REQUEST FOR PROPOSALS

Issue Date: August 3, 2016               RFP#: VT-208-L00046-000

Title: A/E SERVICES FOR VIRGINIA TECH TO RENOVATE UNDERGRADUATE SCIENCE LABORATORIES

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.

Issuing Agency & Address: Virginia Polytechnic Institute and State University
University Design and Construction (0129)
90 Sterrett Facilities Complex, Virginia Tech
230 Sterrett Drive
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:

Joseph Hoeflein, Project Manager
University Design and Construction
Phone #: (540) 231-3689
Email – jhoeflei@vt.edu

IF PROPOSALS ARE MAILED OR ARE HAND DELIVERED, DELIVER TO:

Bob Blackwell, Contracts Officer
University Design and Construction (0129)
90 Sterrett Facilities Complex
230 Sterrett Drive
Blacksburg, VA 24061

Sealed written proposals for furnishing the services described herein will be received until 5:00 PM EST on September 8, 2016. Proposals must reach the above address by the deadline stated. Firms submitting proposals must be properly registered and licensed with the Virginia Department of Professional & Occupational Regulation (DPOR) as per Section 3.1.8.3 of the A/E Manual. For firms with multiple offices, the specific office submitting the proposal must be properly registered and licensed with DPOR. Proposals submitted by firms (or specific offices of firms) who are not properly registered and licensed shall not be considered.

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.
The undersigned further acknowledges that they are familiar with the Virginia Tech Campus Design Principles and agrees that, if selected for this project, will provide design submittals that fully comply with these principles.

Name and Address of Proposer:

_________________________________ Date:____________________________

_________________________________ By_______________________________

_________________________________ (Signature in Ink)

_________________________________ Typed Name:_______________________

_______________________Zip:____ Title:____________________________

Email:___________________________

FEIN/SSN # _______________________ Telephone No.(____) ____________

DPOR/APELSCIDLA License # for Proposing Office Listed Above: ______________

Acknowledge receipt of Addendums: __________. __________. __________. __________.

PRE-PROPOSAL CONFERENCE: A single non-mandatory pre-proposal conference will be held at 9:00 AM on August 23, 2016 in the Sterrett Facilities Classroom on the Virginia Tech campus. Potential offerors are encouraged to attend. University representatives will be in attendance to answer questions.

Pre-proposal conference attendees should obtain a Virginia Tech parking permit for display on vehicles prior to attending the conference. Parking permits are available from the Virginia Tech Parking Services Department located at 455 Tech Center Drive, phone: (540) 231-3200, email: parking@vt.edu.
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**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://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.**

**I. APPLICABILITY OF THE A/E MANUAL**

The A/E Manual, as defined in Section 1.0 of the April 20, 2016 edition of the Commonwealth of Virginia Construction and Professional Services 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", "Owner", “Virginia Tech”, and “university” 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.
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 science teaching laboratories and similar facilities on university property.

Virginia Tech is seeking an Architectural/Engineering firm to provide full design services to include, but not necessarily be limited to Pre-Planning Studies, Schematic Design, Preliminary Design, Working Drawings and Construction Administration for the project. Note that funding is authorized only through PD at this time. The university envisions using the design-bid-build method of construction delivery as well as engaging an independent Commissioning Agent to participate in the design and construction of this project.

Sustainability shall be embraced in all aspects of design. 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, including all applicable DEB Notices issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

III. PROJECT BACKGROUND

The university’s current inventory of science instruction laboratory spaces is not sufficient to accommodate projected enrollment growth through 2023. To meet demand for laboratory instruction, the university has developed a two-pronged strategy that includes new construction to add space and renovations to repurpose underutilized spaces. During the 2016 state budget session, the university successfully obtained a state-funded planning project for a new 105,000 gross square foot laboratory instruction building to help meet this demand.

The renovations component provides strategically important space to address short term (over the next 4 years) and long term needs to accommodate the planned enrollment growth and is what this project will address. Renovations will provide space to meet the immediate impacts of enrollment growth demand for laboratory courses until the new building is available. In the long term, the renovations will serve to fully accommodate expected demand for laboratory course sections through 2023 and beyond. The plan for the renovations component is for the university to self-fund repurposing up to seven laboratory spaces in Derring Hall and up to three laboratories in Hahn Hall. These laboratories would expand space to meet growing demand for course sections in biology, chemistry, organic chemistry, physics, and microbiology.

We have a good understanding of the implications that the current enrollment growth targets will have for Chemistry, Physics, and Biology. We anticipate that these programs will grow by 777, 400, and 405 students respectively by 2022 if targets are met. Chemistry and Biology will require one additional lab each by 2017 and a second lab each by 2020. Physics will require the equivalent of an additional “regular” lab by 2017. Virginia Tech staff have considered a number of options which will be discussed with the A/E selected during the Pre-Planning phase. We anticipate that one solution which addresses immediate needs will be defined, designed, and implemented in time for fall semester 2017. Another solution which addresses needs for fall semester 2019/spring semester 2020 will also be developed.
and implemented by this project. Consideration for relocation of current occupants during renovations and phasing strategies will be an important part of the A/E’s work. In addition, there are several projects which will be performed by others (e.g. an electrical distribution upgrade in Derring Hall) which the A/E will need to coordinate with on this project.

