REQUEST FOR PROPOSALS

Issue Date: June 22, 2004                    RFP# 214-04-Blackwell

Title: A/E Services For Blackwell Renovation

Commodity Code: PROFESSIONAL SERVICES

Issuing University & 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, CPPB, VCO, Director Materiel Management Phone #: (434) 395-2093

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING UNIVERSITY 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 2:00 p.m. local time on July 22, 2004. 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.
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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/)

Solicitation and any changes resulting from the University’s requirements will be posted to the eVA ([http://www.dgs.state.va.us/](http://www.dgs.state.va.us/)) and Longwood University Materiel Management website, [http://www.longwood.edu/](http://www.longwood.edu/). Click on offices, Purchasing, Solicitations/Awards, Open Request for Proposals/Addenda/Awards. Click on the solicitation 214-04-Blackwell.

It is the sole responsibility of the bidder to check these web pages for all changes to the RFP prior to submission. Failure to do so may cause your bid to be determined non-responsive. Longwood University will not mail or fax these documents.

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, 11-35.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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 "University" 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 "University" 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 retail space and conferencing centers as well as the renovation of existing facility.

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.

III. BACKGROUND

Blackwell Building was the home for the University’s dining hall and campus bookstore. Upon completion of a new dining facility on campus, Dining Services vacated Blackwell for the new facility. Planning for the utilization of the now vacated space; the University received an appropriation in the 2000-02 biennium to renovate the first floor of Blackwell for the bookstore. However, a major fire on campus delayed the project. The fire necessitated the relocation of the bookstore to a shopping center off campus. Blackwell is currently being used as a storage and office area by the construction contractor reconstructing the buildings destroyed by the fire. The Contractor will complete construction at the end of this year. At this time the building will be vacant and available for renovation. Blackwell Building did receive minor water damage and smoke damage. The mechanical systems designed for both Grainger Building and Ruffner building are interconnected to the new Blackwell system.

IV. INFORMATION AVAILABLE

The University has record drawings of the building, a boundary and topographic survey of the site, and utilities drawings. These items are available for examination by firms scheduled for interviews in Bristow Building located at the corner of Main and Redford Street. To schedule an appointment to examine the documents, call Ms. Joan Price at (434) 395-2089.

V. SCOPE OF SERVICES:

The University’s documents indicated in Section IV above describe the program, siting, appearance, aesthetics, functional arrangement, and level of quality desired by the University.
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 and other University review comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.

B. Provide complete construction contract documents with professional seals and signatures in accord with the procedures of the A/E Manual. Documents must be complete and ready for bidding not later than July 2005.

C. 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 and the Uniform Federal Accessibility Standards.

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

F. If applicable, coordinate entrance design with and obtain approval from the Virginia Department of Transportation office having jurisdiction.

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

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

I. Represent the University 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 or any other group having interest in the project.

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

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

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

M. The intent of this project is to perform a major renovation of Blackwell Building. However due to the limited funds, only the first floor can be renovated and limited repairs to the second floor. The scope of the renovation shall include the following:

1. Renovate the first floor to support the University’s Book Store.
2. Replace and upgrade the building’s heating, air conditioning and ventilation systems to support the renovation of the first floor. The system shall be designed to also support the future renovation of the second floor.
3. Replace the roof.
4. Clean, repair and paint the meeting rooms located on the upper floors.

N. Perform a Planning Study to determine the future use and renovation cost of the second floor. The study shall provide a schematic drawings and a cost estimate based on the approved schematic drawings. The University plans to use these documents for future budget submission.

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 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 four (4) copies of the proposal shall be submitted to the University. 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 University 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 copies of these forms are available for download at the www.dgs.state.va.us website

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

4. Current and projected work load, 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 including Codes, Standards, Accessibility and Building Efficiency.

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).


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: After evaluation of the Proposals received in response to the RFP, the University 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 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.

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 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.

X. ATTACHMENTS

None.