

REQUEST FOR PROPOSALS RFP #3340224CA

Issue Date: September 10, 2009
Title: Professional Architectural/Engineering Services Term Contracts 2010-2015
Commodity Code: 90600
Issuing and Using Agency: Virginia Commonwealth University
10 S 6th St., 2nd Floor
P.O. Box 980616
Richmond, Virginia 23298-0616

Period of Contract: From date of award through satisfactory completion of projects

All inquiries for information should be directed to Chantal Andrews, cdandrew@vcu.edu, Phone #: (804) 828-0663, Fax#: (804) 828-7837

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT AND PAYMENT ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT AND PAYMENT.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, POB 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 S 6TH ST., 2nd FLOOR, RICHMOND, VA 23219. THE RFP NUMBER, 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 October 8, 2009, 2:00 p.m. est
Proposals must reach the above address by the deadline stated.**

In compliance with this Request For Proposals and any addenda (if applicable), available at http://www.vcu.edu/procurement/bid_rfps.htm, including 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 may be modified by mutual agreement in subsequent negotiations.

NAME AND ADDRESS OF FIRM:

_____	Date: _____
_____	By (Signature In Ink): _____
_____ Zip Code _____	Name Typed: _____
E-Mail Address: _____	Title: _____
Telephone: () _____	Fax Number: () _____
Toll free, if available	Toll free, if available
DUNS NO.: _____	FEI/FIN NO.: _____
MINORITY-OWNED BUSINESS: () YES () NO	WOMEN-OWNED: () YES () NO
REGISTERED WITH eVA: () YES () NO	SMALL BUSINESS: () YES () NO
DMBE CERTIFIED: () YES () NO	DMBE CERTIFICATION#: _____

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NOTE: Forms are available for download at the www.dgs.state.va.us website under DGS Forms. Form #: DGS-30-004 (AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6)

Be sure to check for any addenda that may be issued; available at http://www.vcu.edu/procurement/bid_rfps.htm

I. APPLICABILITY OF THE A/E MANUAL:

The Commonwealth of Virginia Construction and Professional Services Manual for Architect/Engineers (A/E Manual-2004), defined as Chapters 1 thru 10 and Appendices A through Z of the 2004 CPSM, shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein.

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 Services.

II. PURPOSE:

The A/E shall provide professional services for the project described in Part IV of this RFP consistent with the A/E Manual - 2004, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

The purpose and intent of this Requests for Proposals (RFP) is to solicit proposals for Term Contracts for such professional architectural and/or professional engineering services to be provided on an "as needed" basis for the planning and design of a broad range of projects pursuant to Project Orders issued during the contract term. Professional Architectural/Engineering Services shall be provided "as needed" for a number of miscellaneous projects on Virginia Commonwealth University's Monroe Park Campus and Medical College of Virginia Campus. Each A/E Term Contract will be awarded for an initial period of one (1) year and shall be renewable, at Virginia Commonwealth University's option, up to a maximum of four (4) one year renewals. Any individual Project Order fee under each Term Contract shall not exceed \$200,000 and the aggregate total of fees for all Project Orders issued during the term of each Term A/E Contract shall not exceed \$1,000,000.

VCU will award multiple term contracts for architectural/engineering services in several different disciplines. The types of services required and the number of contracts to be awarded are:

General Architectural Services (hire 3 firms)

Full Service Architectural/Engineering Services: (hire 2 firms)

Mechanical, Electrical, Plumbing, Engineering Services: (hire 2 firms)

Geotechnical, Environmental: (hire 1 firm)

Civil, E&S, Storm Water Management, Surveying, GIS Services (hire 1 firm)

Structural Engineering: (hire 1 firm)

Landscape Architecture Services: (hire 1 firm)

Campus Master Planning: (hire 1 firm)

Sustainable Design Consulting (hire 1 firm)

Traffic & Parking Engineering Services (hire 1 firm)

TOTAL: (hire 14 firms)

