

REQUEST FOR PROPOSALS

Issue Date: **August 30, 2009**

RFP#: VT-208-2009-03

Title: A/E SERVICES FOR *Veterinary Medicine Instructional Addition*

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 Polytechnic Institute and State University
Kristi B. Shaw, VCCO
Assistant Contracts Officer
University Planning, Design and Construction Services (0129)
90 Sterrett Facilities Complex
Blacksburg, VA 24061

Location of Work: Virginia Polytechnic Institute and State University

Period Of Contract: Single project services

All inquiries for information should be directed to:

Bruce Ferguson
Associate Director for Planning
Phone #: (540) 231-6449

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

Kristi B. Shaw, VCCO
Assistant Contracts Officer
University Planning, Design and Construction Services (0129)
90 Sterrett Facilities Complex
Blacksburg, VA 24061

Sealed proposals for furnishing the services described herein will be received until **5:00 p.m. EST on September 29, 2009**. **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 single non-mandatory pre-proposal conference will be held at 2:00 P.M. on Thursday, September 10, 2009 in the Physical Plant Classroom of the Sterrett Facilities Complex on the Virginia Tech campus. Potential offerers are encouraged to attend. University representatives will be in attendance to answer questions.

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NOTE: Electronic copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and 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.dgs.state.va.us/>

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. **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 architectural/engineering services. Options available are:**

- a. eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. For DMBE-Certified Small Businesses the maximum transaction fee is \$500 per order. For non DMBE-Certified Small Businesses or businesses that are not eVA registered but agree to pay the transaction fee the maximum transaction fee is \$1500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding.
- b. eVA Premium Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. For DMBE-Certified Small Businesses the maximum transaction fee is \$500 per order. For non DMBE-Certified Small Businesses or that are not eVA registered but agree to pay the transaction fee the maximum transaction fee is \$1500 per order. 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, and ability to research historical procurement data, as they become available.

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 planning, design and construction of academic administrative space, instructional laboratory and support facilities in a university veterinary medicine setting.

The University is seeking an Architectural/Engineering firm to provide Pre-Planning Study services to include site plan confirmation, facility program confirmation, conceptual design options, conceptual cost estimating, utility infrastructure confirmation, demolition and construction phasing planning, and code analysis. The university reserves the right to engage in a separate contract with the successful A/E firm for full professional design services for the Schematic, Preliminary, Working Drawings and Construction Administration phases of the project. The University envisions using the CM@Risk method of construction delivery and engaging an Owner's Commissioning Agent for this project.

Sustainability shall be embraced in all aspects of design to attain buildings that are less costly to operate and have a more positive impact on the environment. Firms responding to this RFP will be required to demonstrate experience with the US Green Building Council's LEED certification process and assign to the project team a LEED accredited professional in each major design discipline. It is the intent of Virginia Tech to seek "LEED Silver" certification.

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

The existing instructional and office space in the College of Veterinary Medicine, constructed over twenty-five years ago, is no longer capable of meeting the needs and demands of the school's modern clinically-based teaching and learning program. Many faculty members are currently housed in a limited number of open cubicles which are far below the recommended state guideline size. The current open cubicle environment is inadequate for meeting with and advising students, for holding confidential conversations with other faculty, students, and research partners, and for housing the

expanded technology for preparation of instructional materials. Further, the College is expanding its faculty and student populations as it grows its clinical and outreach programs. The College has outgrown the office space planned in the 1960's and recruitment of new faculty is difficult because of the ill-suited space. Existing instructional space in the Veterinary Medicine facility is over scheduled and new/expanded instructional lab space is required to allow an increase in class offerings.

This project requests authorization to construct a building addition which potentially includes faculty offices and workspaces, instructional labs, lab support spaces and possibly a lecture hall. The total project cost is expected to be \$14,000,000, with a 'design-to' construction cost of \$9,500,000.

Existing office space and instructional labs vacated to the Instructional Addition, and other existing spaces physically affected by the addition's construction, shall be part of the Pre-Planning Study.

IV. SCOPE OF SERVICES:

The initial Pre-Planning scope of work for the project is to include the following:

A. Site planning including:

- Site analysis and data compilation to be undertaken including existing topography, underground utilities, site features and sub-surface conditions data.
- Preliminary analysis of existing storm water management facility and contributing drainage area to determine sustainable and low-impact strategies to meet the current Department of Conservation and Recreation SWM Regulations.
- Demolition planning.
- Determine opportunities and constraints covering desired adjacencies, service and accessible routes, clearances for utilities, conceptual landscape and hardscape design, and other site features and accommodations.
- Investigation and physical analysis of anticipated site and building environmental conditions will be part of the required scope of services.