IV. TENTATIVE PROJECT SCHEDULE:

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V. SCOPE OF SERVICES:

The selected A/E shall furnish all expertise, labor and resources for complete planning and construction phase services for the project in accordance with the requirements of the A/E Manual, as amended and/or supplemented herein. The following generally highlights the services that the A/E firm may be required to perform:

1) Refine, clarify, and define the university’s project description, data, and requirements as necessary to meet the university’s needs. Respond to all regulatory and agency review comments and resolve outstanding issues at the various phases of design.

2) Assure that the design documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, but not limited to the Virginia Uniform Statewide Building Code, the accessibility standards referenced in the CPSM, Virginia Tech’s Design Guidelines and Construction Standards and the Virginia Tech Campus Design Principles.

3) Provide all design submittals, including construction contract documents with professional seals and signatures, in accord with the procedures of the A/E Manual.

4) Provide specifications that reflect current requirements, standards and product availability.

5) As appropriate, develop and prepare construction documents for an Erosion and Sediment Control Plan and a Stormwater Management Plan to comply with university/DCR requirements.

6) Coordinate with and respond to issues raised by the University Building Official.

7) Make recommendations for any proposed relocation of utilities to minimize construction risk and/or disruption to university operations by coordination with winter, spring and summer breaks, or provide temporary for service.

8) Coordinate planning efforts with the Virginia Tech Campus Master Plan.

9) Prepare A/E cost estimates for the project in accordance with Chapter 5 and Appendix E of the A/E Manual.

10) Represent Virginia Tech by presenting necessary oral and/or graphic presentations to State Agencies.
such as the Art and Architectural Review Board and/or any other group having interest in the project.

11) Complete all forms and documents in formats required by the A/E Manual and university direction. Process in accordance with the university's instructions.

12) Provide services to assist the university in the bidding and award of the construction contract.

13) Participate in pre-construction design reviews and cost estimate reconciliation with university representatives and the university's independent cost estimator.

14) Provide construction administration services as defined by the A/E Manual.

15) As necessary, provide as-built site verifications, field investigations, and subsurface utility surveys.

16) Confirm the project program. This activity will include interviews and documentation, programming, planning and layouts.

17) Provide utility design.

18) Provide lightning, security, fire suppression and fire alarm design.

19) Provide energy efficient and sustainable design.

VI. **POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:**

It is the policy of Virginia Tech 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 university 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. **The university’s aspirational goals for SWAM participation are: Small – 30%, Women – 5% and Minority – 5%**.

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.

As a means to track SWAM participation/payments, the successful proposer will be required to use GC Pay for submitting their invoices to Virginia Tech.
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 (see page 2 of this RFP); the completed and signed Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5, AE-6, and the completed “Small Businesses and Businesses Owned by Women & Minorities” data (form DGS-30-360); 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.

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://www.dgs.virginia.gov/tabid/823/Default.aspx?udt_1673_param_detail=159 and

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 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA (DGS-30-004), 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. Forms AE-1, AE-1A, AE-2, AE-3, AE-4, AE-5 and AE-6 is available for download at the http://forms.dgs.virginia.gov website.

VIII. EVALUATION AND AWARD OF CONTRACT:

A. EVALUATION CRITERIA: The following criteria will be considered by the university when evaluating proposals:
1. Expertise, experience, and qualifications of the proposed A/E team (including Specialty Consultants if proposed) for providing the services described in Section IV specifically for the project type described in Section III (30 points).

2. Demonstrated ability of the A/E’s Project Manager and proposed team members to work collaboratively, through design and construction, to successfully deliver a project of similar size, scope and complexity as described in Section III (20 points).

3. Past performance on projects for Virginia Tech and/or similar institutions as determined by reference checks (20 points).


5. Geographic location of the A/E teams’ office(s) where work will be performed in relation to the project site (5 points).

6. Use of small businesses and businesses owned by women and minorities as the prime A/E firm, consultants, or support services (5 points).

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. The committee may consider the comments and/or recommendations of the A/E team’s previous clients, as well as other references.

B. AWARD OF CONTRACT: After evaluation of the Proposals received in response to the RFP, the university 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 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 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 the university 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 university 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.

The assigned University Design and Construction (UDC) Project Manager will be the primary
contact for contract negotiations. All design and construction activities will be managed by UDC’s Project Manager. The A/E shall work with the UDC Project Manager for coordination with all university stakeholders including the Office of University Planning who is responsible for siting, massing, conformance with the University’s Campus Master Plan and related studies, conformance with the Campus Design Principles and coordination of space programming with institutional strategic space planning.

**IX. FEES:**

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated labor 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 university 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 university.