submit complete information unless the Offeror is a DMBE certified small business. DMBE certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.

## VIII. EVALUATION AND AWARD OF CONTRACT:

### A. Evaluation Factors:

All submittals will be evaluated and reviewed with respect to the following criteria. Proposals should be tabulated as shown below:

1. Expertise, recent experience, and qualifications of the firm's Project Manager proposed for providing the services described in the Scope of Services.
2. Expertise, experience and qualifications of proposed Architects, Engineers and primary designer proposed for providing the services described in the Scope of Services and past experience working together.
3. Expertise, experience and qualifications of any proposed consultants.
4. Geographic location of the firm's office where work will be performed in relation to the project location.
5. Current and projected workload, plan to complete the work and ability to complete the work in a timely manner.
6. Expertise and past experience of the firm in providing services on projects of similar size, scope and features as those required on this project.
7. Firm's recent (past 5 years) experience / history in designing projects within an established "design-to" budget and meeting schedules.
8. A/E's experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes, Standards, Accessibility, Building Efficiency and LEED.
9. Size of the firm relative to the size of the project.
10. Financial Responsibility as evidenced by the firm's carrying Professional Liability Insurance.
11. Commitment for utilization of Small, Women-Owned and Minority-Owned Businesses. The highest percentage commitment shall be scored the maximum number of allocated points. All DMBE certified small businesses are considered to have a 100% commitment and will receive the maximum number of points. The commitment percentage for the other Offerors is then divided by the highest Offeror's percentage. The quotient is then multiplied by the points allocated for SWAM utilization to determine the point allocation. For example: If the point allocation is 15 points, all DMBE certified small businesses would receive 15 points for this criterion. If a non small firm had a 25% small business subcontracting commitment, that firm would receive 3.75 points. (25 divided by 100 = .25 x 15 points = 3.75)

This listing constitutes a set of minimum criteria and does not preclude the University from imposing additional criteria. Discussion of fees, rates, design costs, etc. shall not be included in these evaluations or the interviews.

Generally, the selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will

consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

B. AWARD OF CONTRACT:

VCU shall engage in individual discussions and interviews with two or more Proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate concepts or methodology. Proprietary information from competing Proposers (including any data on estimated manhours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342.F., Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VIII and the information provided and developed in the selection process to this point, the University shall rank, in the order of preference, the interviewed Proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to VCU can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

C. Project Award:

The University reserves the right, at its sole discretion, to issue RFP's for similar work and other projects as the need may occur. The University also reserves the right to issue project orders to open-end contractors, based on its sole discretion, in consideration of its evaluation of each contractor's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project, and other factors as may be pertinent to the particular project.

IX. FEES:

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated manhours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding prepared by VCU will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of the A/E that is authorized by the Agency.

X. **OPTIONAL PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held at 2:00 p.m. Wednesday, July 9th, 2008 in the Forum Room, located in the University Student Commons, 907 Floyd Avenue, Richmond, Virginia.** The purpose of the conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

## APPENDIX I

### PARTICIPATION IN STATE PROCUREMENT TRANSACTIONS SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

**The following definitions will be used in completing the information contained in this Appendix.**

#### DEFINITIONS

Small business is an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Nothing in this definition prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or federal guideline to be in compliance with a federal grant or program. For the purpose of the SWAM Program, the definition of small business enterprise shall be interpreted to include all certified women-owned and minority-owned businesses.

Women-owned business is a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.

Minority-owned business is a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.

Minority Individual: "Minority" means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

"Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marianas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.

"African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.

"Hispanic Americans: means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.

"Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.

"Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

**PARTICIPATION BY SMALL BUSINESSES, BUSINESSES OWNED BY WOMEN BUSINESSES OWNED BY MINORITIES**

**This appendix should only be completed by firms that are not DMBE certified small businesses.**

Offeror certifies that it will involve Small Businesses, Women-Owned Businesses, and/or Minority-Owned Businesses (SWAM) in the performance of this contract either as part of a joint venture, as a partnership, as Subcontractors or as suppliers.

List the names of the SWAM Businesses your firm intends to use and identify the direct role of these firms in the performance of the contract. State whether the firm is a Small Business (SB), Women-Owned (WO), or Minority-Owned (MO).

<u>Name of Businesses:</u>	<u>SB, WO, MO:</u>	<u>Role in contract:</u>
_____		
_____		
_____		
_____		
_____		
_____		

**Commitment for utilization of DMBE SWAM Businesses:**

\_\_\_\_\_ % of total contract amount that will be performed by DMBE certified SWAM businesses.

**Identify the individual responsible for submitting SWAM reporting information to VCU:**

Name Printed: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Offeror understands and acknowledge that the percentages stated above represent a contractual commitment by the Offeror. Failure to achieve the percentage commitment will be considered a breach of contract and may result in contract default.

Acknowledged:

By (Signature): \_\_\_\_\_

Name Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Note: Small, Minority and/or Women-owned business sub-contractors are required to become certified and maintain certification through the Virginia Department of Minority Business Enterprise (DMBE; <http://www.dmb.e.state.va.us/vendors.html> ) to fulfill the Offeror's commitment for utilization.