III. UNIVERSITY'S RIGHT TO ISSUE RFP's AND PROJECT ORDERS:

VCU reserves the right, at its sole discretion, to issue RFP's for similar work, for other disciplines or types of work, and for other projects as the need may occur. **An A/E may have only one A/E Term Contract in effect with VCU at any time and each firm will be limited to and considered for only one (1) category/type of service under this RFP.**

The University also reserves the right to issue Project Orders to other A/E's under Term Contracts at its sole discretion, based on the 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 selected firm under each category shall furnish all expertise, labor and resources, in accordance with the A/E Manual, to provide complete services necessary for Project Order(s) issued during the Contract Term. These services will be required at various stages of project development including but not necessarily limited to planning, acquisition, design development,

and construction. The following generally summarizes the types of scopes of services that the A/E may be required to perform, under each category indicated.

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.

A. General Architectural Services:

- Evaluations, analysis, recommendations, reports, feasibility studies.
- Programming, space planning, interior design.
- Preparation of presentation materials.
- Preparation of schematic or preliminary designs, field inspections and investigations, and code compliance investigations.
- Preparation of complete contract documents.
- Construction administration services.
- Architectural project management services.
- Site analysis and preparation of measured drawings.
- Building systems analysis
- Value Engineering
- Document coordination review and Building Code review
- Design, analysis, comparison and documentation of various sustainable design products and systems, including participation, coordination and/or management of project certification during design and construction under various LEED and other selected green building rating systems

B. Full Service Architectural/Engineering Services: Do not submit under this category if the combined services are not being offered by a single firm with in-house staff.

- Evaluations, analysis, recommendations, reports, feasibility studies.
- Programming, space planning, interior design.
- Preparation of presentation materials.
- Preparation of schematic or preliminary designs, field inspections and investigations,

and code compliance investigations.

- Preparation of complete contract documents.
- Construction administration services.
- Architectural project management services.
- Site analysis and preparation of measured drawings.
- Building systems analysis
- Mechanical engineering
- Electrical engineering
- Plumbing engineering
- Value Engineering
- Document coordination review and Building Code review
- Energy modeling or review of energy modeling by others
- Design, analysis, comparison and documentation of various sustainable design products and systems, including participation, coordination and/or management of project certification during design and construction under various LEED and other selected green building rating systems

C. Mechanical, Electrical, Plumbing Engineering Services: Do not submit under this category if the combined services are not being offered by a single firm with in-house staff or with associated consulting engineers.

- Evaluations, analysis, recommendations, reports, feasibility studies.
- Field inspections and investigations, and preparation of measured drawings.
- Preparation of complete contract documents.
- Construction administration services.
- Building systems analysis and code compliance investigations.
- Mechanical, Electrical, and Plumbing engineering.
- Energy analysis and modeling or review of energy modeling by others
- Central Plant.
- Building Automation systems/controls.
- Fire Protection Systems (Sprinkler and Alarm Systems)
- Elevator system design (new construction and retrofitting of existing systems)
- Design, analysis, comparison and documentation of various sustainable design

products and systems, including participation and coordination of project certification during design and construction under various LEED and other selected green building rating systems.

D. Geotechnical, Environmental Services:

- Geotechnical and environmental investigation and assessments of properties and structures, analysis, studies, and reports including preparation of cost estimates for recommended actions.
- Soil borings, geologic & hydrologic studies, foundation design, CBR tests, probes, material sampling, and analytic testing.
- Environmental site assessments (Phase I & II) to identify and record existing, potential, or suspect conditions that may pose an environmental liability, or restrict the use of, the subject property including material sampling and analytic testing activities.
- Collect information to evaluate the risk associated with various suspect conditions with respect to Federal acts such as the Resource Conservation & Recovery Act, the Comprehensive Environmental Response, Compensation, and Liability Act, and the Superfund Amendments and Re authorization Act, and Commonwealth of Virginia regulation including the Solid Waste Management, Hazardous Waste Management, and Underground Storage Tank Regulations, and other conditions as identified in the Code of Virginia.
- Plan, propose, and administer environmental remediation measures.
- Asbestos/lead based paint testing, abatement design, and abatement monitoring services.

