

REQUEST FOR QUALIFICATIONS

Virginia Commonwealth University invites interested Architectural/Engineering (A/E) firms to submit statements of qualifications utilizing the Commonwealth of Virginia's Construction and Professional Services Manual for A/Es, Firm Data Forms AE-1 through A/E-6, for professional architectural/engineering consulting services.

Professional
Architectural/Engineering
Services
For
Small Projects
Category B
(A/E fees less than \$30,000/per project)
at
Virginia Commonwealth University
Richmond, Virginia

In accordance with the requirements for the Commonwealth of Virginia's Construction and Professional Services Manual, Virginia Commonwealth University invites all interested professional service firms that have not previously submitted the necessary firm data forms to submit their qualifications at this time. Interested firms, on an annual basis, must update qualification packages. If your firm has submitted the data forms at anytime during the last year or anytime previously, the forms should be updated or, at a minimum, a letter should be submitted stating that your qualifications package is current and in effect through November 2006. The University may have various needs for projects with A/E fees expected to be less than \$30,000 per project. Required services may include: architectural; landscape architectural; engineering (mechanical, electrical, structural, plumbing, civil, geotechnical); project management and land surveying. There is no limit to the number of projects for which a firm may be selected during any one-year period. Submittals will be maintained on file in the Planning and Design Offices of Facilities Management. When and if specific projects are identified by the University, a firm will be selected in accordance with the Commonwealth of Virginia's Construction and Professional Service Manuals Procedures for "Category B" A/E Selection. Two (2) copies of the Statement of Qualifications, utilizing AE-1 through AE-6 Firm Data Forms should be submitted to:

University Purchasing
Attn: Chantal Andrews
Virginia Commonwealth University
P.O. Box 980616
10 South 6th Street, 2nd Floor
Richmond, Virginia 23298-0616

For questions call (804) 828-1077 ext 109 or (804) 828-5954

Indicate on the cover sheet of the proposal the type of service your firm provides (example: Landscape/Architecture).

Qualifications packages will be accepted only by mail or hand delivery. Electronic or facsimile submittals will not be accepted.



A/E Firm Data Forms AE-1 through AE-6 may be found in Appendix B of the Commonwealth of Virginia's Construction and Professional Services Manual. On form AE-1, firms are requested to provide facsimile number along with an email address if available.

Qualifications packages will be accepted by the University at any time during the year. In order for a firm to be considered for a project, a current (less than one year old) Statement of Qualifications, or letter stating the qualifications package is current through November 2006, must be on file with the Planning and Design Office of Facilities Management.

Virginia Commonwealth University is an Equal Opportunity Employer. To obtain the Commonwealth of Virginia's Construction and Professional Services Manual you may call (804) 225-3872. To download the A/E Firm Data Forms, AE-1 through AE-6, the website address is www.dgs.state.va.us.

