REQUEST FOR PROPOSALS

Issue Date: July 16, 2003    RFP#: 214-03-Jarman-Bedford

Title: A/E SERVICES FOR TWO PROJECTS - Jarman Auditorium Renovation and The Wygal-Bedford Connector

Project Code: 214 – 16301 Jarman Auditorium Renovations
Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Commonwealth of Virginia
Longwood University
Materiel Management
Bristow Building
Farmville, Virginia 23909

Location of Work: Longwood University

Period Of Contract: Single project services

All inquiries for information should be directed to:
James E. Simpson      Phone #: (434) 395 - 2093

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:
Longwood University, Materiel Management, Bristow Building, corner of Main Street and Redford Street, Farmville, receptionist’s desk at the front entrance.

Sealed proposals for furnishing the services described herein will be received until 4:00 p.m. local time August 21, 2003   Proposals must reach the above address by the deadline stated.

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name And Address Of Proposer: ________________________________ Date: ________________________________

______________________________ By ________________________________
(Signature in Ink)

______________________________ Typed Name: ________________________________

______________________________Zip:_____ Title: ________________________________

FEIN/SSN # __________________________ Telephone No. ( ) __________________

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will not be held. However, firms may tour the campus. Contact Galen May at (434) 395-2321 to schedule a tour. Tours will be scheduled from July 28
through August 1, 2003 between the hours of 9:00 am to 2:00 pm.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section No.</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Applicability of the A/E Manual</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>Purpose</td>
<td>3</td>
</tr>
<tr>
<td>III</td>
<td>Background</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>Information Available</td>
<td>4</td>
</tr>
<tr>
<td>V</td>
<td>Scope of Services</td>
<td>4</td>
</tr>
<tr>
<td>VI</td>
<td>Policy On Small Businesses and Businesses Owned by Women and Minorities</td>
<td>7</td>
</tr>
<tr>
<td>VII</td>
<td>Proposal Requirements</td>
<td>8</td>
</tr>
<tr>
<td>VIII</td>
<td>Evaluation and Award of Contracts</td>
<td>8</td>
</tr>
<tr>
<td>IX</td>
<td>Fees</td>
<td>10</td>
</tr>
<tr>
<td>X</td>
<td>Attachments</td>
<td>10</td>
</tr>
</tbody>
</table>

NOTE: 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. Hard copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms may be found in Appendix C of the Manual. Electronic copies of these forms are available for download at the following website: [http://forms.dgs.state.va.us/](http://forms.dgs.state.va.us/)
I. APPLICABILITY OF THE A/E MANUAL

The Commonwealth of Virginia Construction and Professional Services Manual for Architect/Engineers (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 designing two project types. The first is a New Theater and Communications Center commonly known as the Bedford – Wygal Connector. The second is the renovation of a 1000 seat auditorium facility – Jarman Auditorium. The project scope is to provide all architectural and engineering services for these two separate projects. The projects are scoped together due to the user groups being the same. The projects are to be preformed in separate budget years. The Bedford – Wygal Connector- A New Theater and Communications Center will be designed and constructed first, with the Renovation of Jarman Auditorium beginning after the completion of the Bedford - Wygal Connector. The Longwood University Staff will prepare a pre-design study to develop recommendations for the design of each facility. The A/E will review the Study, make recommendations, and then design the projects using the University’s accepted recommendations.

The A/E shall provide professional services for the project described in Part V of this RFP consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings. The A/E shall design the system in accordance with the Commonwealth’s Stormwater Management Regulations. The design shall be approved by the Department of Conservation and Recreation, Division of Stormwater Management.

III. BACKGROUND

Longwood University was founded in 1839 as the Farmville Female Seminary Association. Since its founding, the University has expanded and changed significantly. In 1949, the institution became Longwood College and in 1976 the institution became co-educational. The institution gained university status in 2002. Longwood University main campus is a residential 60-acre campus consisting of 55 buildings, totaling 1,363,536 square feet.

The campus total includes 13 residence halls, housing approximately 2500 undergraduate students. Currently over 4,100 students from over 25 states and foreign countries attend the University.
The University desires a New Theater and Digital Media Complex (Bedford – Wygal Connector) to enhance the learning environment of the theater students in their preparations for employment in the workforce. The Theater facility will house a “black box” flexible theater for a variety of productions. In accompanying the activities of the theater proper, accessories spaces will be provided, such as storage, a green room, dressing rooms, and public toilets. In order to enhance the usual learning classroom environment, a scene shop, a costume shop, and a digital media lab will be provided.

Jarman Auditorium was constructed in the 1950’s as meeting space for performances and gatherings for 1000 patrons. In order to enhance the experience of the current populace, Jarman Auditorium is in need of a “face lift”. Renovations of the HVAC, Lighting, and Acoustical environments are required on the main level. The lower level requires that rooms once used as small music practice rooms be combined together to provide for much needed storage. The existing larger spaces will be reconfigured to provide the dressing space for the performers at this venue. New toilet areas are required on the first level. The project will be designed to comply with the Americans with Disabilities Act.