E. Civil, E&S, Storm Water Management, Surveying, GIS Services

- Property surveys to include boundary, above and below ground utilities, site improvements and topography.
- GIS
- Civil engineering design and/or analysis.
- Erosion and Sediment Control Design
- Storm Water Management Analysis/Design

- Design, analysis, comparison and documentation of various sustainable design products and systems, including participation and coordination of project certification during design and construction under various LEED and other selected green building rating systems.

F. Structural Engineering Services:

- Evaluations, analysis, recommendations, reports, feasibility studies.
- Field inspections and investigations, and preparation of measured drawings, calculations and existing conditions reports.
- Preparation of complete contract documents.
- Construction administration services.
- Design, analysis, comparison and documentation of various sustainable design products and systems, including participation and coordination of project certification during design and construction under various LEED and other selected green building rating systems

G. Landscape Architecture Services:

- Evaluations, analysis, recommendations regarding existing landscape conditions.
- Planting material selections.
- Streetscapes design, and coordination with City of Richmond.
- Preparation of presentation materials.
- Preparation of contract documents.
- Design, analysis, comparison and documentation of various sustainable design products and systems, including participation, coordination and/or management of project certification during design and construction under various LEED and other selected green building rating systems

H. Campus Master Planning Services:

- Planning and master planning, programming and space planning.
- Evaluation, analysis, recommendations regarding City of Richmond zoning and land use regulations.
- Traffic engineering studies and parking analysis.

- Preparation of presentation materials.
- Preparation of schematic or preliminary designs, field inspections and investigations, and code compliance investigations.
- Preparation of complete contract documents.
- Construction administration services.

- Design, analysis, comparison and documentation of sustainable design principles and practices, including participation, coordination and/or management of project certification during design and construction under various LEED and other selected green building rating systems

I. Sustainable Design Consulting Services:

- Management of project certification for existing buildings and during design and construction under various LEED or other selected green building rating systems
- Independent review of design documents, a/e calculations, contractor submittals and project certification (LEED or other) submittal documentation to ensure achievement of specific sustainability goals and criteria
- Analysis and comparison of various building products, including furnishings
- Development of case studies, award submissions, educational literature and signage
- Training of VCU staff and/or contractors concerning LEED, State requirements for sustainability and general sustainability issues in design and construction
- Assistance in creating policies and procedures as may be required to assist in meeting goals of VCU's sustainability initiatives and/or the Climate Action Plan

J. Traffic & Parking Consulting Services:

- Evaluations, analysis, recommendations, reports, feasibility studies.
- Traffic analysis studies and parking analysis.
- Coordination with the City of Richmond.
- Preparation of presentation materials

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 S 6th St, POB 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 A/E Manual – 2004 and all subsequent modifications and supplements that apply will be provided.
- D. Contract Negotiations: Contract negotiation methods as specified in Chapter 6 of the A/E Manual – 2004 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; 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 eight (8) copies of the proposal** shall be submitted to the University. Each copy of the proposal shall be bound in a single volume where practical. **Indicate in APPENDIX II the single category/ type of A/E service for which the firm wants to be considered.** 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.
- F. 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.

- G. 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 website.

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

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

- A. Evaluation Criteria: Proposals shall be evaluated by the University using the following criteria:
1. Expertise, experience, and qualifications of the A/E firm, personnel, and consultants relevant to the RFP.
 2. A/E's size of firm relative to the size of projects and A/E's plan to respond to requests for services and ability to complete any Project Order(s) in a timely manner.
 3. Geographic location of the A/E's office where work will be performed in relation to Virginia Commonwealth University.
 4. A/E's willingness to provide services on the small projects associated with Term Contracts for a reasonable fee as determined by VCU.

