REQUEST FOR QUALIFICATIONS

Issue Date: April 1, 2004 RFQ# 214-04-PRO-SERVE

Title: A/E SERVICES, MULTI OR SINGLE DISCIPLINE FIRMS

Commodity Code: PROFESSIONAL SERVICES

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

Location of Work: Longwood University
Farmville, VA 23909

Period Of Contract: Qualifications will remain on file for the period May 1, 2004 to April 30, 2005.

All inquiries for information should be directed to:
David P. Pletcher       Phone #: (434) 395 - 2297

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: Facilities Management, Bristow Building, Room 220, corner of Main Street and Redford Street, Longwood University, Farmville VA, 23909

Proposals for furnishing the services described herein will be received at anytime.

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will not be held.

In compliance with this Request For Qualifications, 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 RFQ 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 RFQ. It is understood that this proposal may be modified, by mutual agreement in subsequent negotiations.

Name And Address Of Proposer:

_________________________________ Date:____________________________
_________________________________ By ______________________________
_________________________________ Ty ped Name:_______________________
_________________________________ Zip:____
FEIN/SSN # _______________________ Telephone No. (    ) ___________
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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 RFQ 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 RFQ. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFQ 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 RFQ, 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**

Longwood University often needs professional architectural and/or engineering services for discrete, small projects such as investigations, studies, reports, design of small projects, and related services. Through this RFQ, Longwood University solicits qualification statement from firms for the purpose of entering into a contract through competitive negotiations for professional services. We request responses from single discipline or multi-discipline firms who are experienced in architectural design, architectural interiors, civil engineering, structural engineering, mechanical engineering, geotechnical engineering and electrical engineering.

The firms responding to this RFQ will be considered for a contract through competitive negotiations for Category B Small Purchase Procurement of professional services. This process is described in the Construction and Professional Services Manual, Section 408.4. The total fee for Category B procurement of A/E services including reimbursable expenses shall be less than $30,000.

The A/E shall provide professional services 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. **SCOPE OF SERVICES:**

The selected A/E shall furnish all expertise, labor and resources, in accordance with the requirements of the A/E Manual, to provide complete services required by the contract. The following generally summarizes the types of scopes of services that the A/E may be required to perform, depending on the individual contract:

A. Provide evaluations, analysis, recommendations, cost and time estimates, reports, feasibility studies, preparation of schematic or preliminary designs, field inspections and investigations, and code compliance investigation for architectural projects, or structural engineering projects, or mechanical engineering projects, or civil engineering projects, or electrical engineering projects.

B. Provide complete contract documents for small project designs in accord with the procedures of the A/E Manual.

C. Provide services to investigate problems and prepare recommendations for corrective action.
D. Prepare an A/E cost estimate for proposed project.

E. Prepare feasibility studies for proposed project.

F. Other types of professional services of a nature consistent with the intent of the RFQ.


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

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

J. Provide Services to assist the Agency in the bidding and award of the construction contract.

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

IV. 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 is required. Proposer must also state any plans to utilize such businesses and the manner in which they may be utilized under a contract. This information will be provided during negotiations.

V. RFQ REQUIREMENTS:

A. Statement of Qualifications 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 RFQ is true and accurate. Failure to provide information required by this RFQ will result in the RFQ being returned.

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

C. One (1) manually signed original of the proposal shall be submitted to the Agency. The proposal shall be bound in a single volume. 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.

D. Any information thought to be relevant shall 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 RFQ.
E. To reduce the effort and expense of responding to RFQ's, provide uniformity in the type information requested, and enhance the review and evaluation process, the following Capital Outlay Forms AE-1 thru AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E's responding to State agency RFP's. Supplemental information shall be shown on Form AE-6.

- **Form AE-1** provides historical data on the Proposer/Prime Design Professional, including firm name, location, type of ownership, size, previous name(s), principals, type of personnel, consultants proposed, Professional Liability Insurance coverage, proposed disadvantaged business utilization, and past project experience data.

- **Form AE-2** provides information on available consultants for the particular project.

- **Form AE-3** provides information on the personnel proposed to be assigned to the project and a narrative of the proposed methodology for providing the services and assuring quality.

- **Form AE-4** provides information on the individual qualifications, experience and expertise of the proposed Key Personnel to be assigned to the project.

- **Form AE-5** provides specific data on similar projects (or projects which have features or systems similar to those envisioned for this project) on which the A/E and/or its consultants have provided services.

- **Form AE-6** provides a format for any additional or supplemental information in the form of a narrative describing capabilities, expertise, project approach, current workload, and other information, which indicate why the firm is particularly qualified or suited for the project.

Blank copies of the AE-1 thru AE-6 formats can be downloaded from the Division of General Services website at [www.dgs.state.va.us](http://www.dgs.state.va.us) or obtained from Appendix C of the Construction & Professional Services Manual.

VI. **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 that may provide services relevant to the proposed project.

2. Expertise, experience and qualifications of any special consultants proposed.

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 the proposed project.
6. Qualifications and experience of the A/E’s project manager to be assigned to the proposed 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: The Agency will identify three firms from the firms which have Form AE-1 through AE-6 on file with the Agency and which appears to be qualified to render the required services. The Agency shall engage in individual interviews with these firms. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the required service. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VI 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. 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.

VII. FEES:

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

VIII. eVA REQUIREMENTS:

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal 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, and complete the Ariba Commerce Services Network registration. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

a. eVA Basic Vendor Registration Service: $25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is $500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding, as they become available.

b. eVA Premium Vendor Registration Service: $200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is $500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.