IV. INFORMATION AVAILABLE

The University has drawings of the existing Jarman facility as well as the facilities in the areas adjacent to the proposed Theater Complex. These drawings will be provided to the A/E upon contract award. The University will also provide upon contract award budget and planning documents.

V. SCOPE OF SERVICES:

The selected A/E shall furnish all expertise, labor and resources for complete design and construction 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 will be required to perform:

A. Refine, clarify, and define the University’s project description, data, and requirements as necessary to develop a Schematic design of the project which meets the University’s requirements and is within the stipulated “design-not-to-exceed” construction cost. Respond to all BCOM, Department of Conservation and Recreation, and other agency review comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.

D. Provide completes construction contract documents for the two separate projects with professional seals and signatures in accord with the procedures of the A/E Manual. A design schedule will be determined upon acceptance of the comments upon the University provided pre-planning study.

E. Assure that the construction contract 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, Stormwater Management Regulations, and the Uniform Federal Accessibility Standards.

F. Provide specifications, which reflect current requirements, standards and product availability.

G. Obtain approvals of documents from the Department of Conservation and Recreation, Division of Stormwater Management.

H. If applicable, develop and prepare construction documents for an Erosion and Sediment Control
Plan. Obtain approvals from required Agencies.

I. Coordinate the design of utility connections with local utility provider and obtain necessary approvals. University will pay filing fees and connections charges, as required.

J. Prepare A/E cost estimates for the project per Chapter 8 and Appendix E of the A/E Manual.

K. Represent the Agency by presenting necessary oral and/or graphic presentations to State Agencies such as the Art and Architectural Review Board, the Division of Engineering and Buildings, Department of Conservation and Recreation or any other group having interest in the project.

L. Complete all forms and documents in formats required by the A/E Manual. Process in accord with the University’s instructions.

M. Provide an Environmental Impact Report.

N. Provide soil borings, soils analysis, and foundation design recommendations.

O. Provide services to assist the University in the bidding and award of the construction contract.

P. Provide services for the construction phase, as required by the A/E Manual, for the administration of the contract.

Q. The A/E shall provide to the University one copy of the completed drawing on reproducible Mylar and on compact disc in the AutoCAD 2004 format that is 100 percent compatible with the University’s hardware and software. The A/E shall provide the University with any special font, symbol libraries, special line types or line drawing software or any other unique software required for the University to maintain the CADD drawings as current documents. The A/E shall provide printed deliverables to the university using the following personal computer software packages:

<table>
<thead>
<tr>
<th>Software Package</th>
<th>Function</th>
<th>Brand Name</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word-processing</td>
<td>Microsoft Word</td>
<td>2000 for Windows</td>
<td></td>
</tr>
<tr>
<td>Spreadsheet</td>
<td>Microsoft Excel</td>
<td>2000 for Windows</td>
<td></td>
</tr>
<tr>
<td>Database</td>
<td>Microsoft Access</td>
<td>2000 for Windows</td>
<td></td>
</tr>
<tr>
<td>CAD</td>
<td>AutoCAD</td>
<td>2004 for Windows</td>
<td></td>
</tr>
</tbody>
</table>

The University shall have ownership and unrestricted rights to use these drawings for its purpose; however, the A/E shall not be responsible for any such use or modifications made by the University.
VI. **POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:**

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed $100,000. Proposer must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Hard copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms may be found in Appendix C of the Manual. Electronic copies of these forms are available for download at the [www.dgs.state.va.us](http://www.dgs.state.va.us) website.

VII. **PROPOSAL REQUIREMENTS:**

A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.

B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E’s capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.

C. The Respondent’s proposal shall include: the completed and signed RFP cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and 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. Hard copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms may be found in Appendix C of the Manual. Electronic
VIII. EVALUATION AND AWARD OF CONTRACTS:

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

1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section V, Scope of Services.

2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section V, Scope of Services.

3. Geographic location of the A/E's office where work will be performed in relation to the project location(s).

4. Current and projected workload, plan to complete the work and ability to complete the work in a timely manner.

5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.

6. Qualifications and experience of the A/E's project manager to be assigned to this project.

7. A/E's recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.

8. A/E's experience in providing services in conformance to the State's Construction and Capital Outlay procedures and the Department of Conservation and Recreation Regulations and Guidelines.

9. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.

10. Size of the firm relative to the size of the project(s).


12. Overall suitability of the firm for the project.

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. A points system will be used in the evaluation.

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 VIII and the information provided and developed in the selection process to this point, the Agency shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer. The University will award the design of both projects to one A/E firm.

IX. FEES:

The fee for the pre-planning study shall be negotiated on a lump sum basis considering the Scope of Services required by Section V, 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.

X. ATTACHMENTS

None.