5. A/E's recent (past 5 years) experience / history in designing project within the established "Design-not -to -exceed" budget.
6. 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.
7. Expertise and past experience of the A/E in providing services on other Term Contracts or other projects of similar size and scope relevant to the RFP.
8. Financial Responsibility as evidenced by the A/E carrying Professional Liability Insurance.
9. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.

Scoring relative to the last criterion will be assigned as follows:

- a) 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.
- b) 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. ($25 \text{ divided by } 100 = .25 \times 15 \text{ points} = 3.75$).

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 three 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 2.2-4342F, 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.

Notice of Award or Notice of Intent to Award may be accessed electronically at <http://www.vcu.edu/procurement> and are available in the lobby of Procurement and Payment at 10 S 6th St., Richmond, VA during normal business hours.

C. PROJECT AWARD:

The University reserves the right, at its sole discretion, to issue RFPs 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. CONTRACT TERM:

Under this Contract, Project Orders may be issued during the one year following the date of execution of this Contract. This one year period shall be referred to as the "Contract Term." If a Project Order is issued during the Contract Term which, in the aggregate total of it, all previously issued Project Orders and any Change Orders to the previous Project Orders, reaches the \$1,000,000 limit, then no further Project Orders may be issued during that Contract Term. It is understood that the A/E's Work under the Project Orders issued may not be completed during the Contract Term; however, all terms and conditions of this Contract, including all rights and obligations, shall survive until the Work is completed, except the University's right to issue, and the A/E's right to accept, additional Project Orders.

VCU may, at its sole discretion, renew the Contract for up to a maximum of four (4) one year renewals. If the University exercises its option to renew, the second and subsequent years of the Contract shall begin one year from the date of the execution of the previous year of the Contract or the date that the University notifies the A/E that the option to renew is being exercised, whichever occurs first. A new aggregate limit of \$1,000,000 shall apply to each year of the Contract, without regard to the dollar amounts of Project Orders issued during the previous year of the Contract. Any unused amounts from each year of the Contract are forfeited and shall not carry forward to subsequent years of the Contract.

XI. PROJECT ORDERS:

The first Project Order will be issued at the same time as the execution of the A/E Term Contract. It will authorize the A/E to perform the Work for a lump sum amount or at the marked up hourly rates agreed to and set forth in the MOU attached to the A/E Term Contract.

It is understood that more than one Project Order may, at VCU's sole discretion, be offered to the A/E during the Contract Term. Although the potential exists for multiple project orders during the Contract Term with aggregate fees up to \$1,000,000, the University does not represent or guarantee that the A/E shall receive more than one Project Order.

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:
 - o "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 Marinas, 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.
 - o "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.
 - o "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.

- o “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.
- o “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).

Name of Businesses:

SB, WO, MO:

Role in contract:

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.

APPENDIX II

*Please indicate by checking the type of service that your firm proposes to provide for VCU. Term Contracts shall be awarded for each of the RFP categories of A/E services listed. Remember that an A/E firm may have only one A/E term contract in effect with VCU at any time. Firms will only be evaluated for the category and types of services indicated. **Submit Forms AE-1 thru AE-6 for only one category.** Each firm will be considered for only one of the categories listed. **One (1) manually signed original and eight (8) copies of the proposal shall be submitted to the University, which thereby includes 8 copies of the AE-1 to AE-6 forms (for one category).***

- ☐ General Architectural Services (3 contracts)
- ☐ Full Service Architectural/Engineering Services (2 contracts)
- ☐ Mechanical/Electrical/Plumbing Engineering Services (2 contracts)
- ☐ Environmental & Geotechnical Services (1 contract)
- ☐ Civil/Surveying/ /GIS Services (1 contract)
- ☐ Structural Engineering Services (1 contract)
- ☐ Landscape Architect Services (1 contract)
- ☐ Campus Master Planning Services (1 contract)
- ☐ Sustainable Design Consulting Services (1 contract)
- ☐ Traffic & Parking Engineering Services (1 contract)

NAME OF FIRM: _____