

Virginia Military Institute

Request for Proposals

RFQ #V211-12-069

**A/E SERVICES
for the RENOVATION of
CORMACK HALL and COCKE HALL**

5 June 2012



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

REQUEST FOR PROPOSALS

Issue Date: **5 June 2012**

RFP# V211-12-069

Title: A/E Services for the Renovation of Cormack Hall and Cocke Hall

Commodity Code: PROFESSIONAL SERVICES

NOTE: The offeror must have registered in eVa prior to the deadline for submission of responses to this RFP to be eligible for the award of this contract for professional services.

Issuing Agency & Address: Commonwealth of Virginia
Virginia Military Institute
Purchasing Office
314 Smith Hall
Lexington, VA 24450

Location of Work: Virginia Military Institute, Lexington VA

Period Of Contract: Single project services

All inquiries for information should be directed to: MAJ Kathleen Tomlin Phone #: (540)464-7323

**IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE.
IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:** Virginia Military Institute Purchasing Office, 314 Smith Hall, Lexington VA 24450

Sealed proposals for furnishing the services described herein will be received until 3:00 p.m. local time (EST) on 26 June 2012. 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 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.

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NOTE: *Electronic copies of Forms AE-1 through AE-6 and of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the following website: <http://forms.dqs.virginia.gov/>*

eVA Vendor Registration: The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

I. APPLICABILITY OF THE A/E MANUAL

The Commonwealth of Virginia Construction and Professional Services Manual – 2004 Edition, Chapters 1 through 10 (the 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 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 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, with experience in the renovation of academic (faculty/staff offices, classrooms, laboratories) and physical education/training facilities (weight training, multi-purpose courts, wrestling training, and locker rooms) in higher education.

The A/E shall provide professional services for the project described in Part V 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

To adequately support the comprehensive physical education and training required of all Cadets and to accommodate the growth in the size of the Corps the programmed effort involves two phases of construction on three separate facilities.

Phase I includes construction of an Indoor Training Facility. Phase II includes the renovation of Cormack Hall and Cocke Hall. VMI has completed a pre-planning study and the preliminary schematic design for Phase I and Phase II of the proposed Corps Physical Training Facilities program.

The scope of services for this RFP (V211-12-069) is for the renovations to Cormack Hall and Cocke Hall. This scope of work is referred to as Corps Physical Training Facilities- Phase II.

VMI is unique among Virginia institutions in its statutory obligation to provide higher education in a military organization. This project supports the Institute's mission by providing the physical education and training facilities necessary to prepare cadets as "citizen-soldiers".

Every cadet is required to participate in military training, physical training and VMI's leadership development program to build strength, confidence, and leadership skills. Physical education courses and ROTC courses are mandatory all four years of a cadetship for every cadet. Over 50 percent of VMI's graduates in May 2012 were commissioned in the armed forces (Army, Navy, Air Force, Marines, and National Guard).

Phase II, the renovation of Cormack Hall and Cocke Hall, includes complete modernization of the facilities to meet current building and safety codes. The renovated Cormack Hall will be the new location for the Physical Education Department (currently housed in Cocke Hall) and will include faculty offices, facilities to support “specific” academic courses, classrooms, multi-purpose courts, combatives and wrestling area, and exercise science laboratories. The renovated Cocke Hall will include enhanced physical training areas, weight and cardio training rooms, and cadet activity spaces.

The construction of an Indoor Training Facility will include an indoor obstacle training course (IOTC), leadership reaction course elements, weight and cardio training rooms, a climbing wall, a running track, drill areas, parking and support spaces. Similar facilities exist for the Cadets at the USMA at West Point and the USNA at Annapolis.

Completion of the Corps Physical Training Facilities will provide up to date support for the physical training requirements unique to VMI’s statutory obligation. They will support the entire Corps of Cadets through four years of rigorous training.

IV. INFORMATION AVAILABLE

The Institute has conducted a Preliminary Schematic Design. It is available at www.vmi.edu/planning by following the link for the *Corps Physical Training Facilities Preliminary Schematic Design*. The Institute is in general agreement with the information contained in this preliminary schematic design.

V. SCOPE OF SERVICES:

Please note that the scope of services being requested is for Phase II: Renovate Cormack Hall and Cocke Hall for design and construction support services.

Programming and other efforts generally associated with the Schematic Design as defined in the A/E Manual will be complete and provided to the selected A/E.

The initial Notice-to-Proceed will advance the design *from* Schematic Design (as defined in the A/E Manual) and will be limited to efforts through Detailed Design (35% Complete Preliminary Submittal).

Separate Notices to Proceed will be issued for the remainder of the design phases and for construction administration services.

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services in accordance with the Commonwealth of Virginia Construction and Professional Services Manual. The project construction *may* be procured as a construction manager at risk (CM) contract.

