REQUEST FOR PROPOSALS

Issue Date: **January 13, 2015** RFQ#**CB-15**

Title: A/E SERVICES FOR CATEGORY B SERVICES

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Commonwealth of Virginia
Radford University
Facilities Planning & Construction
PO Box 6909
Radford, Virginia 24142

Location of Work: Radford University

Period of Contract: Statement of Qualifications will remain in file and active until January 31, 2016.

All inquiries for information should be directed to: Michele Thacker Phone #: (540) 831-7812

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:

Michele Thacker
Facilities Planning and Construction
Radford University
501 Stockton Street
Radford, Virginia 24142

Sealed qualifications for furnishing the services described herein will be received any day during normal working hours: Monday through Friday, February 1, 2015 through January 31, 2016.

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 described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Proposer:

_____ Date:_____

_____ By_____
(Signature in Ink)

_____ Typed Name:_____

_____Zip:____ Title:_____

FEIN/SSN # _____ Telephone No.(__) _____

PRE-PROPOSAL CONFERENCE: *A pre-proposal conference will not be held.*

TABLE OF CONTENTS

Section No.	Description	Page No.
I	Applicability of the A/E Manual	3
II	Purpose	3
III	Agency's Right to Issue	3
IV	Scope of Services	3
V	Policy On Small Businesses and Businesses Owned by Women and Minorities	5
VI	RFQ Requirements	5
VII	Evaluation and Award of Contracts	6
VIII	Fees	7
IX	Term	7

NOTE: Electronic copies of A/E Data Forms (AE-1 through AE-6) and of the "Small Businesses and Businesses Owned by Women & Minorities" forms are available for download at the following website: http://forms.dgs.virginia.gov/

eVA Vendor Registration: The offeror shall be a registered vendor in eVA.

I. APPLICABILITY OF THE A/E MANUAL

The A/E Manual as defined in the **Commonwealth of Virginia Construction and Professional Services Manual**, as amended, 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 the public body issuing this solicitation for services and with whom the successful A/E Proposer will enter into an agreement. For purposes of clarity and uniformity in this RFP, only the term "Agency" will be used herein.

Proposer's attention is also directed to the Terms and Conditions of the A/E Contract (CO-3a).

II. PURPOSE

The Agency often needs professional architectural/engineering assistance for discrete, small projects such as investigations, studies, reports, design of small projects, and related services. The aim of this RFQ is to solicit statements of interest and qualifications from A/E's who will agree to be available to provide these services in a timely manner, thereby reducing the Agency's cost and time for advertising and developing numerous RFQ's/RFP's, and generally to increase the Agency's efficiency in obtaining professional services.

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. AGENCY'S RIGHT TO ISSUE RFQ'S AND CONTRACTS

The Owner reserves the right, at its sole discretion, to issue RFQ's/RFP's for similar work, for other disciplines or types of work, and for other projects as the need may occur.

The Owner also reserves the right to issue Contracts to other A/E's under Category B procedures at its sole discretion, based on its evaluation of each A/E's qualifications, expertise, current workload, capabilities, performance record, location or distance to the project, and other factors as may be pertinent to the particular project.

IV. SCOPE OF SERVICES

The responding A/E shall furnish all expertise, labor and resources, in accordance with the requirements of the A/E Manual, as revised, to provide complete services necessary for individual contracts issued. The following generally summarizes the types and scopes of services that the A/E may be required to perform:

A. Refine, clarify, and define the Agency's project description, data, and requirements as necessary to develop the design of the project which meets the Agency's requirements and is within the stipulated "design-not-to-exceed" construction cost. Respond to all BCOM and other agency review comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.

B. Provide evaluations, analysis, recommendations, cost and time estimates, reports, feasibility studies, preparation of schematic or preliminary designs, field inspections and investigations, code

compliance investigation, LEED services, contract document preparation and other types of professional services of a nature consistent with the intent of the RFQ, in accordance with the A/E Manual, as revised.