B. Facility program confirmation study, resulting in an approved Space Program:

- Analysis and definition of User's facility program needs, goals and objectives.
- Confirm and validate initial user-generated program criteria.
- Determine space needs, adjacencies and functional relationships.
- Compile conceptual special equipment and support systems listings.
- Prepare design criteria including sustainable design strategies which will result in the new addition receiving Silver LEED certification.
- Prepare conceptual Space Program for approval.
- Undertake physical survey and conditions assessment of affected existing spaces and generate planning concepts comprising new program uses for existing spaces.

C. Utilize approved Space Program and Site Plan findings to prepare conceptual drawings for review and comment:

- Prepare conceptual floor plan options.
- Prepare site and building massing models identifying proposed architectural materials and conceptual engineering systems.
- Develop final conceptual site plan, floor plans, building sections and building elevations/massing models based upon the selected option.
- Prepare 'sketch-up' level building studies for VT use in Executive presentations.

- D. Construction phasing plan to consider demolition planning and academic calendar.
- E. Prepare a Concept Design level cost estimate. Coordinate with university to identify project and construction cost assumptions.

Assure the Pre-Planning Study documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, the Virginia Uniform Statewide Building Code, the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) published July 23, 2004, and Virginia Tech's Design Guidelines and Construction Standards.

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 is 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 www.dgs.state.va.us website.

Virginia Tech is committed to increasing SWAM participation on capital projects. Failure to provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and failure to state and quantify (by listing percentages) any plans to utilize such businesses and the manner in which they may be utilized under this Contract may result in a proposal being deemed non-responsive.

The successful proposer will be required to use a web-based payment request & SWaM tracking system, when submitting their invoices to Virginia Tech.

VI. 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 seven (7) 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.

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.

- E. 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.
- F. 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.
- G. Submit data Forms outlining participation of small businesses and businesses owned by women and minorities.

VII. 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 Firm's team in each relative discipline for providing the services described in Section IV, Scope of Services.
 - 2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services.
 - 3. Demonstrated understanding of the campus historic architecture and ability to creatively design within this context.
 - 4. Demonstrated experience of the A/E or specialty consultant in design of offices, instructional classrooms and laboratories in Veterinary Medicine facilities.
 - 5. Use of small businesses and businesses owned by women and minorities as the prime A/E firm, consultants, or support services.
 - 6. Geographic location of the prime and consultants' offices where work will be performed in relation to the project location(s).
 - ~~7.~~ Demonstrated ability of A/E team to work with a CM@Risk and an Owner's Commissioning Agent throughout design/preconstruction and construction.
 - 8. Current and projected workload, plan to complete the work and ability to complete the work in a timely manner.

9. Demonstrated ability of the proposed team members to work as a cohesive unit through design and construction to successfully deliver a project of similar size, scope and complexity as those required on this project.
10. Demonstrated ability of the proposed Project Manager to lead the A/E team to successfully deliver a project of similar scope through design and construction to the one described in this RFP.
11. 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.
12. Demonstrated ability and proposed plan by the A/E team to successfully manage the quality, "design-to" construction budget and schedule of the project during the design phase.
13. Demonstrated ability and proposed plan by the A/E team to successfully manage the Construction Administration phase of the project, ability to resolve complex construction phase issues among contractor and owner.
14. Demonstrated ability and proposed plan by the A/E team to successfully lead the design review process of the university and other regulatory agencies.
15. Size of the firm relative to the size of the project(s).
16. Financial Responsibility as evidenced by the A/E Firm carrying Professional Liability Insurance.
17. Demonstrated ability to design sustainable architecture and provide services resulting in a certified LEED Silver facility.

Generally, the selection committee will consider the A/E Firm'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 Firm's previous clients, as well as other references.

- B. **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 VII 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.

University Planning, Design and Construction (PDC) will be the primary contact for contract negotiations.

All design and construction phases will be managed by PDC's project manager who will be the primary contact person for Virginia Tech; thus, the A/E will be required to work with the PDC project manager for coordination with all University organizations. This coordination will include working closely with The Office of the University Architect, who is responsible for siting, massing, conformance with the intent of the University's Campus Master Plan and related studies, conformance with the coordinated campus aesthetics program to include exterior materials and appearance and coordination of space programming with institutional strategic space planning.

VIII. 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 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. ATTACHMENTS

Attachment A: "Small Businesses and Businesses Owned by Women & Minorities" Data Forms

Attachment B: Forms AE - 1 through AE - 6, including instructions