The following generally highlights the services that the A/E will be required to perform:

- A. Advance A/E drawings *from* the Agency’s Schematic Drawings for Phase II: Renovate Cormack Hall and Cocke Hall project through Construction Administration. Continue development of design 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 a 35% Complete Preliminary Design Submission as outlined in the A/E Manual by 20 September 2012.
 - C. Provide a pricing set that at minimum is a 65% Complete Guaranteed Maximum Price. The pricing set will be used by the Construction Manager for preparing the Guaranteed Maximum Price (GMP). The delivery schedule for the pricing set must be coordinated with the Agency and the Construction Manager to allow time for development and negotiation of the GMP.
 - D. Provide complete construction contract documents with professional seals and signatures in accordance with the procedures of the A/E Manual.
 - E. Assure that the construction documents are in conformance with generally accepted architectural and engineering practices and comply fully with the codes and regulations including, but not limited to, the Virginia Uniform Statewide Building Code, and the Uniform Federal Accessibility Standards.
 - F. Provide specifications which reflect current requirements, standards and product availability.
 - G. Topographic survey and geotechnical services to support development of construction contract documents will be completed and part of the Schematic Drawings and will be provided to the selected A/E. The selected A/E will be responsible for providing any additional information not included in initial reports.
 - H. Provide hazardous material sampling and design services will be completed and part of the Schematic Drawings and will be provided to the selected A/E. The selected A/E will be responsible for providing any additional information not included in initial reports to support the development of remediation as part of the construction contract documents.
 - I. Where applicable, develop and prepare construction documents for Erosion and Sediment Control Plan and a Storm Water Management Plan. VMI Annual standards and specifications are located at www.vmi.edu/construction.
 - J. Coordinate the design of utility connections with local utility providers and obtain necessary approvals. Agency will pay filing fees and connection charges as required.
 - K. Prepare A/E cost estimates for the project per Chapter 8 and Appendix E of the CPSM.
 - L. Represent the Agency by presenting necessary oral and/or graphic presentations to State Agencies such as the Art and Architectural Review Board, The Division of Engineering and Buildings, Department of Historic Resources, Department of Environmental Quality, US Army Corps of Engineers, City of Lexington or any other group having interest in the project.
 - M. Complete all forms and documents in formats required by the A/E Manual. Process in accordance with the Agency's instructions.
 - N. Provide services to assist the Agency in the award of the construction contract.
 - O. Provide services for the construction phase, as required by the A/E Manual, for the administration of the contract.
 - P. Provide Project Management and/or project Inspection/Clerk of the Works services, as outlined in the A/E Manual, if so desired by the Agency.

VI. 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. Forty percent (40%) is the current expected minimum utilization of SWaM (Small, Woman and Minority owned business). Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the www.dgs.virginia.gov website.

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 will 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. The Respondent's proposal shall include: the completed and signed RFP cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and five (5) copies of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume where practical.
- D. 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.
- 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 RFP.
- F. To reduce the effort and expense of responding to RFP'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 RFP's.**
- G. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Hard copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 may be found in Appendix B of the Manual. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the www.dgs.virginia.gov website.

VIII. EVALUATION AND AWARD OF CONTRACTS:

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

1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section IV, Scope of Services. (10 Pts)
2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services. (10 Pts)
3. Geographic location of the A/E's office where work will be performed in relation to the project location(s). (5 Pts)
4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner. (10 Pts)
5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project. (15 Pts)
6. Qualifications/experience of the A/E's project manager assigned to this project. (10 Pts)
7. 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. (15 Pts)
8. Use of small businesses and businesses owned by women and minorities (SWaM) as consultants, subcontractors, suppliers or support services totaling a minimum of forty percent 40%. (10 Pts)
9. Size of the firm relative to the size of the project(s). (10 Pts)
10. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance. (5 Pts)

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. SCHEDULE: The selection committee will consider the A/E's overall ability to provide services within the timeline noted herein:

26 Jun	Submit proposal to VMI
28 Jun	Notification to shortlisted A/E firms
10 Jul	Selection Interviews
12 Jul	Notification to Selected A/E firm
25 Jul	Expected Notice-to-Proceed to A/E firm
20 Sep	35% Complete Preliminary Submission

C. AWARD OF CONTRACT: After evaluation of the Proposals received in response to the RFP, the Agency 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 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 factors set forth in Section VIII and the information provided and 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. 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.

IX. 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.

X. eVA Vendor Registration Requirements

DGS-30-385 (Rev. 04/08)

eVA Vendor Registration Requirements

eVA Vendor Registration: *The eVA Internet electronic procurement solution, www.eVA.virginia.gov, streamlines and automates government purchasing activities for the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide construction and/or professional services to the Commonwealth shall participate in the eVA electronic procurement solution whether through the eVA Basic Vendor Registration Service or through the eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in their bid/proposal being rejected.*

a. eVA Basic Vendor Registration Service: \$25 annual registration fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.

b. eVA Premium Vendor Registration Service: \$25 annual registration fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.

c. For orders issued August 16, 2006 and after, the Vendor Transaction Fee shall be:

(i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.

(ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

eVA Contracts and Orders: *It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order.*

- a. For orders issued August 16, 2006 and after the Vendor Transaction Fee shall be:*
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.*
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.*

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.