C. Responding firms may submit statements of qualifications to perform services in one or more of the following disciplines:

1. Electrical

    a. Power Distribution
    b. Communications
    c. Fire Alarm Detection Systems
    d. Control
    e. Lighting
    f. Lightning Protection

2. Mechanical

    a. Heating and Ventilation
    b. Plumbing
    c. Refrigeration
    d. Fire Suppression
    e. Steam Generation and Distribution
    f. Energy Management
    g. Control
    h. Commissioning

3. Architectural

    a. Interior Renovation and Reorganization
    b. Space Requirements
    c. Noise Control
    d. Roofing
    e. Handicapped Access
    f. Asbestos Removal
    g. Landscaping
    h. Interior Design

4. Civil and Structural

    a. Drainage
    b. Load Analysis and Capacity Determination
    c. Site Improvements
    d. Utilities
    e. E & S Plan

5. Geotechnical Engineering

    a. Soil Classification
    b. Foundation Design Recommendation
    c. On-site Evaluation

D. Other types of professional services of a nature consistent with the intent of the RFQ.

Any contract for feasibility or other study or a schematic or preliminary design issued pursuant to the RFQ shall not include the exclusive right to extend the A/E's scope of services to include full design and construction period services. The A/E shall not, however, be prohibited from participating in competitive negotiations for the procurement of such services if the Agency should issue a single project RFP.

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. The Commonwealth 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. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed $100,000. Proposer must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the http://forms.dgs.virginia.gov website.

SWAM PARTICIPATION GOALS FOR RADFORD UNIVERSITY FY2015:

SMALL	WOMEN	MINORITY	TOTAL
29.03%	3.10%	6.30%	38.43%

VI. RFQ REQUIREMENTS

A. RFQ's shall be signed by an authorized representative of the A/E. By submitting qualifications, the proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the proposal.

B. RFQ's should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

C. The Respondent's proposal shall include: the completed and signed RFQ cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; One (1) manually signed original of the proposal shall be submitted to the Agency bound in a single volume where practical.

D. All documentation submitted with the qualifications 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.

E. 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 RFQ.

NOTE: To reduce the effort and expense of responding to RFQ's, provide uniformity in the type information requested, and enhance the review and evaluation process, the standard Forms AE-1 thru AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E's responding to State agency RFQ's. Descriptions of these forms and instructions for completing the forms are included in the Construction and Professional Services Manual. Hard copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 may be found in Appendix C of the Manual. Current electronic copies of the forms are available for download at the www.dgs.state.va.us website.

VII. EVALUATION AND AWARD OF CONTRACTS

A. Evaluation Criteria: RFQ's shall be evaluated by the Agency using the following criteria:

1. Expertise, experience, and qualifications of the A/E's personnel in each relative discipline that may provide services relevant to the RFQ.

2. Expertise, experience and qualifications of any special consultants proposed.

3. Geographic location of the A/E's office where work will be performed in relation to the project location(s).

4. A/E's plan to respond to requests for services and ability to complete any contract in a timely manner.

5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required for the Scope of Services in the RFQ.

6. A/E's willingness to provide services on the small projects associated with Category B projects for a reasonable fee as determined by the Agency.

7. A/E's recent (past 5 years) experience/history in designing projects within an established "Design-not-to-exceed" budget.

8. A/E's experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes, Standards, Accessibility and Building Efficiency.

9. Size of the firm relative to the size of the project(s).

Generally, the selection procedure 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: From the pool of responding RFQ's, the Agency shall engage in individual discussions and interviews (telephone and/or in-person) with a minimum of three 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 man-hours 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, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation published in the Request for Qualifications and all information developed in the selection process to this point, the Agency 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 the Agency 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.

VIII. FEES

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated man-hours 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 the Agency 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.

IX. TERM

Statements of Qualifications from responding proposers will be categorized, sorted by discipline, placed in file and considered active until January 31, 2016.