

REQUEST FOR PROPOSALS

Issue Date: **January 17, 2010**

RFP#: VT-208-2010-01

Title: A/E SERVICES FOR *Squires Student Center Feasibility Study*

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
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:

David D. Dent, P.E.
Associate Director, University Planning, Design and Construction
Phone #: (540) 231-6449

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

Kristi 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 February 18, 2010. 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 10:00 A.M. on Wednesday, February 3, 2010 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 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 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 planning, design and construction of a student center in a university setting.

The Feasibility Study scope of work for the Squires Student Center will include the following:

- A. Undertake a facility program accommodation study, leading to the Space Program:
 - Analysis and definition of Squires Student Center program needs, goals and objectives,
 - Determine space needs, adjacencies and functional relationships between programs,
 - Prepare conceptual Space Program for review and comment.
- B. Critical maintenance needs and confirmation including:
 - Prioritization and costing of critical maintenance needs of the existing facility, which includes water penetration and MEP system issues,
 - Development of an implementation strategy for addressing critical maintenance needs,
 - Develop phasing strategy to accommodate partial occupancy during renovation work and/or identification of alternative “swing space.”
 - Related impacts to existing mechanical systems based on identified programmatic needs and goals.
- C. Utilize approved Space Program needs and Critical Maintenance findings to prepare conceptual drawings for review and comment.
 - Investigate possible re-configuration of programming space to better meet the needs of the students and/or to provide for additional revenue generation,
 - Prepare conceptual floor plan options, to include program delineation,
 - 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.
 - Develop baseline Building Information Model (BIM) to organize existing and proposed MEP systems.
- D. Prepare a Concept Design level cost estimate provides, identifies, and delineates between the maintenance and program improvement needs while coordinating with university for estimate’s project assumptions.
- E. Prepare baseline Life Cycle Cost Analysis (LCCA) for existing mechanical systems versus proposed system improvements.
- F. Prepare an Owner Project Requirements (OPR) report to ensure proposed commissioning goals are developed and correspond to the identified programmatic objectives and critical maintenance improvements plan.

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, including assistance with systems commissioning, as required. The university is anticipating use of the traditional design-bid-build project delivery method.

Sustainability shall be embraced in all aspects of design to 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. In keeping with the spirit of Virginia Tech’s goal of constructing facilities that can achieve a “Silver” LEED rating through submission for LEED

certification, this project will keep the LEED principles in-mind to ensure a sustainable and efficient program renovation and improvement.

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 university is undertaking a comprehensive critical maintenance study of the existing Squires Student Center. The proposed project is the renovation of Squires Student Center (approximately 235,250 Gross Square Feet) on the main campus of Virginia Tech. The study generally will consist of investigating and identifying critical maintenance needs of the facility and development of a phasing strategy to accomplish the work. The study will include, but not be limited to, hazardous materials investigation, testing and report, special structural inspections, surveys and floor plan field measures, field investigations and development of as-built plans, programming, scope definition, budget development, and pre-design charrette.

The overall study is for the Squires Student Center located adjacent to the Mall and bordered by Newman Library to the west and Henderson Hall to the east. The study will include the identification of the desired facility programming changes and related impacts on the facility systems and uses. Existing as-build documentation and records are available for use as a reference to confirming space and program areas for the facility.

IV. SCOPE OF SERVICES:

The selected A/E shall furnish all expertise, labor and resources for complete planning period services for the project in accordance with the requirements of the A/E Manual. The following generally highlights the services that the A/E firm will be required to perform assuming the firm is selected for full design and construction administration services:

- A. Refer to Section II for delineation of scope.
- B. Assure that the Feasibility 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 Uniform Federal Accessibility Standards, and Virginia Tech's Design Guidelines and Construction Standards.
- C. Assure that the Feasibility Study documents meet goals, objectives and directives of the Squires Student Center program.
- ~~D. Provide all design submittals, including construction contract documents with professional seals and signatures, in accord with the procedures of the A/E Manual.~~
- ~~E. Provide specifications that reflect current requirements, standards and product availability.~~
- ~~F. Where applicable, develop and prepare construction documents for an Erosion and Sediment Control Plan and a Stormwater Management Plan. Obtain approvals from required Agencies.~~
- ~~G. Coordinate the design of utility connections with local utility provider and obtain necessary approvals. Agency will pay filing fees and connections charges, as required.~~

- ~~H. Make recommendations for relocation of utilities to minimize construction risk and/or disruption to university operations by coordination with winter, spring and summer breaks, or provide temporary service.~~
- ~~I. Coordinate planning efforts with the Virginia Tech Campus Master Plan.~~
- ~~J. Prepare A/E cost estimates for the project per Chapter 8 and Appendix E of the A/E Manual.~~
- ~~K. Represent Virginia Tech 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 Environmental Quality, Environmental Protection Agency or any other group having interest in the project.~~
- ~~L. Complete all forms and documents in formats required by the A/E Manual and Environmental Agencies as applicable. Process in accordance with the Agency's instructions.~~
- ~~M. Participate in pre-construction design reviews and cost estimate reconciliation with Owner and Construction Manager.~~
- ~~N. Provide services to assist Virginia Tech in the bidding and award of the construction contract where applicable. This may include early site/utility bid packages.~~
- ~~O. Provide services for the construction phase, as required by the A/E Manual, (Chapter 10) for the administration of the contract.~~
- ~~P. As necessary, provide as-built site verifications, topographic surveys, field investigations, and subsurface utility surveys.~~
- ~~Q. Confirm project program. This activity will include interviews and documentation, programming, planning and layouts.~~
- ~~R. Provide hardscape / landscape design.~~
- ~~S. Provide complete civil survey and building foundation design (if required).~~
- ~~T. Provide utility design to serve program facilities.~~
- ~~U. Provide lighting and security design.~~
- ~~V. Provide energy efficient and sustainable design.~~
- ~~W. Participate in partnering program throughout design and construction phases.~~

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.

Virginia Tech is committed to increasing SWAM participation on capital projects, especially Women and Minority owned businesses. 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.

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 six (6) 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.
- H. 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 experience of the A/E or specialty consultant in planning and design of a building renovation of similar scope and complexity.
 - 4. Use of small businesses and businesses owned by women and minorities as the prime A/E firm, consultants, or support services. Methodology for soliciting women and minority owned businesses.
 - 5. Geographic location of the prime and consultants' offices where work will be performed in relation to the project location(s).
 - 6. Current and projected workload, plan to complete the work and ability to complete the work in a timely manner.
 - 7. Demonstrated experience in identifying, prioritizing and costing critical building maintenance needs.
 - 8. Size of the firm relative to the size of the project(s).
 - 9. Financial Responsibility as evidenced by the A/E Firm carrying Professional Liability Insurance.
 - 10. Demonstrated ability to design sustainable architecture in the contextual vision of the university.

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 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 2.2-4342, 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 (UPDC) will be the primary contact for contract negotiations. All design and construction phases will be managed by UPDC's project manager who will be the primary contact person of Virginia Tech.

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